



**FINANCE COMMITTEE MEETING  
August 20, 2009 — 12:00 – 2:00 p.m.  
COMPASS Conference Room**

**\*\*AGENDA\*\***

**I. AGENDA ADDITIONS/CHANGES**

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

Page 2 \* A. Approve May 21, 2009, Finance Committee Meeting Minutes

**IV. SPECIAL ITEM**

A. Pre 2009 Audit Discussion with George Wadsworth

**V. ACTION ITEMS**

Page 5 \* A. Approve Variance Report: October 1, 2008 – June 30, 2009

**VI. INFORMATION/DISCUSSION ITEMS**

A Review 2009 General and Special Membership Dues Received To Date

Page 17 \*B. Review Building Space Needs Analysis: lease vs. purchase

Page 19 \*C. Review Alternatives for Health Care Benefits

D. Report Life Insurance Carrier Change and Possible Cost Implications

E. Status Report – Grant Opportunities

**VII. OTHER**

**VIII. ADJOURNMENT**

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\*Enclosures

Times are approximate. Agenda is subject to change.



**FINANCE COMMITTEE MEETING  
 MAY 21, 2009, 11:30 A.M.  
 COMPASS CONFERENCE ROOM  
 MERIDIAN, IDAHO**

**\*\*MINUTES\*\***

**Attendees:** Rebecca Arnold, Commissioner, Ada County Highway District, **Vice Chair**  
 Elaine Clegg, Councilwoman, City of Boise  
 Carol McKee, Commissioner, Ada County Highway District  
 Bryce Millar, Commissioner, Nampa Highway District  
 Garret Nancolas, Mayor, City Caldwell

**Members Absent:** Phil Bandy, Mayor, City of Eagle, **Chair**  
 Steve Rule, Commissioner, Canyon County

**Others Present:** Nancy Brecks, Community Planning Association  
 Keith Holmes, Community Planning Association  
 Matt Stoll, Community Planning Association  
 Jeanne Urlezaga, Community Planning Association

**Call to Order**

Vice Chair Arnold called the meeting to order at 12:10 p.m.

**Agenda Additions/Changes**

None.

**Open Discussion/Announcements**

None.

**Consent Agenda**

**A. Approve March 19, 2009, Finance Committee Meeting Minutes**

**Carol McKee moved and Elaine Clegg seconded approval of the Consent Agenda as presented. Motion passed unanimously.**

## **Action Items**

### **A. Approve Variance Report: October 1, 2008-March 31, 2009**

Jeanne Urlezaga presented the October 1, 2008 - March 31, 2009, Variance Report.

After discussion, **Carol McKee moved and Garret Nancolas seconded approval of the October 1, 2008- March 31, 2009, Variance Report as presented. Motion passed unanimously.**

### **B. Approve Change in Investments**

Jeanne Urlezaga recapped the prior discussions regarding the change in investments.

COMPASS investments are currently with Idaho Central Credit Union in checking and savings and the Local Government Investment Pool (LGIP) for the Building Fund and operating fund balance.

Staff recommends the following modifications to current investments:

- Maintain \$250,000 balance between savings and checking at Idaho Central Credit Union keeping that amount federally insured.
- Invest the Building Fund dollars in a collateralized account with Zion's Bank. This account has historically paid an average of 10 basis points more than LGIP and will be insured.
- Place \$100,000 in a 6 to 11 month money market account or a certificate of deposit.

Keep the remainder in the Local Government Investment Pool. Keeping this account open allows staff to transfer funds electronically between Idaho Central Credit Union and LGIP on an as-needed basis to cover check cycles

After discussion, **Elaine Clegg moved and Carol McKee seconded to recommend approval of the change in investments as presented. Motion passed unanimously.**

### **C. Recommend Approval of Revision 2 of the FY2009 Unified Planning Work Program and Budget**

Matt Stoll reviewed Revision 2 of FY2009 UPWP. Matt stated staff is recommending reducing dues for the remainder of 2009 by 10 percent retroactive to October 1, 2008.

After discussion, **Garret Nancolas moved and Carol McKee seconded recommending approval of Revision 2 of the FY2009 Unified Planning Work Program and Budget as presented. Motion passed unanimously.**

**Information/Discussion Items**

**A. Review 2009 General and Special Membership Dues Received To Date**

Jeanne Urlezaga reported that as the end of 3<sup>rd</sup> quarter all dues are in. She noted that 4<sup>th</sup> quarter dues will be billed after the June 2009 Board meeting.

**Adjournment:**

**Elaine Clegg moved and Garret Nancolas seconded adjournment at 1:00 pm. Motion passed unanimously.**

**Dated this 20th day of August 2009.**

**Approved:**

**By: \_\_\_\_\_  
Phil Bandy, Chair**

**Attest:**

**By: \_\_\_\_\_  
Rebecca Arnold, Vice Chair**

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**MEMORANDUM**

**To:** COMPASS Finance Committee

**FROM:** Jeanne Urlezaga, Director of Operations

**DATE:** August 20, 2009

**RE:** **Approve Variance Report: October 1, 2008 to June 30, 2009**

**Action Requested:**

Approve Variance Report: October 1, 2008 to June 30, 2009.

**Background:**

The Variance Report is compared to the FY2009 Unified Planning Work Program and Budget – Revision 2.

The year-to-date total workdays are on budget at 75%. Total dollars expended are 54% of budget. With few exceptions these percentages are lower than anticipated due to the overall low payout of Professional Service Agreements for the various programs.

**Status:**

Detour signs remain or were added to the following programs that are behind schedule either due to slow starts or other delays:

- Program 610, SH44 Corridor Preservation Study – due to delays imposed by federal agencies.
- Program 611, US 20/26 Corridor Preservation Study – due to delays imposed by federal agencies.
- Program 631, Treasure Valley High Capacity Transit Study – delays due to issues with the Multi-Modal Center and the Downtown Circulator put Program 631 behind schedule.
- Program 672, Rural Mobility Management – funding delays due to obtaining a state / local agreement with the Idaho Transportation Department.

