



YVCOG EXECUTIVE COMMITTEE AGENDA

Tuesday, April 17, 2017

1:30 p.m.

The 300 Building
311 North 4th St, Suite 204, Yakima

YVCOG EXECUTIVE COMMITTEE MEMBERS:

- Jim Restucci, Chair, Mayor, City of Sunnyside,
- John Hodkinson, Vice-Chair, Member-at-Large
- Mike Leita, Commissioner, Yakima County
- Maureen Adkison, Council Member, City of Yakima
- Dan Olson, Council Member, City of Union Gap
- Janice Gonzales, Council Member, City of Zillah
- Mario Martinez, Mayor, City of Mabton

- ❖ **CALL TO ORDER** – The April 17, 2017 meeting of the YVCOG Executive Committee will come to order at ____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – *(pgs. 3-6)* March 20, 2017 regular & *(pgs. 7-8)* March 29, 2017 special meeting minutes
- ❖ **PUBLIC COMMENT POLICY** – *It is the policy of the YVCOG 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

1. Governance Agreement *(table copy)*
Larry Mattson, Executive Director
Action: Review and approve distributing draft agreement to members

NEW BUSINESS

1. Executive Director's Correspondence
Larry Mattson, Executive Director
2. General Membership Meeting Policy *(pg 9)*
Larry Mattson, Executive Director
 - Registration Fee for Catered Dinners
Action: Review and Approve
3. Approval of Vouchers
Christina Wickenhagen, Deputy Director
Action: Review, approval and authorization of signatures
4. Contracts *(pgs 10-11)*
Larry Mattson, Executive Director
 - Homeless Program: 2016-2017 CHG for YNHS (Mod 2)
Action: Review and Approve

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5. Monthly Budget Report (pgs. 12-15)
 Christina Wickenhagen, Deputy Director
- Homeless Program March 2017 Budget Review
 Action: Informational
 - March 2017 Budget Report.
 Action: Approval.
 - March 2017 Cash Flow Statement
 Action: Informational
6. 2017 Annual Report Review (pgs. 14-30)
 Chris Wickenhagen, Deputy Director
 Action: Review, approval and authorization for Chair to sign after reviewed by independent consultant.
7. Program Updates
Homeless Program –Crystal Testerman
 Action: Informational.
- Homeless Program Monthly Budget Report (pgs 31-36)
 Christina Wickenhagen, Deputy Director
- Planning Program – Mike Shuttleworth**
 Action: Informational.
8. Upcoming Workshops for Local Elected Officials and Staff
 Larry Mattson, Executive Director
- **Writing in Plain Talk**, April 18th from 8:30am – 5pm; Jordan Peabody (cost: \$75.00) Yakima
 - **Jurassic Parliament** April 19th from 9am – 12pm; Ann Macfarlane (cost: \$75.00) Yakima
 - **Tools for Funding Future Infrastructure Projects**, April 20th - 9am – 3:30pm; Zillah, WA
 - **Short Course on Local Planning**, April 26th from 6:15pm-9:15pm; Zillah, WA
 - **WAPRO Public Records 101**, June 7th from 9am-11:30am & 1:00pm-3:30pm (2 sessions)
9. YVCOG May 17, 2017 General Membership Meeting in Selah
 Larry Mattson, Executive Director
Presentation: State Treasurer (tentative) – LOCAL Program for Real Estate & Equipment Purchases
 Action: Informational.

**OTHER BUSINESS
 PUBLIC COMMENT
 ADJOURN**

YVCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding YVCOG's Title VI Program, you may contact the Title VI Coordinator at 509.574.1550.

If you need special accommodations to participate in this meeting, please call us at 509.574.1550 by 10:00 a.m. three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 800.833.6388 and ask the operator to dial 509.574.1550.

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
March 20, 2017

CALL TO ORDER

Mr. Hodkinson, Vice-Chairman, called the March 20, 2017 meeting of the YVCOG Executive Committee to order at 2:00pm

ROLL CALL &
INTRODUCTIONS

Members present: John Hodkinson, Maureen Adkison, Mike Leita, Dan Olson, and Mario Martinez.

Members Absent: Janice Gonzales

Call in: Jim Restucci

YVCOG staff present: Larry Mattson, Jessica Hansen, Chris Wickenhagen, Crystal Testerman, and Mike Shuttleworth

Others present: Annette Rodriguez (YNHS), Leah Ward (YNHS); Sara Watkins (City of Yakima), Joan Davenport (City of Yakima), Cliff Moore (City of Yakima) Deb Sterling (Justice Housing of Yakima); Tom Gaulke (Entrust); Lowel Krueger (Yakima Housing Authority); Andy Ferguson (Transform Yakima) A quorum was present.

**Indicates notice of absence received prior to meeting.*

APPROVAL OF MINUTES

Mr. Olson moved to approve the minutes from the February 21, 2017 meeting. Ms. Adkison 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

*Executive Director – Annual
Performance Review*

Chairman Restucci requested, to all meeting participants, to move the Executive Session for annual performance review to the end of the meeting since there are guests here who wish to participate in the Homeless Program discussions. Hearing no objections, the Executive Session was moved to the end of the agenda.

NEW BUSINESS

*Executive Director's
Correspondence*

Mr. Mattson reported to the board that he and the DRYVE/TRANSaction group traveled to Olympia last week and spoke with Representative Gina McCabe about transportation and homeless issues. Mr. Mattson and many others have been working with Representative McCabe on a capital budget request that would construct tiny homes for the homeless in the Yakima Valley.

Mr. Mattson also informed the Executive Board about the HUD housing and Urban development technical assistance that was offered to YVCOG by HUD. YVCOG has formally submitted our request for help facilitating a discussion of working better with the Homeless Network.

Homeless Program Contract

Mr. Mattson reported on the \$100,000 contract for Transform Yakima. This \$100,000 will go towards a temporary homeless encampment. It was recommended by the HPPC to forward this to on to the Executive Committee for approval. Mr. Leita moved to approve and authorized for the chair to sign the \$100,000 contract to Transform Yakima. Ms. Adkison seconded the motion. The motion carried.

*Release of the consolidated
Homeless Grants RFP for
July1-June 30th Contracts.*

Mr. Mattson reported on the release of the consolidated homeless grants RFP for July 1 – June 30th 2018 contracts. The contracts will be released by the end of the month.

Collaborative Applicant contact changes for HUD system program

Mr. Mattson reported on the collaborative applicant contact changes for HUD system program. There are several online HUD information management systems that YVCOG uses that need to have new designee points of contact. Ms. Adkison moved to approve the collaborative applicant contact changes for the HUD system program. Mr. Olson seconded. The motion carried.

Ratification of Vouchers

Ms. Wickenhagen reported on increasing the amount of Jan-17-38 (Yakima Neighborhood Health Services) from \$110,000.00 to \$197,394.61. Mr. Olson moved to approve the ratification of voucher Jan-17-38 from \$110,000.00 to \$197,394.61. Mr. Leita seconded the motion. The motion carried.

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 MAR-17-001 through MAR-17-006 in the total amount of \$90,575.00 and claim vouchers numbered MAR-17-007 through MAR-17-049 in the total amount of \$334,989.54. Ms. Adkison moved to approve the March Vouchers with provision for future amendments as expressed by the Deputy Director. * Mr. Olson seconded this motion. Motion carried.

2016 Final Budget Report

Ms. Wickenhagen presented the Final 2016 Budget Report showing a final revenue balance of \$36,110.50. Ms. Adkison moved to approve the final 2016 budget report. Mr. Martinez seconded. Motion carried.

Monthly Budget Report

Ms. Wickenhagen presented the Homeless Program February 2017 Budget Report. Mr. Hodkinson asked for a column that will show a subtotal of what funding is going thru YVCOG.

Ms. Wickenhagen stated her concerns about how much more 2163 funding is being spent than collected, each month, with the Homeless Program. Mr. Leita stated that he would like the HPPC to come forward with something definitive about what project they would like to spend the \$200,000 on that was earmarked for a project several years ago. Mr. Krueger stated that the \$200,000 was awarded to Triumph Treatment services and then transferred to Yakima Neighborhood Health Services. Mr. Leita stated that there is no documentation supporting the award nor the transfer. Mr. Krueger stated that a letter of intent was posted on the City of Yakima website. Mr. Leita asked Mr. Krueger where are the binding contracts and supporting documents. Mr. Leita would like the HPPC to come forward with a \$200,000 project that the HPPC endorsed and can be approved by the Executive Committee legally.

