

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES  
October 19, 2015

- CALL TO ORDER Mr. Hodkinson, Vice Chairman, called the October 19, 2015 meeting of the YVCOG Executive Committee to order at 2:32 p.m.
- ROLL CALL & INTRODUCTIONS Members present: John Hodkinson, Mario Martinez, Loren Belton, Dan Olson, Mike Leita, and Jim Restucci (by phone).  
Members Absent: Maureen Adkinson  
YVCOG staff present: Larry Mattson, Chris Wickenhagen, Tim Sullivan, Shawn Conrad, Avery Zoglman, Tami Hayward and Jessica Hansen  
Others present: Mark Foutch and Lloyd Flem, (All Aboard Washington) Madelyn Carlson (People for People) Alvie Maxey (Yakima Transit) Brian White (WSDOT) A quorum was present.  
*\*Indicates notice of absence received prior to meeting.*
- APPROVAL OF MINUTES Mr. Belton moved to approve the minutes\* of the September 21, 2015 meeting. Mr. Olson 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 he attended the Washington Youth & Families Fund Leadership Committee meeting in Seattle. The Gates Foundation supports this group and it also participates in the Building Changes program, which is another non-profit, centered in the Seattle Urban area. This Leadership Committee is statewide and this specific meeting was dedicated to the recent governors and legislatures focus on youth homelessness. November 1<sup>st</sup> the new Office of Youth Homelessness will open. Mr. Mattson was able to meet the new director of that program, Kim Justice, and is hoping to strengthen that connection. Here in the Valley, Rod's House is the only local homeless youth provider. There will be funding opportunities in the future so continuing connections will be beneficial and Mr. Mattson will keep the board posted as those mature.
- Mr. Mattson would like to work with the Association of Washington Cities and their legislative priorities group. Although he is not he is not an elected official, he has talked with AWC to see if he can at least participate specifically in the area of restoring or replacing the public works trust fund. It was a fund that was highly successful but no longer has funding as Mayor Martinez has said previously. Peter King, AWC's new executive director, comes from a previous background of infrastructure (American Public Works Association).
- The employee manual, currently being drafted by Chris Wickenhagen, will be reviewed by WCIA (Washington Cities Insurance Authority.) Currently, there is a draft copy of the manual on the O drive, if the board would like to review it this month. Next month the board will be given a hard copy, in draft form, with the goal to adopt it in December. This will be a new Human Resources / Employee Manual for YVCOG.

YVCOG recently purchased 'Vision' software, used by many cities throughout the Valley for payroll and payables. YVCOG will be using it to process payroll and it has a module for accounts payable and additional needs. Chris Wickenhagen will be the primary operator for that system.

#### *Contracts*

Mr. Mattson is seeking approval, from the board, to authorize the chairman or his designee to sign the Department of Health contract in the amount of \$60,000 for the Terrace Heights Water System Consolidation feasibility study grant.

The study will allow the County to determine if it would be feasible to consolidate these smaller Class A systems and the estimated costs to do so. It will also determine whether the systems meet fire flow requirements. This feasibility study will include a rate analysis.

Mr. Olson moved to approve the Department of Health Contract for the Terrace Heights Water System Consolidation Feasibility Study Grant in the amount of \$60,000. Mr. Belton seconded. The motion carried.

#### *Program Updates*

- Attending the Infrastructure Assistance Coordinating Council (IACC) conference this week and will learn all about the current state of structure funding to bring back to members.
- GMA activities - Working with Grandview and completing the capital facility updates. Selah – working on natural systems updates for their comprehensive plan. Granger and Mabton - Working on estimates for systems on the GMA updates they are considering. Wapato – looking into our systems on applying for lead grant applications for GMA on their updates.  
Continuing with the Urban Growth area updates county wide. Communicating, helping facilitating communication and having monthly meetings with Yakima County. Answering questions about capital facilities and the interlocal agreement. Homeless Program - providing assistance on the Continuum of Care (CoC) Program
- Wapato Parks Plan is ongoing. Analyzing Survey data to incorporate into draft.
- Zillah - An estimate for a Parks & Recreation Comprehensive Plan has been delivered for review but has not had a response.
- Finishing up on some current planning and technical assistance projects for the cities of Granger and Wapato.