Yield signs remain or were added to the following programs as staff anticipates they will come in under budget by the end of the fiscal year:

- Program 631, Treasure Valley High Capacity Transit Study – Budgeted workdays and direct dollars will not be fully expended by year end. Remaining direct dollars and approximately ten work days will be programmed into FY2010 to complete the project. Any remaining work days will be used to cover overages in other projects.
- Program 653, Communications and Education – Budgeted direct dollars will not be fully expended by year end. Remaining direct dollars will be used to cover overages in other projects.
- Program 801, Staff Development – Budgeted direct dollars will not be fully expended by year end. Remaining direct dollars will be used to cover overages in other projects.



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A stop sign was added to the following program as staff anticipates there will be a budget over-run by the end of the fiscal year:

- Program 601, UPWP Budget Development and Monitoring – Staff underestimated the time necessary to complete the FY2009 Federal Certification Review. Work days from projects that are under budget will be used to cover the overage in this project.

### **Statement of Revenues, Expenses, and Changes in Fund Balance:**

The Statement of Revenues, Expenses and Changes in Fund Balance and the Fund Balance Sheet is also attached.

**Revenue:** General and Special Membership dues were received at a rate of 84% and 86% respectfully. 58% of the Consolidated Planning Grant revenues were received. Revenues for the Surface Transportation Program Grants at 30%, and Other Revenue Sources at 34% are low primarily due to slow payout of direct costs for the two corridor planning projects. 37% of FTA Funds for Mobility Management Strategies have been received.

**Expenditures:** Salary at 75%, Fringe at 70%, and Overhead at 68% are on budget at the end of third quarter. Professional Services at 32% are under budget due primarily to slow payout on the two corridor planning projects. Equipment at 29%, Travel & Education at 26%, Printing at 6%, Public Involvement at 21%, Meeting Support at 45%, and Other at 2% are all under budget. The payout on Building Fund and Set-Aside for Potential Rescission of Federal Funds remain at 0% as these are budget set-asides for use in future periods. Staff anticipates expenditures for Professional Services, Travel and Education, Printing, Public Involvement, Meeting Support, and Other will be under budget by the end of the fiscal year.

### **Fund Balance Sheet:**

The Fund Balance Sheet compares assets, liabilities, and fund balance of the current quarter to those of the previous quarter.

**Assets:** Cash and Cash Equivalents are up by \$148,897. Staff moved \$75,000 into the Building Fund. The fund earned \$752 in interest for the quarter bringing the balance to \$703,700. Accounts Receivable are down by \$43,041.

**Liabilities:** Total liabilities were at \$0 as payments are kept current throughout the fiscal year.

**Fund Balance:** Unreserved funds increased by \$136,508. The set-aside for a potential rescission of federal funds remains unchanged. While it appears a rescission won't be made in FY2009, it is still possible that a rescission could be implemented in FY2010. In light of this, staff requests that this fund balance set-aside continue into FY2010. The fund balance for the local share of certain grants was fully expended bringing the balance to zero. As noted above, the balance in the Building Fund at June 30, 2009 was \$703,700. The net decrease in Orthophotography fund balance was \$9,279 as expenses and interest income were recorded.

The net increase to Fund Balance through June 30, 2009 is \$195,725.

### **Program 701, General Member Services – Analysis of Work Days Used**

The attached worksheet shows the break-out of budgeted and actual workdays for Program 701 subtasks.

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - JUNE 30, 2009 (75.0%)

|   |          |                      |                        |
|---|----------|----------------------|------------------------|
| <b>601 UPWP Budget Development and Monitoring</b>   |          | <b>Lead:</b>         | <b>Jeanne Urlezaga</b> |
| Commencement Date:  | 10/01/08 | Proposed Completion: | 09/30/09               |
|   |          | Status:              | 75%                    |
| <b>Explanation:</b> Staff underestimated days needed to complete the FY2009 Federal Certification Review as some of the review format has changed from 2005 when the last review was conducted. Staff anticipates workdays and total dollars expended to be over budget by the end of FY2009. |          |                      |                        |
| <b>Recommended Action:</b> Workdays from projects that are under budget will be used to fund the labor and dollar overrun on this project.  |          |                      |                        |

|          | Budget - Rev 2 |                     |           |          | Actual    |                     |           |          | % Expended |          |
|----------|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
|          | Work Days      | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days  | Total \$ |
| Regional | 251            | 140,952             | -         | 140,952  | 209       | 129,560             |           | 129,560  | 83%        | 92%      |



|  |          |                      |                   |
|--|----------|----------------------|-------------------|
| <b>610 SH44 Corridor Preservation Study</b>  |          | <b>Lead:</b>         | <b>Don Matson</b> |
| Commencement Date:   | 01/01/04 | Proposed Completion: | 09/30/10          |
|  |          | Status:              | 67%               |
| <b>Explanation:</b> Project on track according to scheduled work days. Payout of direct dollars is under budget due to FHWA delay in their review and approval of the "alternative screening report". Work products can not move forward until federal approval is obtained. |          |                      |                   |
| <b>Recommended Action:</b> Work with consultant and the Idaho Transportation Department to encourage FHWA to accelerate review of alternative screening report.  |          |                      |                   |

|          |    |        |         |         |    |        |         |         |     |     |
|----------|----|--------|---------|---------|----|--------|---------|---------|-----|-----|
| Regional | 67 | 37,490 | 870,553 | 908,043 | 45 | 25,721 | 271,870 | 297,591 | 67% | 33% |
|----------|----|--------|---------|---------|----|--------|---------|---------|-----|-----|



|                              | Workdays | Labor \$ | Direct \$ | Total     |
|------------------------------|----------|----------|-----------|-----------|
| FY04 Actual                  | 91       | 50,470   | -         | 50,470    |
| FY05 Actual                  | 54       | 29,145   | 36,496    | 65,640    |
| FY06 Actual                  | 132      | 71,684   | 375,140   | 446,824   |
| FY07 Actual                  | 75       | 45,239   | 537,976   | 583,215   |
| FY08 Actual                  | 97       | 54,997   | 910,247   | 965,244   |
| FY09 Budget                  | 67       | 37,874   | 870,553   | 908,427   |
| FY10 Budget                  |          |          | 286,655   | 286,655   |
| <b>Total Project Budget:</b> | 516      | 289,409  | 3,017,067 | 3,306,475 |