Ms. Wickenhagen presented the February 2017 Monthly Budget Report* showing a revenue balance of \$309,746.09. Mr. Leita moved to approve the monthly budget report. Ms. Adkison seconded. Motion carried.

Budget Amendment #1

Ms. Wickenhagen presented the Budget Amendment #1 for local filing fees. Mr. Leita moved to approve forwarding the budget amendment to the General Membership. Mr. Martinez seconded. Motion carried.

Program Updates

Ms. Testerman reported that YVCOG will be hosting a training for the Department of Commerce called Trauma Informed Service Provider Training on April 12th.

Mr. Shuttleworth reported that Naches and Grandview have adopted their updated comprehensive plan for 2017. Granger and Mabton have turned their updated

comprehensive plans into the Department of Commerce. The City of Selah should be submitting their updated plan this week. The Cities of Tieton, Wapato, and Union Gap are working hard to meet the June 30th deadline. Mr. Shuttleworth also informed the Executive Committee that YVCOG employee, Brian Galloway, just got back from a grant training.

Upcoming Workshops

Mr. Mattson reported on the upcoming April workshops.

April 18, 2017 from 8:30am-5pm - \$75 Writing in Plain Talk – Jordan Peabody

April 19, 2017 from 9am-12pm - \$75 Jurassic Parliament – Robert's Rules of Order

April 20, 2017 from 8am-3:30pm – Free Tools for funding future infrastructure projects

April 26, 2017 from 6:15pm 9:15pm – Free Short Course on Local Planning.

June 2, 2017 from 9am-11:30 & 1:00pm-3:30pm – Free Course on Public Records 101

YVCOG Internal Policy Proposals

Mr. Mattson reported on the procurement policy which will make a consistent policy across all YVCOG programs. In this updated policy, it references both the Homeless and Transportation programs within YVCOG. This policy also modifies the Executive Director's pre-approval ("signature authority") amount from \$10,000 to \$25,000. Mr. Leita moved to approve the procurement policy creating a consistent policy across all YVCOG programs. Ms. Adkison seconded the motion. The motion carried.

Mr. Mattson reported on the request for proposal (RFP) policy which would also create a consistent policy across all YVCOG programs. Mr. Martinez moved to approve the request for proposal (RFP) policy creating a consistent policy across all YVCOG programs. Ms. Adkison seconded the motion. The motion carried.

Mr. Mattson presented the executive committee purchasing card ("P-Card") policy. This card would be for use by members of the executive committee; members need to be pre-approved by the executive committee to receive a p-card. Mr. Leita moved to approve the executive committee purchasing card policy. Mr. Olson seconded. The motion carried.

General Membership Meeting

Mr. Mattson reported on the May 17, 2017 the general membership meeting will be in Selah. Mr. Mattson asked if the executive committee had any ideas for a topic.

Governance Agreement

Mr. Mattson presented the governance agreement. He stated that this document will replace some of the overarching documentation that was lost in the fire in the 1990s. The governance agreement is meant to be a structural foundation document that guides how YVCOG's various programs function and how YVCOG behaves. Mr. Mattson encouraged the executive committee to take home the governance agreement, look it over, and have anyone else pertinent look thru it. At the next executive committee meeting, Mr. Mattson would like to revisit this agreement. Should the agreement meet the executive committee's expectations, Mr. Mattson would like to forward the document on to the next General Membership meeting to begin the review and approval process. Each member agency will likely want to conduct their own detailed review of the agreement. Mr. Mattson would like to have this document in place by December 31, 2017

OTHER BUSINESS

Mr. Restucci stated that per the recent motion for the purchasing card policy, he would like to request a purchasing card for his use on official YVCOG business. Mr. Leita moved to approve a P-Card to Chairman Restucci for NARC meetings. Ms. Adkison seconded the motion. The motion carried.

Mr. Leita suggested shortening the Executive Committee meetings by handling the homeless program on different dates or times from other YVCOG business.

Mr. Mattson asked if the executive committee would like to have a special meeting for his

Executive Director – Annual

YVCOG Executive Committee Agenda
March 20, 2017

* Indicates documents included and available for meeting
A verbatim recording of this meeting is available.

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Performance Review

annual performance review. It was decided that the meeting would be held Wednesday, March 29, 2017 at 1:30pm.

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 3:53 p.m.

Respectfully submitted,

John Hodkinson, YVCOG Executive Committee Vice-Chair

Date signed

ATTEST:

Jessica Hansen, Office and Communication Specialist

YVCOG EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES
March 29, 2017

CALL TO ORDER

Mr. Restucci, Chairman, called the March 29, 2017 special meeting of the YVCOG Executive Committee to order at 1:30pm

ROLL CALL &
INTRODUCTIONS

Members present: Jim Restucci, John Hodkinson, Maureen Adkison, and Mario Martinez.
Members Absent: Janice Gonzales, Mike Leita, Dan Olson

Call in:

YVCOG staff present: Larry Mattson and Jessica Hansen,

Others present:

A quorum was present.

**Indicates notice of absence received prior to meeting.*

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

*Executive Director – Annual
Performance Review*

Chairman Restucci announced that the board will recess into Executive Session, pursuant to RCW 42.30.110(1)(g) (“review the performance of a public employee”) for the purpose of reviewing the performance of the Executive Director Larry Mattson. This session will begin at 1:33pm, and will be concluded at 1:50pm

The board reconvened for open session at 1:50pm.

The Executive Directors review covers his performance between January 2016 thru October 2016. Mr. Restucci reported that Mr. Mattson had an above satisfactory average for all areas in his performance review except for supervision. While supervision is still an average rating, the board would like Mr. Mattson to show more attention in this area.

Mr. Hodkinson moved to accept the evaluation of the Executive Director. Ms. Adkison seconded. Motion carried. The evaluation is now an official document of YVCOG.

Mr. Hodkinson moved to authorize the Executive Directors pay increase by a 1% COLA. Ms. Adkison seconded. After a discussion, it was decided that a 1% COLA was not the percentage of pay increase that the Executive Committee wanted to allocate. The motion was withdrawn.

Mr. Martinez moved to authorize the Executive Directors pay increase by a 3% COLA. Ms. Adkison seconded. Motion Carried.

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 2:19 p.m.

Respectfully submitted,

John Hodkinson, YVCOG Executive Committee Vice-Chair

Date signed

ATTEST:

Jessica Hansen, Office and Communication Specialist

** Indicates documents included and available for meeting.
A verbatim recording of this meeting is available.*

YVCOG General Membership Meeting Policy

YVCOG hosts six (6) General Membership meeting per year for members and other interested Stakeholders. Meetings are for the purpose to *Provide and assist collaboration for communities to optimize resources*. Meetings will move between member jurisdictions:

PROCEDURE

All meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order as a guide. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the Chair or member and must be approved by majority vote of the member's present




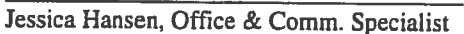

Meetings will be scheduled according to the By-laws of the Yakima Valley Conference of Governments and meetings deemed essential by the Executive Committee to be in the best interests of the Conference. All meetings will be open to the public with the exception of executive or closed sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

Meetings will be dinner meetings. Members and attendees will be required to RSVP the Friday before the meeting to confirm their dinner plate. All attendees who confirm their attendance and dinner will purchase their dinner with the caterer. If the attendee is not able to attend the meeting for any reason, the attendee is responsible to still pay the caterer for their dinner the caterer supplied. The only exception to this is if the reservation is canceled by the Friday before the meeting.

YVCOG staff will bill the absent attendee and a check or money order is to mailed to YVCOG payable to the caterer. YVCOG will not accept any checks or money payable to YVCOG.