#### *Homeless Assistance Program*

Mr. Sullivan provided an update on Winter Weather Shelter Project – In the beginning of 2015, the County approved \$105,000 in local filing fee revenue to support the Winter Weather Shelter Project. \$65,000 is allocated for church sheltering in Yakima and \$40,000 to hotel/motel vouchers in the Lower and Mid Valley areas. The project operates 7 days a week starting November 15, 2015 and ending March 15, 2016 (approximately 121 days.) The Project provides up to three (3) emergency shelters in the Yakima area. The vouchers will be utilized by individuals and families in the Mid to Lower Yakima Valley where no physical shelters are provided.

Mr. Sullivan would like approval to move forward on provider contracts. The Board gave a consensus to move forward with these providers.

YVCOG is acting as the collaborative applicant for the local HUD Continuum of Care (CoC) annual funding application. Currently, there are nine projects throughout Yakima County that receive over \$600,000 in direct support from HUD, that provide housing for homeless populations. Most of these are permanent supportive housing for chronically homeless disabled persons. This is an annual community application that

YVCOG writes as the collaborative applicant and each project submits their individual project application as part as the overall submission.

There is a HUD planning grant available for approximately \$18,000, which YVCOG applies for during each grant cycle to support the cost of writing the application and working with the different organizations.

YVCOG recently learned that there is \$92,698.00 in new funding, which can be used for new permanent supportive housing projects. November 20<sup>th</sup> is the deadline for the application and the funding requires a shovel-ready project. Yakama Nation Housing Authority (YNHA) is purchasing property in Wapato that has 41 single room apartments which will be used for permanent supportive housing. YVCOG has met with YNHA regarding applying for the funds. YVCOG can apply for the funding on behalf of YNHA, which would be the sub-recipient. If the project doesn't develop, YVCOG would still be able to RFP for a new project applicant within the year.

Mr. Sullivan asked for the approval to apply for this additional funding. Mr. Belton moved to grant approval on applying for the additional HUD CoC funding contingent upon the feasibility of the applicant. Mr. Olson Seconded. The motion carried.

Mr. Sullivan is currently working on recruitment for the Homeless Planning and Policy Council Members. The bylaws for the Planning Council were approved at the September Executive Committee meeting. Five people have committed and additional phone calls are being made. On October 30<sup>th</sup> there will be a half day orientation retreat.

#### *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 Oct-15-001 through OCT-15-006 in the total amount of \$84,145.00, and claim vouchers numbered OCT-15-007 through OCT-15-036 in the total amount of \$18,675.52. Mr. Belton moved to approve the October Vouchers;\* Mr. Olson seconded this motion. The motion carried.

#### *Monthly Budget Report*

Ms. Hayward presented the Preliminary September 2015 Monthly Budget Report\* showing a revenue balance of \$26,873.21. Mr. Olson moved to approve the monthly budget report. Mr. Belton seconded. The motion carried.

#### *October 19, 2015 General Membership Meeting*

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

The action item for the business portion of the meeting will be the adoption of the proposed YVCOG 2016 budget.

#### OTHER BUSINESS

Mr. Mattson informed the Executive Committee that YVCOG was unable to reserve the Harman Center. It determined that the general membership meeting would discuss where the December General Membership meeting should be held and who would host it. It was added to the General Meeting agenda and presented that night.

Mr. Mattson provided the executive committee the YVCOG Staff compensation table per Mr. Leita's request at the September meeting. Mr. Mattson provided the current year's salaries and the proposed compensation table for 2016. Mr. Mattson will meet

with any member to discuss the current or proposed table further.

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:06 p.m.

Respectfully submitted,

  
James A. Restucci, YVCOG Executive Committee Chair

11/18/15  
Date signed

ATTEST:

  
Jessica Hansen, Executive Committee Secretary