|  |          |                      |                   |
|--|----------|----------------------|-------------------|
| <b>611 US 20/26 Corridor Preservation Study</b>  |          | <b>Lead:</b>         | <b>Don Matson</b> |
| Commencement Date:   | 01/01/04 | Proposed Completion: | 07/31/10          |
|  |          | Status:              | 80%               |
| <b>Explanation:</b> Project on track according to scheduled work days. Payout of direct costs is under budget due to FHWA delay in their review and approval of the "screening methodology report". Work products can not move forward until federal approval is obtained. |          |                      |                   |
| <b>Recommended Action:</b> Work with consultant and the Idaho Transportation Department to encourage FHWA to accelerate review of screening methodology report.  |          |                      |                   |

|          |    |        |         |         |    |        |         |         |     |     |
|----------|----|--------|---------|---------|----|--------|---------|---------|-----|-----|
| Regional | 68 | 38,070 | 662,049 | 700,119 | 54 | 31,859 | 246,522 | 278,381 | 80% | 40% |
|----------|----|--------|---------|---------|----|--------|---------|---------|-----|-----|



|                              | Workdays | Labor \$ | Direct \$ | Total     |
|------------------------------|----------|----------|-----------|-----------|
| FY04 Actual                  | 82       | 44,274   | -         | 44,274    |
| FY05 Actual                  | 85       | 45,952   | 181,678   | 227,630   |
| FY06 Actual                  | 95       | 49,556   | 468,334   | 517,890   |
| FY07 Actual                  | 124      | 71,463   | 746,444   | 817,907   |
| FY08 Actual                  | 82       | 47,860   | 405,209   | 453,069   |
| FY09 Budget                  | 68       | 38,460   | 662,049   | 700,509   |
| FY10 Budget                  |          |          | 183,746   | 183,746   |
| <b>Total Project Budget:</b> | 536      | 297,565  | 2,647,460 | 2,945,025 |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
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|  |          |                      |          |                    |
|--|----------|----------------------|----------|--------------------|
| <b>620 Growth and Transportation System Monitoring</b> |          | <b>Lead:</b>         |          | <b>Carl Miller</b> |
| Commencement Date:                                     | 10/01/08 | Proposed Completion: | 09/30/09 | Status: 100%       |
| <b>Explanation:</b> Project completed as scheduled.    |          |                      |          |                    |
| <b>Recommended Action:</b> None.                       |          |                      |          |                    |

|          | Budget - Rev 2 |                     |           |          | Actual    |                     |           |          | % Expended |          |
|----------|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
|          | Work Days      | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days  | Total \$ |
| Regional | 123            | 57,677              | -         | 57,677   | 125       | 54,740              |           | 54,740   | 102%       | 95%      |

COMPLETE

|   |                 |                      |                  |                        |
|---|-----------------|----------------------|------------------|------------------------|
| <b>631 Treasure Valley High Capacity Transit Study</b>  |                 | <b>Lead:</b>         |                  | <b>Charles Trainor</b> |
| Commencement Date:  | 12/01/05        | Proposed Completion: | 11/30/09         | Status: 50%            |
| <b>Explanation:</b> Work days and total dollars expended are under budget. Project is behind schedule as staff and consultant were focused on the Multi-Modal Center and the Downtown Circulator portions of this project which faced significant delays in the review process. Staff anticipates some labor and direct costs will carry forward into FY2010. |                 |                      |                  |                        |
| <b>Recommended Action:</b> Staff anticipates ten work days will be needed in FY2010 to complete this project. All remaining work days will be used to cover overages in other projects. Remaining direct dollars will be re-programmed into FY2010.   |                 |                      |                  |                        |
|   | <b>Workdays</b> | <b>Labor \$</b>      | <b>Direct \$</b> | <b>Total</b>           |
| FY06 Actual   | 65              | 33,955               | 789              | 34,744                 |
| FY07 Actual   | 137             | 75,433               | 33,776           | 109,209                |
| FY08 Actual   | 108             | 66,148               | 109,119          | 175,267                |
| FY09 Budget   | 135             | 80,148               | 165,680          | 245,828                |
| <b>Total Project Budget:</b>  | <b>445</b>      | <b>255,684</b>       | <b>309,364</b>   | <b>565,048</b>         |

|          |     |        |         |         |    |        |        |         |     |     |
|----------|-----|--------|---------|---------|----|--------|--------|---------|-----|-----|
| Regional | 135 | 79,333 | 165,680 | 245,013 | 49 | 29,374 | 87,838 | 117,212 | 36% | 48% |
|----------|-----|--------|---------|---------|----|--------|--------|---------|-----|-----|



|   |          |                      |          |                    |
|---|----------|----------------------|----------|--------------------|
| <b>647 Regional Growth Issues and Options</b>                             |          | <b>Lead:</b>         |          | <b>Carl Miller</b> |
| Commencement Date:  | 10/01/08 | Proposed Completion: | 09/30/09 | Status: 75%        |
| <b>Explanation:</b> Project is on track according to schedule and budget. |          |                      |          |                    |
| <b>Recommended Action:</b> None.  |          |                      |          |                    |

|          |     |        |   |        |    |        |  |        |     |     |
|----------|-----|--------|---|--------|----|--------|--|--------|-----|-----|
| Regional | 110 | 53,546 | - | 53,546 | 85 | 39,842 |  | 39,842 | 77% | 74% |
|----------|-----|--------|---|--------|----|--------|--|--------|-----|-----|

|  |          |                      |          |                 |
|--|----------|----------------------|----------|-----------------|
| <b>653 Communications and Education</b>  |          | <b>Lead:</b>         |          | <b>Amy Luft</b> |
| Commencement Date:   | 10/01/08 | Proposed Completion: | 09/30/09 | Status: 84%     |
| <b>Explanation:</b> Project is over budget for scheduled work days at 88% while the dollars expended on labor are at 75%. This difference is due to lower paid staff helping with the "Making Connections" conference during first quarter. Staff anticipates work days to be on track by the end of FY2009. Staff anticipates there will be some direct dollars remaining at the end of FY2009. |          |                      |          |                 |
| <b>Recommended Action:</b> Remaining direct dollars will be used to fund shortfalls in other projects.   |          |                      |          |                 |

|          |     |        |        |         |     |        |        |         |     |     |
|----------|-----|--------|--------|---------|-----|--------|--------|---------|-----|-----|
| Regional | 146 | 78,014 | 86,720 | 164,734 | 129 | 58,882 | 47,478 | 106,360 | 88% | 65% |
|----------|-----|--------|--------|---------|-----|--------|--------|---------|-----|-----|