Last Updated Approved
Proposed 4/17/17

**CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2016-17 CHG YNHS (mod 2)	
1. NAME/ADDRESS: Anita Monoian, CEO Yakima Neighborhood Health Svcs PO BOX 2605 Yakima WA 98907-2605	2. ORIGINAL CONTRACT AMOUNT: \$1,000.00	5. PREVIOUS CONTRACT AMOUNT: \$313,862.61	
	3. CASH MATCH REQUIREMENT: \$0.00	6. MODIFICATION AMOUNT: \$70,000.00	
	4. TOTAL CONTRACT AMOUNT: \$383,862.61	7. NEW TOTAL CONTRACT AMOUNT: \$383,862.61	
8. CONTACT INFO: Rhonda Hauff, COO/Dep CEO 509-574-5552 rhonda.hauff@ynhs.org	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4 th Street, Suite 204 Yakima WA 98901 509-759-7987 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen 311 N 4 th St, Suite 204 Yakima WA 98901 509-759-7986 chris.wickenhagen@yvcog.org	
11. CONTRACT START DATE: January 1, 2017		12. CONTRACT END DATE: June 30, 2017	
13. FUNDING AUTHORITY: Washington State Dept of Commerce Consolidated Homeless Grant (CHG)			
14. STATE AND FEDERAL "BARS" CODE: N/A		15. CFDA NUMBER(S): N/A	
16. PURPOSE: This contract provides resources to address the needs of people who are homeless or at-risk of homelessness, as described in the YVCOG Local Homeless Plan in the county of Yakima where Grantee will provide services. CHG funds and supports a variety of activities, including: operation of facility-based support, rental assistance, data collection and reporting. MODIFICATION: This Modification is made for the purpose of adding additional HEN funds to this contract. These funds were appropriated to YVCOG by the Department of Commerce as unspent funds from other counties in the State of Washington. These funds are to be used to serve clients through June 30, 2017.			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C – Budget			
This Contract contains all the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter in to this Contract.			
YAKIMA NEIGHBORHOOD HEALTH SERVICES		YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
			
Anita Monoian, CEO <i>Don Hinman</i> <i>Board Chair</i>		James A Restucci, Chairman	
<u>4/4/17</u>			
Date		Lauris C Mattson, Executive Director	
Attest:		Approved as to form:	
			
Jessica Hansen, Office & Comm. Specialist		YVCOG Attorney WSBA#	

BUDGET (Mod 2)

YAKIMA NEIGHBORHOOD HEALTH SERVICES (YNHS)

CHG							
Project	Admin	Rent Assist. (for profit)	Facility Support (for profit)	Operations	TANF FP Rent	TANF Operations	CHG Total
YNH RRH	\$2,393.25	\$58,706.09	\$0	\$7,239.86	\$26,372.00	\$9,037.00	\$103,748.20
YNH Respite	\$0	\$0	\$9,948.00	\$0	\$0	\$0	\$9,948.00
	\$2,393.25	\$58,706.09	\$9,948.00	\$7,239.86	\$26,372.00	\$9,037.00	\$113,696.20

HEN FY17				
Project	Admin	Rent/Utilities /EN	Operations	HEN Total
YNH HEN	\$6,975.56	\$219,863.75	\$43,327.10	\$270,166.41

Invoicing Provisions:

A. Monthly invoices and documentation must be submitted in both the following two ways:

- Electronically: Submitted electronic invoices must be provided concurrently to the program manager and to your fiscal contact. Electronic invoices must be submitted no later than the 8th of the month. If the 8th falls on a Saturday or Sunday, invoices must be received by close of business the following Monday.
- Original invoice via delivery: A signed original hard copy of the invoice must be submitted to Yakima Valley Conference of Governments Financial Services. The signed original invoice must be received no later than the 10th of the month to be paid on the next scheduled payable date at the following address:

Yakima Valley Conference of Governments
311 N 4th Street, Suite 204
Yakima, WA 98901

B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.

YVCOG Executive Committee Meeting April 17, 2017
BUDGET REPORT
Mar-17

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:		2016	2017
January	\$	85,638.48	\$ 680,892.68
February	\$	112,354.71	\$ 222,612.72
March	\$	200,453.73	\$ 143,691.60
April	\$	108,418.53	
May	\$	120,008.63	
June	\$	58,623.14	
July	\$	119,768.97	
August	\$	55,619.87	
September	\$	78,557.30	
October	\$	119,732.27	
November	\$	133,507.18	
December	\$	112,858.99	
Total Revenue MTD (through March)		\$ 398,446.92	\$ 1,047,197.00
Total Revenue YTD		\$ 1,305,541.80	\$ 1,047,197.00
EXPENDITURES:			
Salaries	January	\$ 64,453.00	\$ 122,197.00
	February	\$ 64,428.77	\$ 63,175.58
	March	\$ 65,621.22	\$ 57,954.48
	April	\$ 64,674.51	
	May	\$ 69,115.38	
	June	\$ 65,012.35	
	July	\$ 64,685.84	
	August	\$ 71,677.89	
	September	\$ 58,678.48	
	October	\$ 58,885.05	
	November	\$ 57,033.22	
	December	\$ -	
Total Salaries MTD (through March)		\$ 194,502.99	\$ 243,327.06
Total Salaries YTD		\$ 704,265.71	\$ 243,327.06
Vouchers	January	\$ 53,237.27	\$ 89,573.73
	February	\$ 67,919.72	\$ 318,813.00
	March	\$ 45,097.15	\$ 243,468.95
	April	\$ 46,943.47	
	May	\$ 30,636.73	
	June	\$ 45,778.90	
	July	\$ 41,865.23	
	August	\$ 41,479.03	
	September	\$ 56,292.17	
	October	\$ 47,815.44	
	November	\$ 33,749.75	
	December	\$ 52,040.44	
Total Vouchers MTD (through March)		\$ 166,254.14	\$ 651,855.68
Total Vouchers YTD		\$ 562,855.30	\$ 651,855.68
TOTAL EXPENDITURES MTD (through March)		\$ 360,757.13	\$ 895,182.74
TOTAL EXPENDITURES YTD		\$ 1,267,121.01	\$ 895,182.74
Revenue Balance		\$ 38,420.79	\$ 152,014.26

MONTHLY CASH FLOW (estimate)

Salaries	\$ 57,954.48	REIMB (SAL)	\$ 57,954.48	ADMIN	\$ -
Vouchers	\$ 243,468.95	REIMBURSED	\$ 236,074.54	ADMIN	\$ 7,394.41

2017
Yakima Valley Conference of Governments
Revenue Budget

25%

Sub-Departments Grants/Contracts	MARCH	YTD Actual Revenue	2017 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000.00 **	195,000.00	
Administration					
Admin-Gen'l Assessment	-	64,072.50	115,414.00	51,341.50	56%
Admin-Misc Revenue (copies, poster	-	53.06	300.00	246.94	18%
Admin-Assoc Membership Fees	-	-	2,000.00	2,000.00	0%
Other Income (Rebates)	155.04	155.04		-155.04	#DIV/0!
Community Services	225.00	225.00		-225.00	#DIV/0!
Sale of Scrap & Junk	-	-	400.00	400.00	0%
Total Administration	380.04	64,505.60	118,114.00	53,608.40	55%
Intergov-Local Match WSDOT	7,476.00	39,165.00	40,449.00	1,284.00	97%
Intergov -Local Transit	6,000.00	6,000.00	6,000.00	0.00	100%
Total Intergov-Local	13,476.00	45,165.00	46,449.00	1,284.00	97%
Fed Hwy - STP	5,753.43	5,753.43	-	-5,753.43	#DIV/0!
MPO/RTPO					
FHWA-DOT-Metro Plan (PL)	-	34,632.22	350,000.00	315,367.78	10%
FTA-DOT-Metro Plan Grant	-	-	60,000.00	60,000.00	0%
RTPO-WSDOT	-	14,309.97	92,965.00	78,655.03	15%
Total MPO/RTPO	-	48,942.19	502,965.00	454,022.81	10%
Human Services Transp Plan	635.14	2,037.93	5,000.00	2,962.07	41%
CTR - Plans & Progr WSDOT	6,620.06	18,716.12	75,000.00	56,283.88	25%
CMAQ Grant	5,895.22	30,762.93	103,750.00	72,987.07	30%
Homeless Local Fees	-	500,600.00	900,000.00	399,400.00	56%
CHG State Grant	88,308.85	182,254.93	500,000.00	317,745.07	36%
HEN State Grant	-	-	700,000.00	700,000.00	0%
ESG Federal Grant	14,030.46	14,030.46	275,000.00	260,969.54	5%
HUD CoC Federal Grant	-	-	18,525.00	18,525.00	0%
Intergov-Scholarship	-	-	500.00	500.00	0%
Intergov Serv-Exec Boards (TA Contr)			90,000.00		
Member TA's 2016	-	110,731.29			
Grandview GMA PSA	-	884.70			
Granger TA 2017	215.41	215.41			
Granger GMA PSA	3,895.36	5,313.44			
Mabton GMA PSA	-	1,776.17			
Selah GMA PSA	1,318.54	4,863.88			
Tieton GMA	-	7,188.88			
Union Gap GMA	3,163.09	3,916.32			
Wapato GMA Grant PSA	-	6,093.65			
Total TA Contracts	8,592.40	140,983.74	90,000.00	-50,983.74	157%
Total Revenue	143,691.60	1,053,752.33	3,335,303	2,281,550.67	32%

