

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
September 21, 2015

- CALL TO ORDER Mr. Hodkinson, Vice Chairman, called the September 21, 2015 meeting of the YVCOG Executive Committee to order at 2:03 p.m.
- ROLL CALL & INTRODUCTIONS Members present: John Hodkinson, Mario Martinez, Loren Belton, Dan Olson, Mike Leita, Maureen Adkison and Jim Restucci (by phone).
Members Absent: n/a
YVCOG staff present: Larry Mattson, Chris Wickenhagen, Tim Sullivan, Shawn Conrad, Avery Zoglman, and Tami Hayward
Others present: Lowel Krueger (Yakima Housing Authority). A quorum was present.
**Indicates notice of absence received prior to meeting.*
- APPROVAL OF MINUTES Mr. Belton moved to approve the minutes* of the August 17, 2015 meeting. Mr. Leita seconded. The motion carried.
- 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.
- OLD BUSINESS None.
- NEW BUSINESS
- Correspondence* Mr. Mattson informed the Executive Committee that interviews for the Office/Communication Specialist position are moving forward, with 6 semi-finalists to be interviewed today through Thursday. Nice group of high-quality people. This person will be the face of the office – phone, minutes, advertising, marketing and communication, website updates, etc., and will be in the C band of the County pay scale.
- Sunnyside has sponsored YVCOG’s benefit trust application to AWC (Association of Washington Cities). AWC’s trust board will make a decision on whether or not they will approve our request to join their Benefit Trust on October 1st. If this happens, YVCOG will have the option to handle benefits administration and/or hiring, etc., internally. Yakima County will continue to provide YVCOG with payables and Treasurer’s office services.
- YVCOG received a response from the County Commissioners on the Urban Growth Area amendment process letter, which Mr. Mattson emailed to Committee members. Mr. Mattson invited comments from the Executive Committee members. Mr. Martinez offered his opinion that after attending the Yakima County Planning Commission meeting and hearing the stories of some of the other cities, he feels it would be very beneficial if the UGA Amendment was on a two-year cycle with the Comp Plan.
- Contracts* Mr. Mattson introduced The City of Selah PSA Amendment #1, which increases the contract by an additional \$2,880.00, bringing the total of the original contract to \$18,670.00.
- He then introduced the Town of Naches PSA Amendment #1, increasing the contract by an additional \$2,520.00, and bringing the total contract amount to \$19,992.00.

Mr. Belton moved to approve and authorize the Chair to sign the City of Selah PSA Amendment #1, and the Town of Naches PSA Amendment #1. Mr. Martinez seconded the motion. The motion carried.

Program Updates

- GMA activities - Working with Grandview and Zillah on transportation elements for Comp Plan update. Will be presenting first couple of chapters for approval at the Selah Planning Commission meeting on October 6th. Working on estimates for GMA update PSA contracts for Granger, Wapato and Mabton.
- Will be presenting a Short Course on economic development on September 29th in Union Gap. Good opportunity.
- Urban Growth Area update process is continuing. Coordinating with the County. Next meeting is October 13 at 10:00 at Yakama Nation Fish & Wildlife annex in Toppenish.
- Harrah Comp Plan and GMA updates have been completed and adopted documents have been sent to Department of Commerce for completion of their process.
- Wapato Parks Plan is ongoing. Survey scores have been compiled. Drafts of first three chapters have been delivered for their review.
- Zillah - An estimate for a Parks & Recreation Comp Plan has been delivered for their review.
- Department of Health Grant for feasibility study of Terrace Heights Water Consolidation – reviewing a draft scope of work we received from the state.
- Homeless Programs – working with Tim and Avery on providing City of Yakima municipal codes, WAC and RCW regarding homeless shelters, churches, etc.
- Finishing up on some current planning and technical assistance for the cities of Granger and Wapato.

Disposition of Surplus Inventory by Resolution 2015-4

Ms. Hayward stated that YVCOG has a small list of surplus property to dispose of and requested approval of Resolution 2015-4.

Mr. Belton moved to approve Resolution 2015-4, Disposition of Surplus Inventory, and authorize Chair to sign. Ms. Adkison seconded the motion. The motion carried.

Homeless Assistance Program

Mr. Zoglman provided an update on funding cycles and applications. CHG application is due at the end of the month, but we may be granted an extension. Federal HUD CoC (McKinney – our large federal source) program application is also due. The funds are distributed directly to the projects that receive them. We are responsible for submitting the application for our community as a whole, and also evaluating and ranking project applications. Due by the end of November.

Data reporting - reports have been available since April, but were just formally released this last month. Have had a little response from the local press.