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| Budget - Rev 2 |                     |           |          | Actual    |                     |           |          | % Expended |          |
|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
| Work Days      | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days  | Total \$ |

**661 Communities in Motion** *Lead:* Charles Trainor  
 Commencement Date: 10/01/03 | Proposed Completion: 09/30/09 | Status: 60%

*Explanation:* Labor and direct dollars will be expended at a higher rate in the fourth quarter. Staff anticipates project will be on track by end of fiscal year.

*Recommended Action:* None

|                              | Workdays     | Labor \$         | Direct \$        | Total            |
|------------------------------|--------------|------------------|------------------|------------------|
| FY04 Actual                  | 573          | 332,466          | 163,319          | 495,785          |
| FY05 Actual                  | 875          | 434,897          | 723,475          | 1,158,372        |
| FY06 Actual                  | 698          | 370,004          | 191,807          | 561,811          |
| FY07 Actual                  | 114          | 59,275           | 31,897           | 91,172           |
| FY08 Actual                  | 97           | 62,464           | 6,914            | 69,378           |
| FY09 Budget                  | 325          | 194,321          | 95,000           | 289,321          |
| <b>Total Project Budget:</b> | <b>2,682</b> | <b>1,453,427</b> | <b>1,212,412</b> | <b>2,665,839</b> |

|          |     |         |        |         |     |         |        |         |     |     |
|----------|-----|---------|--------|---------|-----|---------|--------|---------|-----|-----|
| Regional | 325 | 192,347 | 95,000 | 287,347 | 196 | 113,870 | 20,728 | 134,598 | 60% | 47% |
|----------|-----|---------|--------|---------|-----|---------|--------|---------|-----|-----|

**671 Mobility Management Strategies** *Lead:* Liisa Itkonen  
 Commencement Date: 10/01/07 | Proposed Completion: 09/30/09 | Status: 75%

*Explanation:* Project is on track according to schedule and budget.

*Recommended Action:* None.

|                              | Workdays   | Labor \$       | Direct \$     | Total          |
|------------------------------|------------|----------------|---------------|----------------|
| FY08 Actual                  | -          | -              | -             | -              |
| FY09 Budget                  | 642        | 277,882        | 33,000        | 310,882        |
| FY10 Budget                  |            |                | 16,981        | 16,981         |
| <b>Total Project Budget:</b> | <b>642</b> | <b>277,882</b> | <b>49,981</b> | <b>327,863</b> |

|          |     |         |        |         |     |         |        |         |     |     |
|----------|-----|---------|--------|---------|-----|---------|--------|---------|-----|-----|
| Regional | 642 | 277,882 | 33,000 | 310,882 | 480 | 203,058 | 15,811 | 218,869 | 75% | 70% |
|----------|-----|---------|--------|---------|-----|---------|--------|---------|-----|-----|

**672 Rural Mobility Management** *Lead:* Liisa Itkonen  
 Commencement Date: 08/01/09 | Proposed Completion: 09/30/09 | Status: 0%

*Explanation:* Project will begin when federal stimulus funds become available. Staff anticipates fund availability in fourth quarter.

*Recommended Action:* None

|                              | Workdays  | Labor \$      | Direct \$      | Total          |
|------------------------------|-----------|---------------|----------------|----------------|
| FY08 Actual                  | -         | -             | -              | -              |
| FY09 Budget                  | 33        | 15,537        | 500            | 16,037         |
| FY10 Budget                  |           |               | 103,805        | 103,805        |
| <b>Total Project Budget:</b> | <b>33</b> | <b>15,537</b> | <b>104,305</b> | <b>119,842</b> |

|          |    |        |     |        |   |   |   |   |    |    |
|----------|----|--------|-----|--------|---|---|---|---|----|----|
| Regional | 33 | 15,537 | 500 | 16,037 | - | - | - | - | 0% | 0% |
|----------|----|--------|-----|--------|---|---|---|---|----|----|



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - JUNE 30, 2009 (75.0%)

| <b>685 Transportation Improvement Program</b>                             |          |                      | <b>Lead:</b> | <b>Toni Tisdale</b> |
|---|----------|----------------------|--------------|---------------------|
| Commencement Date:  | 01/01/08 | Proposed Completion: | 09/30/09     | Status: 75%         |
| <b>Explanation:</b> Project is on track according to schedule and budget. |          |                      |              |                     |
| <b>Recommended Action:</b> None.  |          |                      |              |                     |

|          | <b>Budget - Rev 2</b> |                            |                  |                 | <b>Actual</b>    |                            |                  |                 | <b>% Expended</b> |                 |
|----------|-----------------------|----------------------------|------------------|-----------------|------------------|----------------------------|------------------|-----------------|-------------------|-----------------|
|          | <i>Work Days</i>      | <i>Labor / Indirect \$</i> | <i>Direct \$</i> | <i>Total \$</i> | <i>Work Days</i> | <i>Labor / Indirect \$</i> | <i>Direct \$</i> | <i>Total \$</i> | <i>Work Days</i>  | <i>Total \$</i> |
| Regional | 308                   | 157,592                    | 1,500            | 159,092         | 225              | 119,439                    | 1,146            | 120,585         | 73%               | 76%             |