2017
Yakima Valley Conference of Governments
EXPENDITURE Budget

25%

	March	YTD Actual	2017 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 57,954.48	\$ 243,327.06	\$ 839,000	29%	\$ 595,672.94
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0%	\$ 8,000.00
	\$ 57,954.48	\$ 243,327.06	\$ 847,000	29%	\$ 603,672.94
Personnel Benefits					
Benefits-Direct	\$ 19,206.34	\$ 79,837.39	\$ 294,000	27%	\$ 214,162.61
	\$ 19,206.34	\$ 79,837.39	\$ 294,000	27%	\$ 214,162.61
Supplies					
Office & Operating Supplies	\$ 352.61	\$ 3,870.09	\$ 38,000	10%	\$ 34,129.91
Small Tools and Minor Equip	\$ 3,462.40	\$ 4,310.83	\$ 17,000	25%	\$ 12,689.17
Computer Software	\$ -	\$ -	\$ 3,000	0%	\$ 3,000.00
Small & Attractive Items	\$ -	\$ -	\$ 5,000	0%	\$ 5,000.00
	\$ 3,815.01	\$ 8,180.92	\$ 63,000	13%	\$ 54,819.08
Other Services-Charges					
Professional Services	\$ 1,148.00	\$ 11,555.55	\$ 84,000	14%	\$ 72,444.45
Prof Serv-Tech Services	\$ 1,217.04	\$ 3,634.73	\$ 16,000	23%	\$ 12,365.27
Communications-Telephone	\$ 847.51	\$ 2,479.54	\$ 10,800	23%	\$ 8,320.46
Communication-Postage	\$ 82.60	\$ 144.28	\$ 1,800	8%	\$ 1,655.72
Travel	\$ 1,849.36	\$ 5,934.02	\$ 65,000	9%	\$ 59,065.98
Advertising	\$ 4,396.45	\$ 5,737.65	\$ 12,000	48%	\$ 6,262.35
Operating Rentals and Leases	\$ 6,597.35	\$ 26,038.86	\$ 122,000	21%	\$ 95,961.14
Insurance	\$ -	\$ 8,715.00	\$ 8,500	103%	\$ (215.00)
Utility Services	\$ 11.76	\$ 35.28	\$ 250	14%	\$ 214.72
Repair and Maintenance	\$ 369.86	\$ 1,090.49	\$ 5,500	20%	\$ 4,409.51
Homeless Provider Contracts	\$ 202,623.14	\$ 493,266.19	\$ 1,729,753	29%	\$ 1,236,486.81
Misc. (registrations, dues, sut	\$ 404.53	\$ 4,696.73	\$ 75,500	6%	\$ 70,803.27
Community Services	\$ 900.00	\$ 900.00			
	\$ 220,447.60	\$ 564,228.32	\$ 2,131,103	26%	\$ 1,566,874.68
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
	\$ 301,423.43	\$ 895,573.69	\$ 3,335,303	27%	\$ 2,439,729.31

2016-17 Cash Flow Statement
Yakima Valley Conference of Governments
Preliminary

March 2017

For the Mo Ended:

	March	April	May	June	July	August	September	October	November	December	Jan-17	Feb-17	Mar-17
(Cash Basis Accounting)													
Beginning cash	\$296,112.97	\$385,846.66	\$383,112.48	\$402,667.53	\$348,560.44	\$381,708.25	\$304,101.01	\$267,625.55	\$281,007.71	\$323,667.19	\$384,417.25	\$859,959.51	\$700,327.72
Fed Hwy Admin-WSDOT STP	828.89	1,828.00	2,552.49	4,595.23									5,753.43
FHWA DOT-Metro Plan Grant	47,695.75		0.00	19,971.11	26,416.00				55,351.14	34,168.98	23,810.65	10,821.57	
FTA-DOT-Metro Plan Grant	31,069.44	28,550.31	21,359.06										
Human Svs Trasp Plan Grant								2,925.49		5,608.97	502.63	900.16	635.14
DOT-RTPO & RTPO Long Range	29,540.83		16,461.72	7,010.52					14,158.07	13,930.80	1,574.45	12,735.52	
CMAQ Plans & Programs	8,343.17	9,436.69	10,130.68	13,905.75	9,872.11	6,662.90		15,843.11	5,438.22	16,900.99	16,900.99	7,966.72	5,895.22
CHG - Homeless Grant												93,946.08	86,308.85
ESG - Homeless Grant													14,030.46
CTR - Grant	6,102.11	5,972.78	6,081.09		6,140.73	6,089.87		12,472.63		12,233.77	6,052.70	6,043.36	6,620.06
Dept Health Grant			7,365.25	3,590.61	7,596.72		6,934.83						
Homeless 2163 Local Fees											500,600.00		
Intergov Serv-Exec Boards (TA Cont)	78,782.22	51,838.10	55,794.58	6,499.92	39,246.66	45,667.10	42,264.27	77,770.79	58,365.05	46,900.75	45,193.61	87,197.73	8,592.40
Intergov-County/City Share-gen ass	-1,063.00	10,720.25			30,496.75			10,720.25			62,288.50	1,784.00	
Intergov-Local Match WSDOT	-860.00										30,496.00	1,193.00	7,476.00
Intergov -Local FTA (Yakima Transit)													6,000.00
Intergov -Scholarship			195.00										
Misc Revenue-copies, posters	14.32		18.76	3,000.00		-3,000.00			194.70	15.72	28.48	24.58	380.04
Associate Membership Fees		50.00	50.00	50.00		200.00							
Scrap & Junk													
Non-revenue		22.40											
Expense Revenue Netted Back													
Total Receipts	\$200,459.73	\$108,418.53	\$120,008.63	\$58,623.14	\$119,768.97	\$55,619.87	\$79,557.30	\$119,732.27	\$133,507.18	\$112,858.99	\$687,448.01	\$222,612.72	\$143,691.60
Available Cash	\$496,566.70	\$494,265.19	\$503,121.11	\$461,290.67	\$468,329.41	\$417,328.12	\$382,658.31	\$387,357.82	\$414,514.89	\$436,526.18	\$1,071,865.26	\$1,082,572.23	\$844,019.32
Use of Funds													
Salaries	65,621.22	64,674.51	64,962.08	65,012.35	64,685.84	71,677.89	58,678.48	58,885.05	57,033.22		122,197.00	63,175.58	57,954.48
Personnel Benefits	21,581.89	21,357.02	21,412.82	21,426.18	21,320.88	20,902.72	19,359.50	19,387.79	18,102.34		40,532.89	20,098.16	19,206.34
Supplies	8,190.63	11,188.21	3,076.00	1,700.59	690.49	1,942.11	5,761.37	595.60	822.62	2,347.35	1,575.42	2,790.49	3,815.01
Other Services	15,324.63	14,398.24	10,301.21	22,652.13	19,853.86	18,634.20	31,171.30	27,832.05	14,824.79	49,693.09	47,600.44	296,180.28	220,447.60
Custodial Account													
Debt Service - Interest	1.67	-465.27	701.47	1,938.98	70.09	70.19	62.11	-350.38	64.73	68.49	0.00	0.00	0.00
Total Cash Out	110,720.04	111,152.71	100,453.58	112,730.23	106,621.16	113,227.11	115,032.76	106,350.11	90,847.70	52,108.93	211,905.75	382,244.51	301,423.43
Net Cash Flow	\$385,846.66	\$383,112.48	\$402,667.53	\$348,560.44	\$361,708.25	\$304,101.01	\$267,625.55	\$281,007.71	\$323,667.19	\$384,417.25	\$659,959.51	\$700,327.72	\$542,595.89

