



COMPASS
COMMUNITY PLANNING ASSOCIATION
of Southwest Idaho

**FINANCE COMMITTEE MEETING
NOVEMBER 17, 2006 2:30 P.M.
COMPASS CONFERENCE ROOM**

****MINUTES****

ATTENDEES: A.J. Balukoff, Trustee, Independent School District of Boise City,
Chair
Elaine Clegg, Councilwoman, City of Boise (via telephone)
Frank McKeever, Mayor, City of Middleton
Garret Nancolas, Mayor, City of Caldwell

MEMBERS ABSENT: David Ferdinand, Commissioner, Canyon County, **Vice-Chair**
Judy Peavey-Derr, Commissioner, Ada 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:

Chair Balukoff called the meeting to order at 2:37 p.m.

AGENDA ADDITIONS/CHANGES

Jeanne Urlezaga requested to add a discussion of the procurement policy as Action Item IV -C.

Frank McKeever moved and Garret Nancolas seconded approval of the agenda with the addition of Action Item IV-C. Motion passed unanimously.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll stated that COMPASS is now fully staffed.

CONSENT AGENDA

A. Approve July 24, 2006, Finance Committee Meeting Minutes and October 24, 2006, Special Finance Committee Meeting Minutes

Frank McKeever moved and Garret Nancolas seconded approval of the Consent Agenda as presented. Motion passed unanimously.

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ACTION ITEMS

A. **Approve Variance Report: October 31, 2005 to September 30, 2006**

Jeanne Urlezaga reviewed the October 31, 2005 to September 30, 2006, Variance Report.

Chair Balukoff directed staff to indicate when dollars are carry-over and when a project is over/under budget.

After discussion, **Elaine Clegg moved and Garret Nancolas seconded approval of the October 21, 2005 to September 30, 2006, Variance Report. Motion passed unanimously.**

B. **Review Proposed Revision 1 of the FY2007 Unified Planning Work Program and Budget**

Jeanne Urlezaga reviewed proposed revisions to the FY2007 Unified Planning Work Program and Budget.

After discussion, **staff was directed to insert a asterisk/footnote to Recommended Change No. 6 on the revenue side noting that funds do not transfer to the expenditure side because the In-kind Match is included in the current salary figure.**

After discussion, **Garret Nancolas moved and Frank McKeever seconded to reduce Program No. 858 – Temporary Staff Support from \$32,292 to \$25,292. Move the \$7,000 difference to the Salary, Fringe & Contingency line item and increase the merit bonus from \$200 to a one-time, per year bonus up to \$500, to be monitored for the remainder of FY2007 and then considered as a policy change in the FY2008 budget. Motion passed unanimously.**

Matt Stoll stated staff is seeking direction in how to allocate the \$50,979 change in fund balance. Staff recommends purchasing a new plotter and modeling software and the remainder moved to the Treasurer Valley High Capacity Transit Study.

After discussion, **Garret Nancolas moved and Frank McKeever seconded to approve allocating the \$50,979 change in fund balance for the purchase of a plotter, modeling software and move the remainder to the Treasure Valley High Capacity Transit Study. Motion passed unanimously.**

After discussion, **Frank McKeever moved and Garret Nancolas seconded to recommend Board approval of Revision 1 to the FY2007 Unified Planning Work Program and Budget with the recommended changes to Program No. 858; Salary, Fringe & Contingency line item; and the allocation of the change in fund balance. Staff was directed to e-mail the final document to the Finance Committee for review before the December 18, 2006, Board packet is mailed out. Motion passed unanimously.**

C. **Discuss Procurement Policy**

Jeanne Urlezaga requested to amend the COMPASS Procurement Policy to increase RFP/RFQ limits from \$25,000 to \$50,000 for direct purchase, which matches the state requirement.

After discussion, **Garret Nancolas moved and Frank McKeever seconded approval to increase the RFP/RFQ limits from \$25,000 to \$50,000 for direct purchase. Motion passed unanimously.**

INFORMATION/DISCUSSION ITEMS

A. Discuss Procedures to Test Integrity to the Internal Control System for Specific Expenses

Jeanne Urlezaga recapped that the Finance Committee, at its meeting on October 24, 2006, directed George Wadsworth to conduct a review of travel expenses for Board members and staff and to review credit card statements for Jeanne Urlezaga and Matt Stoll. George Wadsworth has asked if the Finance Committee wanted to expand that review to include a review of Board member submittals to their own agencies to check for double expensing.

After discussion, Chair Balukoff stated that would go beyond what was intended in the original directive, which was to verify compliance of COMPASS' internal procedures.


ADJOURNMENT

Frank McKeever moved and Garret Nancolas seconded adjournment at 4:31 p.m. Motion passed unanimously.

Dated this 19th day of January 2007.

APPROVED:

BY:



**A.J. Balukoff, Chair
Finance Committee**

ATTEST:

BY:

**David Ferdinand, Vice-Chair
Finance Committee**