| <b>687 Treasure Valley Truck Freight Travel Study</b>                     |                 |                      | <b>Lead:</b>     | <b>MaryAnn Waldinger</b> |
|---|-----------------|----------------------|------------------|--------------------------|
| Commencement Date:  | 10/01/06        | Proposed Completion: | 03/15/09         | Status: 80%              |
| <b>Explanation:</b> Project is on track according to schedule and budget. |                 |                      |                  |                          |
| <b>Recommended Action:</b> None.  |                 |                      |                  |                          |
|   | <b>Workdays</b> | <b>Labor \$</b>      | <b>Direct \$</b> | <b>Total</b>             |
| FY07 Actual   | 35              | 17,895               | 11,639           | 29,534                   |
| FY08 Actual   | 52              | 27,787               | 305,439          | 333,226                  |
| FY09 Budget   | 14              | 7,472                | 19,531           | 27,003                   |
| <b>Total Project Budget:</b>  | 101             | 53,154               | 336,609          | 389,763                  |

|          |    |       |        |        |    |       |        |        |     |     |
|----------|----|-------|--------|--------|----|-------|--------|--------|-----|-----|
| Regional | 14 | 7,396 | 19,531 | 26,927 | 11 | 6,441 | 15,828 | 22,269 | 80% | 83% |
|----------|----|-------|--------|--------|----|-------|--------|--------|-----|-----|

| <b>692 Regional Transportation Funding Information</b>                    |          |                      | <b>Lead:</b> | <b>Liisa Itkonen</b> |
|---|----------|----------------------|--------------|----------------------|
| Commencement Date:  | 10/01/08 | Proposed Completion: | 09/30/09     | Status: 75%          |
| <b>Explanation:</b> Project is on track according to schedule and budget. |          |                      |              |                      |
| <b>Recommended Action:</b> None.  |          |                      |              |                      |

|          |    |        |   |        |    |        |  |        |     |     |
|----------|----|--------|---|--------|----|--------|--|--------|-----|-----|
| Regional | 42 | 20,250 | - | 20,250 | 31 | 13,650 |  | 13,650 | 74% | 67% |
|----------|----|--------|---|--------|----|--------|--|--------|-----|-----|

| <b>701 General Membership Services</b>                                    |          |                      | <b>Lead:</b> | <b>Charles Trainor</b> |
|---|----------|----------------------|--------------|------------------------|
| Commencement Date:  | 10/01/08 | Proposed Completion: | 09/30/09     | Status: 75%            |
| <b>Explanation:</b> Project is on track according to schedule and budget. |          |                      |              |                        |
| <b>Recommended Action:</b> None.  |          |                      |              |                        |

|          |     |         |   |         |     |        |  |        |     |     |
|----------|-----|---------|---|---------|-----|--------|--|--------|-----|-----|
| Regional | 233 | 118,516 | - | 118,516 | 164 | 88,728 |  | 88,728 | 70% | 75% |
|----------|-----|---------|---|---------|-----|--------|--|--------|-----|-----|

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - JUNE 30, 2009 (75.0%)

|   |          |                      |                        |
|---|----------|----------------------|------------------------|
| <b>703 General Public Services</b>  |          | <b>Lead:</b>         | <b>Charles Trainor</b> |
| Commencement Date:  | 10/01/08 | Proposed Completion: | 09/30/09               |
| Status:   | 75%      |                      |                        |
| <b>Explanation:</b> Project is on track according to schedule and budget. |          |                      |                        |
| <b>Recommended Action:</b> None.  |          |                      |                        |

|          | Budget - Rev 2 |                     |           |          | Actual    |                     |           |          | % Expended |          |
|----------|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
|          | Work Days      | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days  | Total \$ |
| Regional | 44             | 21,999              | -         | 21,999   | 34        | 16,691              |           | 16,691   | 77%        | 76%      |

|   |          |                      |                   |
|---|----------|----------------------|-------------------|
| <b>705 Transportation Liaison Services</b>                                |          | <b>Lead:</b>         | <b>Matt Stoll</b> |
| Commencement Date:  | 10/01/08 | Proposed Completion: | 09/30/09          |
| Status:   | 67%      |                      |                   |
| <b>Explanation:</b> Project is on track according to schedule and budget. |          |                      |                   |
| <b>Recommended Action:</b> None.  |          |                      |                   |

|          |    |        |   |        |    |        |  |        |     |     |
|----------|----|--------|---|--------|----|--------|--|--------|-----|-----|
| Regional | 85 | 59,368 | 0 | 59,368 | 58 | 38,885 |  | 38,885 | 68% | 65% |
|----------|----|--------|---|--------|----|--------|--|--------|-----|-----|

|   |          |                      |                   |
|---|----------|----------------------|-------------------|
| <b>760 Legislative Services</b>   |          | <b>Lead:</b>         | <b>Matt Stoll</b> |
| Commencement Date:  | 10/01/08 | Proposed Completion: | 09/30/09          |
| Status:   | 75%      |                      |                   |
| <b>Explanation:</b> Project is on track according to schedule and budget. |          |                      |                   |
| <b>Recommended Action:</b> None.  |          |                      |                   |

|          |    |        |         |         |    |        |        |         |     |     |
|----------|----|--------|---------|---------|----|--------|--------|---------|-----|-----|
| Regional | 84 | 60,934 | 128,600 | 189,534 | 65 | 48,108 | 72,909 | 121,017 | 78% | 64% |
|----------|----|--------|---------|---------|----|--------|--------|---------|-----|-----|

|   |          |                      |                        |
|---|----------|----------------------|------------------------|
| <b>761 Blue Print for Good Growth</b>                                     |          | <b>Lead:</b>         | <b>Charles Trainor</b> |
| Commencement Date:  | 10/01/08 | Proposed Completion: | 09/30/09               |
| Status:   | 72%      |                      |                        |
| <b>Explanation:</b> Project is on track according to schedule and budget. |          |                      |                        |
| <b>Recommended Action:</b> None.  |          |                      |                        |

|     |     |        |   |        |    |        |  |        |     |     |
|-----|-----|--------|---|--------|----|--------|--|--------|-----|-----|
| Ada | 115 | 69,497 | - | 69,497 | 83 | 49,782 |  | 49,782 | 72% | 72% |
|-----|-----|--------|---|--------|----|--------|--|--------|-----|-----|