ANNUAL REPORT CERTIFICATION

Yakima Valley Conference of Governments

2485
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended **December, 2016**

GOVERNMENT INFORMATION:

Official Mailing Address 311 N 4th Street, Suite 204, Yakima WA 98901

Official Website Address www.yvcog.org

Official E-mail Address chris.wickenhagen@yvcog.org

Official Phone Number 509-574-1550

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Christina Wickenhagen, Deputy Director

Contact Phone Number 509-574-1550

Contact E-mail Address chris.wickenhagen@yvcog.org

I certify ____ day of _____, 2017, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Audit Contact or Preparer Signature: _____

Yakima Valley Conference of Governments

Schedule 01

For the year ended December 31, 2016

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2485	001	General	3088000	Unreserved Cash and Investments - Beginning	\$433,799
2485	001	General	3316600	Federal Direct Grant from Environmental Protection Agency	\$25,487
2485	001	General	3331400	Federal Indirect Grant from Department of Housing and Urban Development.	\$2,786
2485	001	General	3332000	Federal Indirect Grant from Department of Transportation	\$428,372
2485	001	General	3340360	State Grant from Department of Transportation	\$175,509
2485	001	General	3370000	Local Grants, Entitlements and Other Payments	\$45,607
2485	001	General	3458900	Other Planning and Development Services	\$511,732
2485	001	General	3685000	Special Assessments - Service	\$115,336
2485	001	General	3699100	Miscellaneous Other	\$712
2485	001	General	5586010	Planning	\$765,356
2485	001	General	5586020	Planning	\$255,536
2485	001	General	5586030	Planning	\$39,361
2485	001	General	5586040	Planning	\$291,884
2485	001	General	5088000	Unreserved Cash and Investments - Ending	\$387,204

**Yakima Valley Conference of Governments
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2016**

Beginning Cash and Investments

30810	Reserved	-
30880	Unreserved	433,799
388 / 588	Prior Period Adjustments, Net	-

Revenues

320	Licenses and Permits	-
330	Intergovernmental Revenues	677,761
340	Charges for Goods and Services	511,732
350	Fines and Penalties	-
360	Miscellaneous Revenues	116,048
Total Revenues:		1,305,541

Expenditures

540	Transportation	-
550	Natural and Economic Environment	1,352,137
Total Expenditures:		1,352,137
Excess (Deficiency) Revenues over Expenditures:		(46,596)

Other Increases in Fund Resources

391-393, 596	Debt Proceeds	-
385	Special or Extraordinary Items	-
386 / 389	Custodial Activities	-
Total Other Increases in Fund Resources:		-

Other Decreases in Fund Resources

594-595	Capital Expenditures	-
591-593, 599	Debt Service	-
585	Special or Extraordinary Items	-
586 / 589	Custodial Activities	-
Total Other Decreases in Fund Resources:		-

Increase (Decrease) in Cash and Investments: (46,596)

Ending Cash and Investments

5081000	Reserved	-
5088000	Unreserved	387,204
Total Ending Cash and Investments		387,204

The accompanying notes are an integral part of this statement.

Yakima Valley Conference of Governments
Schedule 01 Footing (unaudited)
For Fiscal Year ended December 31, 2016

Fund	Fund Name	Beginning Fund Balance	Total Revenues	Total Expenditures	Ending Fund Balance	Difference Value
001	General	433,799	1,305,541	1,352,137	387,204	-1
	Grand total:	433,799	1,305,541	1,352,137	387,204	-1

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Yakima Valley Conference of Governments

Schedule of Liabilities

For the Year Ended December 31, 2013

<u>ID. No.</u>	<u>Description</u>	<u>Due Date</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
264.30	Pension Liabilities		-	32,252,058	-	32,252,058
259.12	Compensated Absences		43,439	66,695	61,657	48,477
	Total Revenue and Other (non G.O.) Debt/Liabilities:		43,439	32,318,753	61,657	32,300,535
	Total Liabilities:		43,439	32,318,753	61,657	32,300,535

Yakima Valley Conference of Governments
SCHEDULE OF STATE FINANCIAL ASSISTANCE (unaudited)
For Fiscal Year ended December 31, 2016

Grantor	Program Title	Identificaton Number	Amount
State Grant from Department of Transportation	Transportation Demand Managment Pilot	GCA2150	80,279
	Metropolitan/Regional Transportation Planning Organization Agreement	GCB1777	99,133
Sub-total: 179,412			
Grand total: 179,412			

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**Yakima Valley Conference of Governments
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2016**

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
Office Of Community Planning And Development, Department Of Housing And Urban Development (via City of Wapato)	Community Development Block Grants/State's program and Non-Entitlement Grants in Hawaii	14.228	15-62210-040	2,350	-	2,350	-	1,2,3
Office Of Community Planning And Development, Department Of Housing And Urban Development (via City of Union Gap)	Community Development Block Grants/State's program and Non-Entitlement Grants in Hawaii	14.228	15-62210-048	3,085	-	3,085	-	1,2,3
Highway Planning and Construction Cluster				5,435	-	5,435	-	
Federal Highway Administration (fhwa), Department Of Transportation (via Department of State Department of Transportation))	Highway Planning and Construction	20.205	LA-7264	108,820	-	108,820	-	1,2,3
Federal Highway Administration (fhwa), Department Of Transportation (via Department of State Department of Transportation))	Highway Planning and Construction	20.205	GCG-1777	225,584	-	225,584	-	1,2,3
Federal Highway Administration (fhwa), Department Of Transportation (via Department of State Department of Transportation))	Highway Planning and Construction	20.205	LA-4075	25,149	-	25,149	-	1,2,3
Total Highway Planning and Construction Cluster:				359,553	-	359,553	-	

The accompanying notes are an integral part of this schedule.

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**Yakima Valley Conference of Governments
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2016**

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	From Pass- Through Awards	Expenditures			Passed through to Subrecipients	Note
					From Direct Awards	Total			
Federal Transit Administration (fta), Department Of Transportation (via Department of Transportation (via Washington State Department of Transportation))	Metropolitan Transportation Planning and State and Non- Metropolitan Planning and Research	20.505	GCB-2369	8,682	-	8,682	-	1,2,3	
Federal Transit Administration (fta), Department Of Transportation (via Department of Transportation (via Washington State Department of Transportation))	Metropolitan Transportation Planning and State and Non- Metropolitan Planning and Research	20.505	GCB-1777	80,979	-	80,979	-	1,2,3	
Drinking Water State Revolving Fund Cluster				89,661	-	89,661	-		
Office Of Water, Environmental Protection Agency	Capitalization Grants for Drinking Water State Revolving Funds	66.468	N-21557	-	12,955	12,955	-	1,2,3	
Office Of Water, Environmental Protection Agency	Capitalization Grants for Drinking Water State Revolving Funds	66.468	N-21558	-	14,971	14,971	-	1,2,3	
Total Drinking Water State Revolving Fund Cluster:				-	27,926	27,926	-		
Total Federal Awards Expended:				454,649	27,926	482,575	-		

The accompanying notes are an integral part of this schedule.

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
Special Purpose District

Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2016

Note 1 – Basis of Accounting

This schedule is prepared on the same basis of accounting as the district's financial statements. The district uses the cash basis of accounting.

Note 2 – Program Costs

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the district's portion, are more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3 – Indirect Cost Rate

The district has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

The amount expended includes \$ 30,672.76 claimed as an indirect cost recovery using an approved indirect cost rate of 4.6 percent.

Yakima Valley Conference of Governments
Notes to the Financial Statements
For the year ended December 31, 2016

Note 1 - Summary of Significant Accounting Policies

The Yakima Valley Conference of Governments was incorporated on 1966 and operates under the laws of the state of Washington applicable to a regional agency RCW 36.70.060, and Sections 36.64.080 through 36.64.110, and Section 39.34.030. The District is a special purpose local government and provides technical services in the areas of planning, administration of programs and grants, and other services to general purpose government and provides a mutual forum to identify, discuss, study, and bring into focus regional challenges and opportunities in a cost-effective manner.

