

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES  
February 18, 2015

- CALL TO ORDER Mr. Hodkinson, Vice Chairman, called the February 18, 2015 meeting of the YVCOG Executive Committee to order at 12:20 p.m.
- PUBLIC COMMENT POLICY It is the policy of the Yakima Valley Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting.
- ROLL CALL & INTRODUCTIONS Members present: John Hodkinson, Loren Belton, Micah Cawley, and Dan Olson. Members Absent: Jim Restucci, Mike Leita, and Mario Martinez. YVCOG staff present: Larry Mattson, Chris Wickenhagen, Shawn Conrad, and Tami Hayward. A quorum was present. *\*Indicates notice of absence received prior to meeting.*
- APPROVAL OF MINUTES Mr. Belton moved to approve the minutes\* of the December 15, 2014, meeting. Mr. Cawley seconded. The motion carried.
- OLD BUSINESS None.
- NEW BUSINESS
- General Information and Correspondence* Mr. Mattson, Executive Director, spoke briefly about the Areas of Emphasis he will be focusing on in 2015 – customer relations, program management and staff development. He will revisit this topic in March.
- Approval of Vouchers* Vouchers were audited and certified by the Auditing Officer as required by RCW 42.24.080, those expense reimbursement claims certified as required by RCW 42.24.090, and have been recorded on a listing which has been made available to the Executive Committee.
- As of this date, the Executive Committee approved for payment those claims and payroll vouchers in the list as follows: payroll vouchers numbered FEB-15-001 through FEB-15-006 in the total amount of \$62,825.00, and claim vouchers numbered FEB-15-007 through FEB-15-032 in the total amount of \$18,896.30. Mr. Belton moved to approve the February Vouchers;\* Mr. Cawley seconded this motion. The motion carried.
- 2014 Final Budget Report* Ms. Wickenhagen reviewed the 2014 Final Budget Report and 2014 Final Cash Flow Statement.
- Mr. Belton moved to approve the 2014 Final Budget Report. Mr. Olson seconded the motion. The motion carried.
- 2015 Indirect Cost Rate & Certification effective February 1, 2015* Ms. Wickenhagen presented the 2015 Indirect Cost Rate and Certification. She recommends that the ICR be increased to 87% in 2015. The ICR is charged on

direct salaries. YVCOG uses a fixed and carry forward method to compute the annual ICR, which is adjusted annually.

Mr. Belton moved to approve the 2015 Cost Rate & Certification, effective February 1, 2015. Mr. Cawley seconded. The motion carried.

#### *Monthly Budget Report*

Ms. Wickenhagen presented the Preliminary January Monthly Budget Report showing a revenue balance of \$57,237.71. Mr. Belton moved to approve the Preliminary January 2015 Monthly Budget Report, seconded by Mr. Cawley. The motion carried.

#### *Procurement Card Policy (Pcard)*

Ms. Wickenhagen introduced the draft Procurement Card Policy.

The Pcard we have used in the past, through Yakima County, is no longer available. Ms. Wickenhagen tweaked the County policy to adapt it to meet YVCOG's requirements. The policy is specific as to what it can be used for.

Ms. Wickenhagen will be the point-of-contact person and administrator for the account. Mr. Mattson and Ms. Hayward will be issued Pcards. Misuse of the card could result in removal of that card, or termination of employment.

Mr. Belton moved to approve the Procurement Card Policy. Mr. Cawley seconded. The motion carried.

#### *Program Updates*

Funders' Forum – March 13<sup>th</sup>. Eleven funders from around the state, and one local funder, will be available at the Forum. One-on-one meetings can be scheduled for that afternoon. Online registration.

#### *March 18 General Membership Meeting*

The March General Membership Meeting will be held at the Ahtanum Youth Barn in Union Gap.

The caterer and program have not yet been determined. Ms. Hayward will be speaking with City Manager, Rod Otterness, regarding catering arrangements.

Loren Belton mentioned that Commissioner Bouchey had suggested inviting the new Yakima County Sheriff and District Attorney to give a presentation or 'meet and greet.' The Board agreed that Mr. Mattson would get in touch with them to discuss their possible presentation.

#### **OTHER BUSINESS**

Mr. Mattson remarked that many communities are experiencing trouble funding their recreation programs. He discussed the possibility of YVCOG hiring a Parks and Recreation staff person to serve several communities. Another possibility is the formation of a Parks District, similar to the Yakima County Library District.

He will be checking into grant possibilities for funding a task force to explore long-term means of meeting our cities' recreational program needs.

Possible grant funding sources are the Yakama Legends Casino or the Yakima Valley Community Foundation.

There was some discussion regarding approaching the Yakama Nation about integrating an assessment, or assisting in some other way with funding.

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 12:47 p.m.

Respectfully submitted,

for James A. Restucci, YVCOG Executive Committee Chair

3/16/15  
Date signed

ATTEST:

for Tamara Hayward, Executive Committee Secretary