



# COMPASS

COMMUNITY PLANNING ASSOCIATION

of Southwest Idaho

**Community Planning Association of Southwest Idaho  
COMPASS Finance Committee  
COMPASS Conference Room  
November 18, 2005**

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

**ATTENDEES:** A.J. Balukoff, Boise School District, **Chair**  
Elaine Clegg, Councilwoman, City of Boise (via telephone)  
John Franden, Commissioner, Ada County Highway District  
Frank McKeever, Mayor, City of Middleton

**ABSENT MEMBERS:** David Ferdinand, Commissioner, Canyon County, **Vice-Chair**  
Bob Flowers, Mayor, City of Parma  
Judy Peavey-Derr, Commissioner, Ada County

**OTHERS ATTENDING:** Katie Nice, Community Planning Association  
Matt Stoll, Community Planning Association  
Cindy Thiel, Community Planning Association  
Jeanne Urlezaga, Community Planning Association

**CALL TO ORDER:**

Chair A.J. Balukoff called the meeting to order at 2:45 p.m.

**AGENDA ADDITIONS/CHANGES**

**Chair Balukoff asked for any objection to adding a discussion of the audit process to the agenda as Item F under Action Items. Hearing none, Chair Balukoff so ordered.**

**CONSENT AGENDA**

**A. Approve July 15, 2005, Finance Committee Meeting Minutes**

**John Franden moved and Elaine Clegg seconded approval of the July 15, 2005, Finance Committee meeting minutes as presented. Motion passed unanimously.**

## **ACTION ITEMS**

### **A. Review Variance Report: October 1, 2004 to September 30, 2005.**

Jeanne Urlezaga reviewed the October 1, 2004 to September 30, 2005 Variance Report.

### **B. Recommend Board Approval on Revision 1 of the FY2006 Unified Work Program and Budget**

Jeanne Urlezaga reviewed Revision 1 of the FY2006 Unified Work Program and Budget.

After discussion, **Chair Balukoff asked for any objection to recommending Board approval of Revision 1 of the FY2006 Unified Work Program and Budget and directing staff to email the Finance Committee an explanation of how Revision 1 amounts match up to the Variance Report. Hearing none, Chair Balukoff so ordered.**

### **C. Review Staff Analysis for Evaluating Unreserved Fund Balance and Approve Staff Recommendation to Maintain Three Months of Expenses in Fund Balance**

Jeanne Urlezaga reviewed the recommendation to maintain three months of expenses in a fund balance.

After discussion, **Chair Balukoff asked for any objection to approving staff's recommendation to maintain three months expenses in a fund balance. Hearing none, Chair Balukoff so ordered.**

### **D. Approve COMPASS Board Travel Reimbursement Policy**

Jeanne Urlezaga reviewed the COMPASS Board travel reimbursement policy.

After discussion, **Chair Balukoff asked for any objection to approving the COMPASS Board travel reimbursement policy with direct to staff to change the form to explain the percentages between the entity and COMPASS and how you get the dollar amount. Hearing no objections, Chair Balukoff so ordered.**

### **E. Consider Use of Electronic Signature by the Secretary/Treasurer**

Matt Stoll reviewed the use of an electronic signature by the secretary/treasurer.

After discussion, **by unanimous consent the Committee agreed that the use of an electronic signature was not a preferred method. Chair Balukoff asked for any objection to Elaine Clegg asking Steve Purvis with the City of Boise his opinion on in-house signatures on checks instead of the Secretary/Treasure or other Board officers signing. Hearing none, Chair Balukoff so ordered.**

### **F. Audit Process**

After discussion, **Chair Balukoff asked for any objection to the Finance Committee, which is also the Audit Committee, meeting with the auditor before the 2006 audit is conducted. Hearing none, Chair Balukoff so ordered.**

**INFORMATION/DISCUSSION ITEMS**

**A. Update on SAFETEA-LU Funding Levels and Possible Use of Additional Dollars**

Matt Stoll provided an update on SAFTEA-LU funding levels and possible use of additional dollars.

**ADJOURNMENT**

**Chair Balukoff adjourned the meeting at 4:03 p.m.**

**Dated this 20<sup>th</sup> Day of January 2006.**

**APPROVED:**

**By: \_\_\_\_\_**  
**A. J. Balukoff, Chair**  
**COMPASS Finance Committee**

**ATTEST:**

**By: \_\_\_\_\_**  
**David Ferdinand, Vice-Chair**  
**COMPASS Finance Committee**