Yakima Valley Conference of Governments provides staff support to suggest and assist in establishing long range planning goals for Yakima County, the urbanizing area in and around the City of Yakima, and for other cities, towns, communities and other governmental subdivisions within Yakima County and to engage in a continuing and cooperative planning effort and program to serve the best interests of the people of Yakima County;

To assist in the preparation of plans relating to land use, transportation, sewer and water, parks and recreation, human services, housing and other community development activities in the urbanizing area in and around the City of Yakima, and for other cities, towns, communities and other governmental subdivisions with Yakima County;

To assist in the planning and coordination of proposed projects which may involve Federal or State financial participation and to assist in the review of such project plans to assure compliance with area wide comprehensive plans;

To contract or hire technical or administrative staff to perform the work program of the Conference, including planning, grant administration, and other services whereby the Conference or when, in the opinion of the representatives of the Conference, it appears that other plans and programs should be developed as being in the best interest of the public served by the participants in the Conference.

The Yakima Valley Conference of Governments is composed of elected officials representing the cities of: Yakima, Sunnyside, Toppenish, Grandview, Wapato, Granger, Harrah, Mabton, Moxee, Naches, Selah, Tieton, Union Gap, Zillah; the county of: Yakima; the Tribal Council of the Confederated Bands and Tribes of the Yakama Nation.

The Yakima Valley Conference of Governments is supported primarily through membership fees contracts, local match and grants.

The district reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's

resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

C. Budgets

The District adopts annual appropriated budgets for General funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund/Department	Final Appropriated Amounts	Actual Expenditures	Variance
General Fund:	\$ 1,615,248	\$ 1,352,137	\$ 263,111

D. Deposits

All deposits are covered by the Federal Deposit Insurance Corporation and/or the Washington Public Deposit Protection Commission. The district deposits are held by Key Bank, a recognized Public Depository. The district opened an account with Key Bank on November 17, 2015, after Yakima County Treasurer denied providing service to the district. The Yakima County Treasurer determined that the need to deposit with the County Treasurer was not essential if the Yakima County Auditor's office was not providing payables and payroll services to the district. The district began using this account January 1, 2016.

E. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5001.00 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

F. Compensated Absences

Paid Time Off (PTO) may be accumulated up to 40 days and is payable upon separation or retirement.

Compensatory time may be accumulated up to 60 hours and is payable to non-exempt employees upon separation or retirement.

Extended Sick leave may be accumulated up to 30 days. Upon separation or retirement employees do not receive payment for unused extended sick leave.

G. Risk Management

The district is a member of the Washington Cities Insurance Authority (WCIA).

Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 168 Members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$300 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, and administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

Note 2 – Pension Plans

A. State Sponsored Pension Plans

Substantially all district's full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans PERS1, PERS2, PERS3.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

NOTE 3 – HEALTH & WELFARE

The district is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance, or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014 when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2016, 258 cities/towns/non-city entities participate in the AWC Trust HCP.

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members. The AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run-out for all current members. The AWC Trust HCP includes medical, dental and vision insurance through the following carriers: Group Health Cooperative/Group Health Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-City Entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2016, the AWC Trust HCP purchased stop loss insurance for Regence/Asuris plans at an Individual Stop Loss (ISL) of \$1.5 million through Life Map, and Group Health ISL at \$750,000 through Sun Life. The aggregate policy is for 200% of expected medical claims.

Participating employers contract to remain in the AWC HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the HCP. Similarly, the terminating member forfeits all rights and interest to the HCP Account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or towns. The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW.

The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

The accounting records of the Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.

Note 4 - Other Disclosures

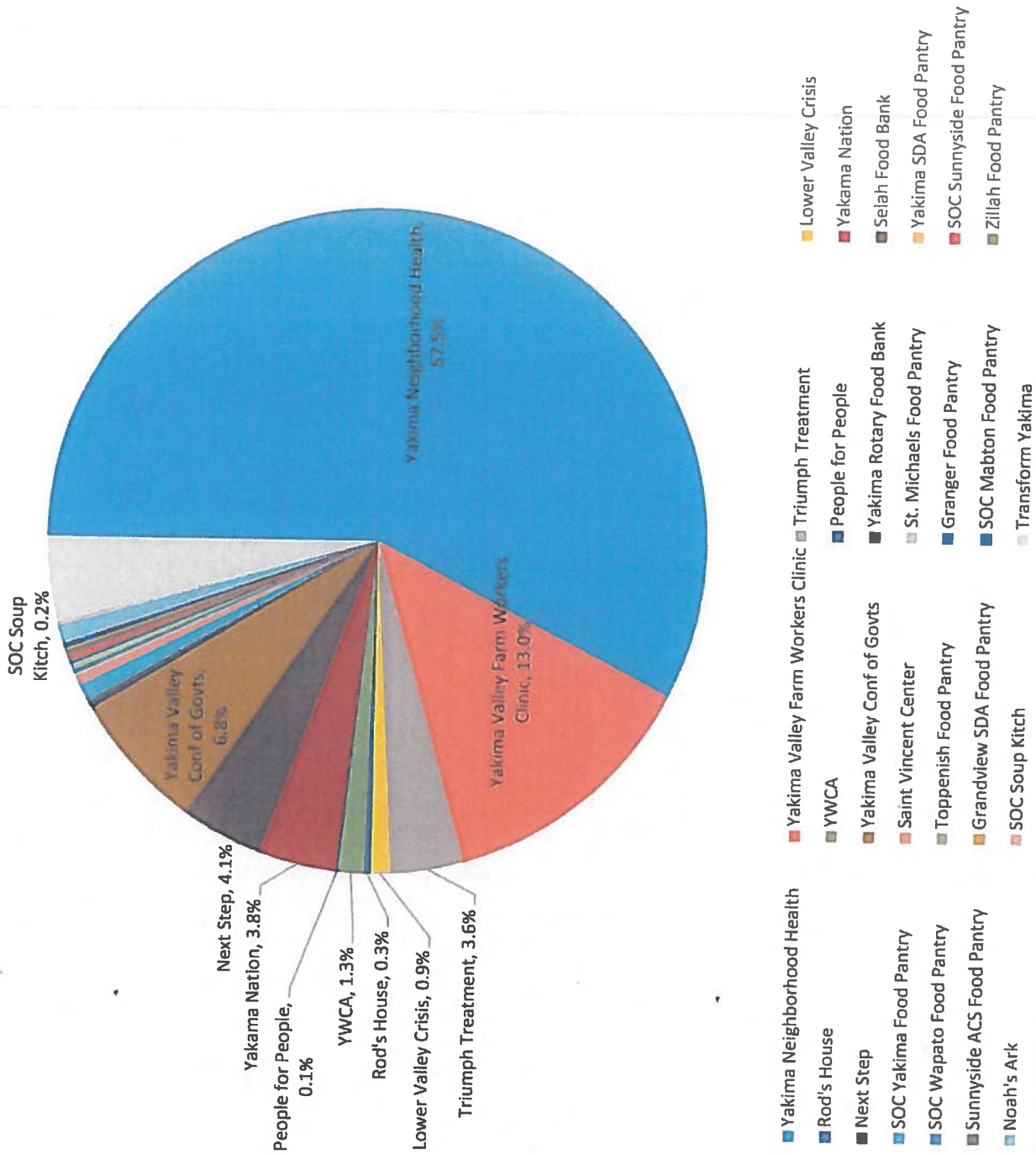
- A. The district separated from a previous agreement with Yakima County to administer the district's human resource services, auditor's services including payables and payroll, and treasurer's services including depositing revenues and issuing warrants for payables and payroll. This separation occurred at the direction by the County Commissioner's determination to not continue services for district. The district updated their Articles of Association to allow the district to administer all financial duties within the district; including payroll, payables, and human resources.