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - JUNE 30, 2009 (75.0%)

|   | Budget - Rev 2 |                     |           |          | Actual    |                     |           |          | % Expended |          |     |
|---|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|-----|
|   | Work Days      | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days  | Total \$ |     |
| <b>767 Western Canyon Communities Circulation Plan</b> <i>Lead: Don Matson</i><br>Commencement Date: 10/01/08   Proposed Completion: 09/30/09   Status: 95%<br><i>Explanation:</i> Project is on track according to schedules workdays. Staff anticipates direct dollars will be fully expended by the end of FY2009.<br><br><i>Recommended Action:</i> None.   | Canyon         | 25                  | 12,567    | 25,000   | 37,567    | 23                  | 13,362    | 3,047    | 16,409     | 92%      | 44% |
| <b>801 Staff Development</b> <i>Lead: Jeanne Urlezaga</i><br>Commencement Date: 10/01/08   Proposed Completion: 09/30/09   Status: 75%<br><i>Explanation:</i> Project is on track according to scheduled workdays but is under budget for total dollars expended. Total dollars are low as Assistant Planners were scheduled for more training which reduced the labor dollars spent. Additionally, staff was able to find low cost training opportunities to fulfill training needs.<br><br><i>Recommended Action:</i> Remaining direct dollars will be used to fund shortfalls in other projects. | Regional       | 74                  | 39,357    | 30,000   | 69,357    | 57                  | 26,233    | 13,141   | 39,374     | 77%      | 57% |
| <b>820 Committee Support</b> <i>Lead: Jeanne Urlezaga</i><br>Commencement Date: 10/01/08   Proposed Completion: 09/30/09   Status: 75%<br><i>Explanation:</i> Project is on track according to schedule and budget.<br><br><i>Recommended Action:</i> None.   | Regional       | 306                 | 134,184   | 8,500    | 142,684   | 243                 | 97,331    | 4,353    | 101,684    | 79%      | 71% |
| <b>836 Model Maintenance and Support</b> <i>Lead: MaryAnn Waldinger</i><br>Commencement Date: 10/01/08   Proposed Completion: 09/30/09   Status: 90%<br><i>Explanation:</i> Project is on track according to schedule and budget. Staff has completed much of the work on this project and anticipates it will be on track by year end.<br><br><i>Recommended Action:</i> None.   | Regional       | 141                 | 69,210    | 30,493   | 99,703    | 133                 | 59,258    | 20,486   | 79,744     | 94%      | 80% |



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - JUNE 30, 2009 (75.0%)

| Budget - Rev 2 |                     |           |          | Actual    |                     |           |          | % Expended |          |
|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
| Work Days      | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days  | Total \$ |

|  |                               |                                |  |
|--|-------------------------------|--------------------------------|--|
| <b>842 Congestion Management / ITS</b>                                   |                               | <b>Lead: MaryAnn Waldinger</b> |  |
| Commencement Date: 10/01/08  | Proposed Completion: 09/30/09 | Status: 75%                    |  |
| <b>Explanation:</b> Project is on track according to schedule and budget |                               |                                |  |
| <b>Recommended Action:</b> None  |                               |                                |  |

|          |     |        |        |    |        |        |     |     |
|----------|-----|--------|--------|----|--------|--------|-----|-----|
| Regional | 115 | 46,365 | 46,365 | 90 | 33,914 | 33,914 | 78% | 73% |
|----------|-----|--------|--------|----|--------|--------|-----|-----|

|   |                               |                         |  |
|---|-------------------------------|-------------------------|--|
| <b>860 Geographic Information System Maintenance</b>                      |                               | <b>Lead: Ross Dodge</b> |  |
| Commencement Date: 10/01/08   | Proposed Completion: 09/30/09 | Status: 75%             |  |
| <b>Explanation:</b> Project is on track according to schedule and budget. |                               |                         |  |
| <b>Recommended Action:</b> None.  |                               |                         |  |

|          |     |        |       |         |     |        |       |        |     |     |
|----------|-----|--------|-------|---------|-----|--------|-------|--------|-----|-----|
| Regional | 189 | 98,827 | 1,200 | 100,027 | 144 | 75,179 | 1,200 | 76,379 | 76% | 76% |
|----------|-----|--------|-------|---------|-----|--------|-------|--------|-----|-----|

|   |                               |                         |  |
|---|-------------------------------|-------------------------|--|
| <b>861 Regional Orthophotography</b>                                      |                               | <b>Lead: Ross Dodge</b> |  |
| Commencement Date: 10/01/06   | Proposed Completion: 09/30/09 | Status: 70%             |  |
| <b>Explanation:</b> Project is on track according to schedule and budget. |                               |                         |  |
| <b>Recommended Action:</b> None.  |                               |                         |  |

|          |    |        |        |        |    |        |        |        |     |     |
|----------|----|--------|--------|--------|----|--------|--------|--------|-----|-----|
| Regional | 54 | 29,143 | 10,000 | 39,143 | 36 | 19,767 | 10,000 | 29,767 | 66% | 76% |
|----------|----|--------|--------|--------|----|--------|--------|--------|-----|-----|

|                              | <u>Workdays</u> | <u>Labor \$</u> | <u>Direct \$</u> | <u>Total</u>   |
|------------------------------|-----------------|-----------------|------------------|----------------|
| FY06 Actual                  | 3               | 2,016           | -                | 2,016          |
| FY07 Actual                  | 29              | 14,981          | 226,649          | 241,630        |
| FY08 Actual                  | 50              | 27,635          | 107,292          | 134,927        |
| FY09 Budget                  | 54              | 29,441          | 10,000           | 39,441         |
| <b>Total Project Budget:</b> | <b>136</b>      | <b>74,073</b>   | <b>343,941</b>   | <b>418,014</b> |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - JUNE 30, 2009 (75.0%)