Mr. Mattson reviewed the second draft of the Steering Committee bylaws. We will be changing the name to the Policy & Planning Committee. We will be integrating and acknowledging the work of the Homeless Network and they will continue to exist, independent of this group, as an advocacy and outreach organization. YVCOG will assume the policy and planning side.

Mr. Leita moved to approve the Bylaws and the steering committee members. Mr. Belton seconded the motion. The motion carried.

Mr. Krueger (Yakima Housing Authority) inquired as to why the entire Homeless

Network board members were not included on the steering committee. Mr. Leita answered that the YVCOG Executive Committee discussed that request, but felt this was best. In the hopes of more active communication with the cities for the benefit of the homeless and the coalition.

Modified the membership section of the Bylaws, making sure the 3rd sector was from the Homeless Network. There will be at least 4 members of the Homeless Network on the Policy and Planning Committee, and in actuality there will probably be several more.

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 SEP-15-001 through SEP-15-006 in the total amount of \$80,650.00, and claim vouchers numbered SEP-15-007 through SEP-15-044 in the total amount of \$24,480.06. Mr. Leita moved to approve the August Vouchers;* Mr. Olson seconded this motion. The motion carried.

*2015 YVCOG Budget
Amendment #2 – Resolution
2015-3*

Ms. Wickenhagen presented Budget Amendment #2 to the 2015 YVCOG Budget, and reviewed the proposed changes to the current year Budget, reflecting changes due to end of State Fiscal Year. Moving line items for General Ledger accounting purposes.

Mr. Belton moved to approve Resolution 2015-3, 2015 YVCOG Budget Amendment #2, and authorize Chair to sign. Mr. Olson seconded the motion. The motion carried.

Monthly Budget Report

Ms. Wickenhagen presented the Preliminary August 2015 Monthly Budget Report showing a (YVCOG only) revenue balance of \$43,358.15 – with the Homeless program -\$43,078.11. Total revenue balance is \$280.04 – this is due to the dates invoices are paid by Yakima County.

Mr. Belton moved to approve the monthly budget report. Mr. Olson seconded. The motion carried.

*YVCOG Pay Plan (effective
1/1/2016)*

Mr. Mattson provided copies of the proposed 2016 YVCOG Pay Plan and asked the Executive Committee to express any concerns or questions they had regarding the plan. He stated that the Budget Subcommittee reviewed the plan on August 13th, and was again reviewed on August 17th by the Executive Committee.

Mr. Leita requested that the total 2015 compensation (including benefits) by job title, and the 2016 compensation, and the percentage of increase for each position, be provided during the October Executive Committee meeting as a public record.

Mr. Belton moved to approve the YVCOG Pay Plan for 2016. Ms. Adkison seconded the motion. Approved Votes: 6 Not Approved Vote: 1

Mr. Leita stated that, on behalf of the Board of County Commissioners, the Memorandum of Agreement with YVCOG regarding HR and payroll services will terminate at the end of 2015 due to approving the 2016 Pay Plan.

2016 YVCOG Preliminary Budget

Ms. Wickenhagen reviewed the 2016 YVCOG Preliminary Budget handout. This is the budget that will be sent out to our general membership.

The last page of the budget handout shows the member assessments which, on average, are increasing .5%.

Mr. Leita moved to approve the 2016 YVCOG Preliminary Budget and forward to General Membership for review and action at the October General Membership meeting. Mr. Martinez seconded the motion. The motion carried.

October 19, 2015 General Membership Meeting

The October 19th meeting will be held at the Grandview Community Center. The program will consist of various Homeless Program service providers giving brief presentations.

Mr. Leita suggested that it would be timely to give an update on the Yakima Basin Integrated Plan. Now moving at a federal level. Premature to endorse S. 1694 until it is finalized. S. 1694 is the first phase of 3 phases – current language is deficient in some areas. State level has received \$167,000,000 – there is now discussion going on about a \$3 billion tax initiative for water projects.

Discussion followed on location and program for December meeting. Ms. Adkison will check into reserving the Harman Center for the meeting.

OTHER BUSINESS

Mr. Belton informed the Executive Committee members that he will be retiring at the end of the year. He is YVCOG's representative on the Yakima Valley Trauma Care Council (which meets 6 or 7 times each year – 1 p.m.), so a new representative will need to be chosen.

Mentioned need for upper and lower valley officials willing to serve on the Homeless Policy and Planning Committee at last week's General Membership meeting. Nominees would be appreciated.

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 2:50 p.m.

Respectfully submitted,


James A. Restucci, YVCOG Executive Committee Chair

10/19/2015
Date signed

ATTEST:


Tamara Hayward, Executive Committee Secretary