



**FINANCE COMMITTEE MEETING
DECEMBER 14, 2017 — 12:00 PM
COMPASS - 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

**** AGENDA ****

- I. CALL TO ORDER**
- II. AGENDA ADDITIONS/CHANGES**
- III. OPEN DISCUSSION/ANNOUNCEMENTS**
- IV. CONSENT AGENDA**
Page 2 *A. Approve November 30, 2017, Finance Committee Meeting Minutes
- V. INFORMATION/DISCUSSION ITEM**
Page 4 *A. Review Report of Disbursements Made in the Reporting Period
- VI. ACTION ITEMS**
 - A. Approve Draft Fiscal Year 2017 Audit
- Page 5 *B. Establish 2018 Finance Committee Meeting Dates
- VII. OTHER**
- VIII. ADJOURNMENT**

*Enclosures Times are approximate. Agenda is subject to change.

*Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 475-2229 with 48 hours advance notice.
Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 475-2229 con 48 horas de anticipación.*

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**FINANCE COMMITTEE MEETING
NOVEMBER 30, 2017
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Elaine Clegg, Councilmember, City of Boise, **Chair**
Jay Gibbons, Commissioner, Canyon Highway District #4
Jim Hansen, Commissioner, Ada County Highway District
Garret Nancolas, Mayor, City of Caldwell

MEMBERS ABSENT: John Evans, Mayor, City of Garden City, **Vice Chair**
Jim Tibbs, Commissioner, Ada County
Pam White, Commissioner, Canyon County

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Keith Holmes, Community Planning Association
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER:

Chair Elaine Clegg called the meeting to order at 12:07 p.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

- A. Approve August 17, 2017, Finance Committee Meeting Minutes**
- B. Approve October 12, 2017, Special Finance Committee Meeting Minutes**

Jim Hansen moved and Jay Gibbons seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

Megan Larsen noted the Report of Disbursements is provided in the packet for information.

ACTION ITEMS

A. Approve Variance Report for October 1, 2016 - September 30, 2017

Megan Larsen reviewed the Variance Report for October 1, 2016 - September 30, 2017.

After discussion, **Garret Nancolas moved and Jim Hansen seconded approval of the Variance Report for October 1, 2016 - September 30, 2017, as presented. Motion passed unanimously.**

B. Recommend Approval of Revision 1 of the FY2018 Unified Planning Work Program and Budget

Megan Larsen reviewed Revision 1 of the FY2018 Unified Planning Work Program and Budget.

After discussion, **Jim Hansen moved and Jay Gibbons seconded approval of Revision 1 of the FY2018 Unified Planning Work Program and Budget as presented. Motion passed unanimously.**

C. Approve Proposed Structure for Investments

Megan Larsen reviewed the proposed investment structure for COMPASS' cash balance.

After discussion, **Jay Gibbons moved and Jim Hansen seconded approval of the proposed investment structure as presented. Motion passed unanimously**

ADJOURNMENT

Jim Hansen moved and Jay Gibbons seconded adjournment 12:40 p.m. Motion passed unanimously.

Approved this 14th day of December 2017.

By: _____
Elaine Clegg, Chair

Attest:

By: _____
John Evans, Vice Chair

Check History Report
Sorted By Vendor Name
Activity From: 11/21/2017 to 12/5/2017