Labor Relations Consultant(S)
For the Year Ended December 31, 2016

Has your government engaged labor relations consultants? ___ Yes X No

If yes, please provide the following information for each consultant:

Name of firm:
Name of consultant:
Business address:
Amount paid to consultant during fiscal year:
Terms and conditions, as applicable, including: Rates (e.g., hourly, etc.) Maximum compensation allowed Duration of services Services provided



- Yakima Neighborhood Health
- Rod's House
- Next Step
- SOC Yakima Food Pantry
- SOC Wapato Food Pantry
- Sunnyside ACS Food Pantry
- Noah's Ark
- Lower Valley Crisis
- Yakama Nation
- Selah Food Bank
- Yakima SDA Food Pantry
- SOC Sunnyside Food Pantry
- Zillah Food Pantry
- Yakima Valley Farm Workers Clinic
- YWCA
- Yakima Valley Conf of Govts
- Saint Vincent Center
- Toppenish Food Pantry
- Grandview SDA Food Pantry
- SOC Soup Kitch
- Triumph Treatment
- People for People
- Yakima Rotary Food Bank
- St. Michaels Food Pantry
- Granger Food Pantry
- SOC Mabton Food Pantry
- Transform Yakima

REVENUE BALANCE REMAINING - MARCH 2017

Contract/GRANT	Award Amt	BEG DATE	EXP DATE	March AVAILABLE	March INVOICE	April AVAILABLE
Consolidated Housing Grant	\$ 272,157	1/1/2017	6/30/2017	\$ 234,687.29	\$17,856.57	\$216,838.72
Housing and Essential Needs	\$ 315,868	1/1/2017	6/30/2017	\$ 206,414.47	\$58,193.79	\$148,220.88
Temporary Assistance for Needy Families	\$ 54,482	1/1/2017	6/30/2017	\$ 52,611.98	\$1,856.63	\$50,755.35
Emergency Solutions Grant	\$ 82,220	1/1/2017	6/30/2017	\$ 68,057.08	\$7,122.16	\$60,934.92
HUD CoC	\$ 18,525	11/2/2016	12/31/2017	\$ 18,525.00	\$0.00	\$18,525.00
Local Filing Fees	\$ 900,000	1/1/2017	12/31/2017	\$ 619,247.84	\$117,591.99	\$501,656.85
2016 TO PROVIDERS					\$202,623.14	
Emergency Solutions Grant						
Yakima Neighborhood Health	\$ 33,120	1/1/2017	6/30/2017	\$ 26,022.50	\$3,888.49	\$22,134.01
Yakima Neighborhood Health (HURAY)	\$ -			\$ -	\$0.00	\$0.00
Yakima Valley Farm Workers Clinic	\$ 18,494	1/1/2017	6/30/2017	\$ 18,494.00	\$530.56	\$17,963.44
Triumph Treatment	\$ 17,032	1/1/2017	6/30/2017	\$ 13,559.04	\$683.70	\$12,875.34
Lower Valley Crisis	\$ 13,574	1/1/2017	6/30/2017	\$ 9,981.54	\$2,019.41	\$7,962.13
Equals Award Amount	\$ 82,220				\$7,122.16	
Consolidated Housing Grant						
Yakima Neighborhood Health	\$ 78,287	1/1/2017	6/30/2017	\$ 65,036.82	\$6,788.41	\$58,248.41
Yakima Valley Farm Workers Clinic	\$ 61,754	1/1/2017	6/30/2017	\$ 61,753.99	\$351.33	\$61,402.66
Rod's House	\$ 8,033	1/1/2017	6/30/2017	\$ 4,993.59	\$3,531.00	\$1,462.59
Triumph Treatment Services	\$ 36,999	1/1/2017	6/30/2017	\$ 21,900.80	\$1,406.09	\$20,494.71
YWCA of Yakima	\$ 30,270	1/1/2017	6/30/2017	\$ 24,198.15	\$5,781.74	\$18,416.41
Equals Award Amount	\$ 215,343				\$17,858.57	
TANF						
Yakima Neighborhood Health	\$ 35,409	1/1/2017	6/30/2017	\$ 33,559.00	\$1,856.63	\$31,702.37
Yakima Valley Farm Workers Clinic	\$ 19,053	1/1/2017	6/30/2017	\$ 19,052.98	\$0.00	\$19,052.98
Equals Award Amount	\$ 54,462				\$1,856.63	
HEN						
Yakima Neighborhood Health	\$ 200,166	1/1/2017	6/30/2017	\$ 90,712.93	\$50,976.76	\$39,736.17
Yakima Valley Farm Workers Clinic	\$ 100,431	1/1/2017	6/30/2017	\$ 100,431.26	\$7,217.03	\$93,214.23
Equals Award Amount	\$ 300,598				\$58,193.79	
Local Filing Fees Committed 2017						
Yakima Neighborhood Health WFF	\$ 39,969	1/1/2017	3/31/2017	\$ 14,509.00	\$13,365.37	\$1,143.63
Yakima Neighborhood Health WFF	\$ 58,000	7/1/2017	12/31/2017	\$ -	\$0.00	\$0.00
People for People EFSP	\$ 1,618	11/1/2016	3/31/2017	\$ 1,174.33	\$197.08	\$977.25
Yakima Neighborhood Health EIWWS	\$ 235,000	11/1/2016	3/31/2017	\$ 102,363.72	\$52,067.43	\$50,296.29

Emergency Hotel / Motel Vouchers			
Yakima Valley Farm Workers Clinic	3%	\$	5,737
Saint Vincent Center	3%	\$	5,737
Yakima Neighborhood Health	3%	\$	5,737
Yakima Neighborhood Health Hospital Referral	3%	\$	4,228
Yakima Valley Farm Workers Clinic	5%	\$	8,605
Yakima Neighborhood Health	5%	\$	8,605
Yakima Neighborhood Health Hospital Referral	3%	\$	4,228
Mass Shelter Assistance			
Triumph Treatment Center	13%	\$	21,208
Noah's Ark	10%	\$	17,208
		\$	<u>165,534</u>

GRAND TOTAL

REVENUE BALANCE SUMMARY

Providers	Award Amt	BEG DATE	EXP DATE
Consolidated Housing Grant	\$ 272,157	1/1/2017	6/30/2017
Housing and Essential Needs	\$ 315,868	1/1/2017	6/30/2017
Temporary Assistance for Needy Families	\$ 54,462	1/1/2017	6/30/2017
Emergency Solutions Grant	\$ 82,220	1/1/2017	6/30/2017
HUD CoC	\$ 18,525	11/2/2016	12/31/2017
HUD Direct	\$ 576,063		
People for People Direct (EFSP)	\$ 165,534		
Local Filing Fees	\$ 1,000,000	1/1/2017	12/31/2017
2017 HOMELESS FUNDING			Paid in March
Yakima Neighborhood Health	\$ 1,381,739	75%	\$ 151,385.47
Yakima Valley Farm Workers Clinic	\$ 312,231	18%	\$ 35,778.71
Triumph Treatment	\$ 86,205	1%	\$ 2,555.17
Lower Valley Crisis	\$ 22,637	2%	\$ 3,393.97
Rod's House	\$ 8,033	2%	\$ 3,531.00
YWCA	\$ 30,270	3%	\$ 5,781.74
People for People	\$ 1,618	0%	\$ 197.08
Yakama Nation	\$ 91,956	0%	\$ -
Next Step	\$ 97,431	0%	\$ -
Yakima Valley Conf. of Govts	\$ 163,322	0%	\$ -
Yakima Rotary Food Bank	\$ 4,424	0%	\$ -
Selah Food Bank	\$ 4,424	0%	\$ -

SOC Yakima Food Pantry	0.9%	\$	21,047
Saint Vincent Center	0.5%	\$	11,686
St. Michaels Food Pantry	0.1%	\$	1,375
Yakima SDA Food Pantry	0.0%	\$	900
SOC Wapato Food Pantry	0.2%	\$	4,765
Toppenish Food Pantry	0.3%	\$	7,052
Granger Food Pantry	0.1%	\$	3,050
SOC Sunnyside Food Pantry	0.3%	\$	7,624
Sunnyside ACS Food Pantry	0.3%	\$	6,290
Grandview SDA Food Pantry	0.1%	\$	2,859
SOC Mabton Food Pantry	0.2%	\$	4,956
Zillah Food Pantry	0.1%	\$	1,525
Noah's Ark	0.9%	\$	21,209
SOC Soup Kitch	0.2%	\$	4,000
Transform Yakima	4.2%	\$	100,000
TOTAL	100%	\$	2,402,627
			202,623.14

Table Copy

Executive Committee Review DRAFT vers. 2

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS GOVERNANCE AGREEMENT

This Interlocal Cooperation Agreement is made by and between Yakima Valley Conference of Governments (YVCOG) Yakima County, City of Grandview, ~~Port of Grandview~~, City of Granger, Town of Harrah, City of Mabton, City of Moxee, Town of Naches, City of Selah, City of Sunnyside, ~~Port of Sunnyside~~, City of Tieton, City of Toppenish, City of Union Gap, City of Wapato, City of Yakima, City of Zillah, and the Confederated Tribes and Bands of the Yakama Nation, ~~Yakima Air Terminal McAllister Field, and the Yakima Regional Clean Air Agency~~, (each hereafter referred to as a "Member" or collectively, as "Members") for the purpose of confirming, organizing and maintaining a regional agency known as Yakima Valley Conference of Governments.