|          | Budget - Rev 2 |                     |           |          | Actual    |                     |           |          | % Expended |          |
|----------|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
|          | Work Days      | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days  | Total \$ |
| Regional | 871            | -                   | 34,454    | 34,454   | 683       |                     | 10,714    | 10,714   | 78%        | 31%      |

|   |                               |                        |
|---|-------------------------------|------------------------|
| <b>900 Operations</b>   | <b>Lead:</b>                  | <b>Jeanne Urlezaga</b> |
| Commencement Date: 10/01/08   | Proposed Completion: 09/30/09 | Status: 75%            |
| <b>Explanation:</b> Labor is on track. Direct dollars include equipment purchases that will be spent as we determine our needs. Staff anticipates project will be on track by end of fiscal year. |                               |                        |
| <b>Recommended Action:</b> None   |                               |                        |

| TOTAL ALL TASKS |              |                  |                  |                  |              |                  |                |                  |            |            |
|-----------------|--------------|------------------|------------------|------------------|--------------|------------------|----------------|------------------|------------|------------|
| Ada             | 115          | 69,497           | -                | 69,497           | 83           | 49,782           | -              | 49,782           | 72%        | 72%        |
| Canyon          | 25           | 12,567           | 25,000           | 37,567           | 23           | 13,362           | 3,047          |                  | 92%        | 0%         |
| Regional        | 4,460        | 1,833,989        | 2,177,780        | 4,011,769        | 3,346        | 1,330,530        | 840,024        | 2,170,554        | 75%        | 54%        |
| <b>TOTAL</b>    | <b>4,600</b> | <b>1,916,053</b> | <b>2,202,780</b> | <b>4,118,833</b> | <b>3,452</b> | <b>1,393,674</b> | <b>843,071</b> | <b>2,236,745</b> | <b>75%</b> | <b>54%</b> |

LEGEND:



Projects that are under budget.



Projects that are behind schedule



Projects that are over budget.

COMPASS-FY2009 WORKDAY TRACKING

PERCENT OF YEAR= 75.0%

NUMBER OF MONTHS= 9

Oct. 1, 2008 thru Jun 30, 2009

| PROG#  | DESCRIPTION                                   | Budgeted / Requested Days | Notes | Actual Days Used |
|--------|---|---------------------------|-------|------------------|
| 701.13 | GEN'L MEMBER SERVICE                          | 152                       |       | 122.6            |
| 701.21 | Transportation Project Coordination           | 0                         | 1     | 3.8              |
| 701.22 | ACHD Special Study Support                    | 36                        | 2     | 24.9             |
| 701.23 | Boise City Comprehensive Plan Update          | 10                        | 2     | 0.3              |
| 701.24 | City of Kuna Comprehensive Plan Update        | 5                         | 2     | 1.1              |
| 701.25 | City of Meridian Special Study Support        | 15                        | 2     | 2.0              |
| 701.26 | Nampa Highway District Support                | 0                         | 1     | 1.8              |
| 701.27 | Transportation Studies Coordination           | 0                         | 1     | 5.3              |
| 701.28 | State Street Corridor Implementation Planning | 15                        | 3     | 9.1              |
| 701.29 | Development Review                            | 0                         | 1     | 4.8              |
|        | Total of sub-tasks                            | 81                        |       | 52.9             |
|        | Total of 701                                  | 233                       |       | 175.4            |

Notes:

- 1 Projects were added during, or after, initial balancing of work days. No budgeted work days noted.
- 2 Projects were carried over from FY2008 UPWP.
- 3 Project was submitted by member agency.

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE  
October 1, 2008 to June 30, 2009 (75.0%)

|   | BUDGET-REV2      | ACTUAL           | BUDGET REMAINING | PERCENTAGE TO DATE |
|---|------------------|------------------|------------------|--------------------|
| <b>REVENUE</b>  |                  |                  |                  |                    |
| General Membership Dues                                 | 805,505          | 674,104          | 131,401          | 84%                |
| Special Membership Dues                                 | 57,330           | 49,140           | 8,190            | 86%                |
| FTA/FHWA Consolidated Planning Grant                    | 1,482,622        | 856,430          | 626,192          | 58%                |
| Surface Transportation Program Grants                   | 2,159,486        | 638,152          | 1,521,334        | 30%                |
| FTA Funds for Mobility Management Strategies            | 384,552          | 141,035          | 243,517          | 37%                |
| Other Revenue Sources                                   | 213,878          | 73,609           | 140,269          | 34%                |
| <b>Total Revenue</b>                                    | <b>5,103,373</b> | <b>2,432,470</b> | <b>2,670,903</b> | <b>48%</b>         |
| <b>EXPENSES</b>   |                  |                  |                  |                    |
| Salary  | 1,142,600        | 858,276          | 284,324          | 75%                |
| Fringe  | 425,454          | 298,319          | 127,135          | 70%                |
| Overhead  | 348,000          | 237,077          | 110,923          | 68%                |
| Professional Services                                   | 2,303,160        | 726,650          | 1,576,510        | 32%                |
| Legal/Lobbying  | 95,500           | 70,333           | 25,167           | 74%                |
| Equipment   | 26,000           | 7,632            | 18,368           | 29%                |
| Travel/Education  | 53,200           | 13,741           | 39,459           | 26%                |
| Printing  | 39,130           | 2,167            | 36,963           | 6%                 |
| Public Involvement                                      | 45,310           | 9,414            | 35,896           | 21%                |
| Meeting Support   | 19,910           | 8,956            | 10,954           | 45%                |
| Other   | 20,570           | 4,180            | 16,390           | 20%                |
| FY2010 Carry Over                                       | 191,187          | -                | 191,187          | 0%                 |
| Building Fund   | 150,000          | -                | 150,000          | 0%                 |
| Set-Aside for Potential 20% Rescission of Federal Funds | 243,352          | -                | 243,352          | 0%                 |
| <b>Total Expenses</b>                                   | <b>5,103,373</b> | <b>2,236,745</b> | <b>2,866,628</b> | <b>44%</b>         |
| <b>NET CHANGE IN FUND BALANCES</b>                      | <b>-</b>         | <b>195,725</b>   |                  |                    |
| FUND BALANCE AT BEGINNING OF YEAR                       | 1,461,163        | 1,461,163        |                  |                    |
| <b>FUND BALANCE AT JUNE 30, 2009</b>                    | <b>1,461,163</b> | <b>1,656,888</b> |                  |                    |