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ABCSTA ABC STAMP COMPANY					
A	ICCU - Checking	E00313	12/5/2017	23.19	Electronic Payment
				Vendor ABC STAMP COMPANY Total:	23.19
Vendor Number: AMPLAS AMERICAN PLANNING ASSOCIATION					
A	ICCU - Checking	005948	12/5/2017	24.00	Auto
				Vendor AMERICAN PLANNING ASSOCIATION Total:	24.00
Vendor Number: ATLANTI Atlantic & Pacific Data Corporation					
A	ICCU - Checking	E00314	12/5/2017	11,100.75	Electronic Payment
				Vendor Atlantic & Pacific Data Corporation Total:	11,100.75
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00321	12/5/2017	22,086.32	Electronic Payment
				Vendor Boise Municipal Health Care Total:	22,086.32
Vendor Number: CPSC CPCS Transcom, Inc.					
A	ICCU - Checking	E00315	12/5/2017	22,776.79	Electronic Payment
				Vendor CPCS Transcom, Inc. Total:	22,776.79
Vendor Number: LOCHNER H.W. Lochner, Inc.					
A	ICCU - Checking	E00317	12/5/2017	8,041.50	Electronic Payment
				Vendor H.W. Lochner, Inc. Total:	8,041.50
Vendor Number: HARRIS HARRIS & CO.					
A	ICCU - Checking	005949	12/5/2017	7,500.00	Auto
				Vendor HARRIS & CO. Total:	7,500.00
Vendor Number: HUGOS HUGO'S DELI					
A	ICCU - Checking	E00316	12/5/2017	57.19	Electronic Payment
				Vendor HUGO'S DELI Total:	57.19
Vendor Number: IDBLUEP Idaho Blueprint & Supply					
A	ICCU - Checking	005950	12/5/2017	78.00	Auto
				Vendor Idaho Blueprint & Supply Total:	78.00
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	005951	12/5/2017	3,109.94	Auto
				Vendor IDAHO CENTRAL CREDIT UNION Total:	3,109.94
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00266	12/5/2017	12,274.35	Wire Transfer
				Vendor INTERNAL REVENUE SERVICE Total:	12,274.35
Vendor Number: WALDIN MARY ANN WALDINGER					
A	ICCU - Checking	E00320	12/5/2017	202.80	Electronic Payment
				Vendor MARY ANN WALDINGER Total:	202.80
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00318	12/5/2017	111.05	Electronic Payment
				Vendor MATTHEW STOLL Total:	111.05
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00267	12/5/2017	12,137.30	Wire Transfer
				Vendor PUBLIC EMPLOYEES RETIREMENT Total:	12,137.30
Vendor Number: MURRAY Tyler Murray					
A	ICCU - Checking	005952	12/5/2017	24.75	Auto
				Vendor Tyler Murray Total:	24.75
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00319	12/5/2017	7,912.50	Electronic Payment
				Vendor VERITAS Total:	7,912.50
				Report Total:	<u><u>107,460.43</u></u>

COMPASS Finance Committee
Staff Recommended Meeting Dates for Calendar Year 2018

ITEM VI-B

Meeting Agenda - Tentative		MEETING DATES	
		Finance Committee - Staff Recommendation	COMPASS Board
1	a. Review five year revenue and expense estimates and assumptions. b. Review and recommend proposed member dues for FY2019 UPWP. c. Review and approve Q1 Variance Report.	Thursday, March 22, 2018	
2	Board approval of member dues.		Monday, April 16, 2018
3	Review FY2019 UPWP budget worksheets. Recommend changes as necessary.	Thursday, May 17, 2018	
4	a. Review and approve Q2 Variance Report. b. Request recommendation of Board adoption of the FY2019 UPWP.	Thursday, June 21, 2018	
6	Board adoption of the FY2019 UPWP.		Monday, August 20, 2018
5	a. Review and approve Q3 Variance Report. b. Discuss audit planning with external auditor.	Thursday, August 23, 2018	
7	a. Review and approve Q4 Variance Report. b. Review and recommend Board approval of Revision 1 of the FY2019 UPWP.	Thursday, November 29, 2018	
8	Review and approve FY2018 Audited Financial Statements.	Thursday, December 13, 2018	
9	Board adoption of Revision 1 of the FY2019 UPWP.		Monday, December 17, 2018

Notes: - Meeting times are from 12:00 to 2:00 P.M.
- As in prior years, it may be necessary to call additional meetings. Staff will make every effort to notify COMPASS Finance Committee members in a timely manner so they can adjust their schedules.