FUND BALANCE SHEET  
June 30, 2009

|   | June 30, 2009    | March 31, 2009   |
|---|------------------|------------------|
| <b>ASSETS</b>   |                  |                  |
| Cash and Cash Equivalents                               | 898,689          | 760,499          |
| Local Government Investment Pool - Building Fund        | 703,700          | 627,948          |
| Accounts Receivable                                     | 54,500           | 97,541           |
| Prepaid Expenses  | -                | -                |
| <b>TOTAL ASSETS</b>                                     | <b>1,656,888</b> | <b>1,485,987</b> |
| <b>LIABILITIES</b>                                      |                  |                  |
| Accounts Payable  | -                | 10,486           |
| Accrued Payroll Liabilities                             | -                | -                |
| Deferred Revenue  | -                | -                |
| <b>TOTAL LIABILITIES</b>                                | <b>-</b>         | <b>10,486</b>    |
| <b>FUND BALANCE</b>                                     |                  |                  |
| Fund Balance, Unreserved                                | 619,581          | 483,073          |
| Set-Aside for Potential 20% Rescission of Federal Funds | 243,352          | 243,352          |
| Fund Balance, Designated-Local Dollars to Match Grants  | -                | 21,594           |
| Fund Balance, Designated-Building Fund                  | 703,700          | 627,948          |
| Fund Balance, Designated-Orthophotography Project       | 90,256           | 99,535           |
|   | 1,656,888        | 1,475,501        |
| <b>TOTAL LIABILITIES AND FUND BALANCES</b>              | <b>1,656,888</b> | <b>1,485,957</b> |



## MEMORANDUM

**To:** COMPASS Finance Committee  
**FROM:** Jeanne Urlezaga, Director of Operations  
**DATE:** August 7, 2009  
**RE:** Space Analysis

**ACTION REQUESTED:**

None. Information only.

**BACKGROUND:**

Staff was asked to show the comparison of leased space versus purchase of property for cost efficiencies.

**STATUS:**

Attached is a table showing where both COMPASS and VRT are today with current leases, where we would be in the current market if a new lease were negotiated and an estimate of what it would cost to purchase over a period of 20 years.

JU:nb T:\FY09\900 Operations\990 Direct Operations-Maintenance\Finance Committee\Finance Committee Packets\August 20-2009 mtg\Space Analysis MEMORANDUM.docx

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SPACE ANALYSIS  
FINANCE COMMITTEE  
20-Aug-09

|                      | Current Leases |           |                   | Today's Lease Market Rates** |           |                   |
|----------------------|----------------|-----------|-------------------|------------------------------|-----------|-------------------|
|                      | Sq. Feet       | Per sq ft | Costs             | Sq. Feet                     | Per sq ft | Costs             |
| COMPASS              | 7,266          | \$ 13.11  | \$ 95,265         | 10,000                       | \$ 18.00  | \$ 180,000        |
| *CAM                 |                | \$ 2.20   | \$ 15,985         |                              | \$ 2.25   | \$ 22,500         |
| Utilities            |                |           | \$ 10,500         |                              |           | \$ 14,450         |
| Sub-total            |                |           | \$ 121,750        |                              |           |                   |
| VRT                  | 3,881          | \$ 17.04  | \$ 66,132         |                              |           |                   |
| CAM (Inc. Utilities) |                | Varies    | \$ 13,000         |                              |           |                   |
| Sub-total            |                |           | \$ 79,132         |                              |           |                   |
| TOTAL                | 11,147         |           | <u>\$ 200,882</u> | 10,000                       |           | <u>\$ 216,950</u> |

|                    | Building Purchase |           |                   |
|--------------------|-------------------|-----------|-------------------|
|                    | Sq. Feet          | Per sq ft | Costs             |
| Purchase Price     | 10,000            | \$ 232.33 | \$ 2,323,300      |
| Less Building Fund |                   |           | \$ (703,700)      |
| 25 yr. Mortgage    |                   |           | \$ 1,619,600      |
| 6.5% Interest Rate |                   |           |                   |
| Per Year           |                   |           | \$ 131,228        |
| CAM                |                   | \$ 2.25   | \$ 22,500         |
| Utilities          |                   |           | \$ 14,450         |
|                    | 10,000            |           | <u>\$ 168,178</u> |

\*Common Area Maintenance

\*\* Today's commercial property in the Meridian area is running from \$17.00 to \$19.00/square foot.



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

## MEMORANDUM

**To:** COMPASS Finance Committee  
**FROM:** Jeanne Urlezaga, Director of Operations  
**DATE:** August 11, 2009  
**RE:** **Health Care Benefits**

**ACTION REQUESTED:**

None. Information only.

**BACKGROUND:**

Councilwoman Clegg requested this item be placed on the agenda for discussion in the event the cost of the health care plan exceeds the 10% increase budgeted for FY2010.

**STATUS:**

Listed below are possible solutions staff has discussed if insurance exceeds budget:

- Employees pay the overage
- COMPASS absorbs the overage by using the salary contingency budget for one year
- Western Benefit Solutions research insurance alternatives

Staff met with Western Benefit Solutions in August 2009 to initiate researching other insurance options if necessary. It was conveyed to COMPASS that the market is highly competitive at this time and to pursue other options would be of benefit.

Staff is in process of filling out updated health applications so that Western Benefits can begin the process.

JU:nb T:\FY09\900 Operations\990 Direct Operations-Maintenance\Finance Committee\Finance Committee Packets\August 20-2009 mtg\Health Care Benefits.docx

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