This agreement terminates and supersedes in all respects the Yakima Valley Conference of Governments Interlocal Cooperation Agreement dated February 7, 1994. The YVCOG's Articles of Association and Bylaws remain in full effect. In the event of conflicting provisions, the Articles and Bylaws shall prevail.

RECITALS:

WHEREAS, Yakima Valley Conference of Governments was established in 1966 and has served as a regional agency serving the individual and collective interests of participating member cities, towns, communities and political subdivisions within Yakima County, Washington; and

WHEREAS, RCW 36.64.080 authorizes counties, cities, towns and other participating political subdivisions to establish a regional agency (i.e. "Conference"), for the purpose of studying, coordinating, assisting and managing matters of regional or governmental interest and concern, including but not limited to transportation, land use planning, codes and ordinances, comprehensive facility and land use planning, government finances, air and water quality, regional and local social services, and other matters of local and regional interest or significance; and

WHEREAS, Federal transportation legislation (23 U.S.C. 134 and 49 U.S.C. 5303) requires the designation, by agreement between the Governor of the State of Washington and units of general purpose local government, of a Metropolitan Planning Organization (MPO) which, in cooperation with the State of Washington is to develop transportation plans and programs for urbanized areas of Washington State; and

WHEREAS, YVCOG has been designated as MPO for Yakima County with responsibility for implementing national policy set forth in 23 CFR §§450.300-.338 the local urbanized area including a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process, together with development of a metropolitan transportation plan and a transportation improvement program (TIP); and

WHEREAS, State of Washington authorizes formation of a Regional Transportation Planning Organization (RTPO) through the voluntary association of local governments within a county (RCW 47.80.020); provided each RTPO shall encompass at least one complete county, have a population of at least 100,000 and have as members all counties within the region and at least sixty percent of the cities and towns collectively representing a minimum of seventy-five percent of the population of all incorporated municipalities; and

WHEREAS, each RTPO formed by local governments is required to create a transportation policy board in accordance with RCW 47.80.040 which board shall provide policy advice to the RTPO and shall allow representatives of major employers within the region, the department of transportation, transit districts, port districts, and member cities, towns, and counties within the region to participate in policy making; and

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WHEREAS, RCW 47.80.020 provides that the RTPO in an urbanized area shall be the same as the MPO designated for federal transportation planning purposes; and

WHEREAS, in accordance with applicable federal and state laws, the Members affirm and ratify the formation and continuation of a unified metropolitan and regional transportation planning program to carry out the responsibilities of the MPO and RTPO, as well as other responsibilities determined by YVCOG (Exhibit A); and

WHEREAS, Yakima Valley Conference of Governments (YVCOG) has been designated as the lead planning agency and fiscal agent for the Metropolitan Planning Organization and the Regional Transportation Planning Organization; and

WHEREAS, the Washington State Growth Management Act, Chapter 36.70A RCW, requires the coordinated countywide planning by counties, cities, towns and other political subdivisions that develops and implements policies for contiguous and orderly growth, provision of urban services, siting of capital facilities, transportation, planning, consideration of needs for affordable housing, economic development and employment, and other comprehensive planning matters; and

WHEREAS, the Members executing this Agreement confirm and represent that each of the Members has adopted one or more resolutions authorizing the execution of this Agreement, and that such resolutions are in all ways valid and binding; and

WHEREAS, the Yakima Valley Conference of Governments has been and may be named as a subrecipient on federal and state transportation planning grant funds; and

WHEREAS, the Yakima County Commissioners authorized the execution of this Agreement by Resolution No. 20162017-AA, adopted on December, 20162017;

WHEREAS, the Confederated Tribes and Bands of the Yakama Nation Tribal Council authorized the execution of this Agreement by Resolution No. 20162017-BB adopted on December, 20162017;

WHEREAS, the City of Grandview Council authorized the execution of this Agreement by Resolution No. 20162017-CC adopted on December, 20162017;

WHEREAS, the City of Granger Council authorized the execution of this Agreement by Resolution No. 20162017-DD adopted on December, 20162017;

WHEREAS, the Town of Harrah Council authorized the execution of this Agreement by Resolution No. 20162017-EE adopted on December, 20162017;

WHEREAS, the City of Mabton Council authorized the execution of this Agreement by Resolution No. 20162017-FF adopted on December, 20162017;

WHEREAS, the City of Moxee Council authorized the execution of this Agreement by Resolution No. 20162017-GG adopted on December, 20162017;

WHEREAS, the Town of Naches Council authorized the execution of this Agreement by Resolution No. 20162017-HH adopted on December, 20162017;

WHEREAS, the City of Selah Council authorized the execution of this Agreement by Resolution No. 20162017-II adopted on December, 20162017;

WHEREAS, the City of Sunnyside Council authorized the execution of this Agreement by Resolution No. 20162017-JJ adopted on December, 20162017;

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WHEREAS, the City of Tieton Council authorized the execution of this Agreement by

Resolution No. ~~2016~~2017-KK adopted on December, ~~2016~~2017;

WHEREAS, the City of Toppenish Council authorized the execution of this Agreement by Resolution No. ~~2016~~2017-LL adopted on December, ~~2016~~2017;

WHEREAS, the City of Union Gap Council authorized the execution of this Agreement by Resolution No. ~~2016~~2017-MM adopted on December, ~~2016~~2017;

WHEREAS, the City of Wapato Council authorized the execution of this Agreement by Resolution No. ~~2016~~2017-MM adopted on December, ~~2016~~2017;

WHEREAS, the City of Yakima Council authorized the execution of this Agreement by Resolution No. ~~2016~~2017-NN adopted on December, ~~2016~~2017;

WHEREAS, the City of Zillah Council authorized the execution of this Agreement by Resolution No. ~~2016~~2017-PP adopted on December, ~~2016~~2017;

~~**WHEREAS**, the Yakima Air Terminal McAllister Field Board of Directors authorized the execution of this Agreement by Resolution No. 2016 UU adopted on December, 2016;~~

~~**WHEREAS**, the Yakima Regional Clean Air Agency Board of Directors authorized the execution of this Agreement by Resolution No. No 2016 VV adopted on December, 2016;~~

~~**WHEREAS**, the Port of Sunnyside Board of Commissioners authorized the execution of this Agreement by Resolution No. No 2016 WW adopted on December, 2016;~~

~~**WHEREAS**, the Port of Grandview Board of Commissioners authorized the execution of this Agreement by Resolution No. No 2016 XX adopted on December, 2016;~~

NOW, THEREFORE, pursuant to the above recitals that are incorporated into this Interlocal Cooperation Agreement as if included below, and in consideration of the terms and conditions set forth below, it is hereby agreed as follows:

Section 1

PURPOSES

This Interlocal Cooperation Agreement is authorized by Interlocal Cooperation Act (RCW Ch. 39.34) for the following purposes:

- A. To establish, organize and maintain a regional agency pursuant to RCW 36.64.080 for the purpose of implementing study of regional and governmental issues of mutual interest and concern including transportation study and planning;
- B. To implement and perform the function and duties of a Regional Transportation Planning Organization (RTPO) for Yakima County as set forth in RCW 47.80.023 and WAC Ch. 468-86, as currently adopted or hereafter amended;
- C. To implement and perform the duties and functions of a Metropolitan Planning Organization (MPO) for the Yakima Valley Urbanized Area as such Area's boundaries are defined now or in the future, and as set forth in 23 U.S.C. 134 and 49 U.S.C. 5303 as currently adopted or hereafter amended and 23 CFR Parts 450 and 500 and 40 CFR Part 613, as currently adopted or as amended;
- D. To engage and assist in regional planning activities related to land use, transportation, sewer and water, parks and recreation, human services, housing and other community development programs;

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- E. To assist in the planning and coordination of projects and programs which may involve federal and/or state financial participation and to assist in review of such projects and programs to assure compliance with area wide comprehensive plans;
- F. To contract or hire technical and administrative staff to provide and perform services with respect to conference programs, plans and activities including planning, grant administration and other services.

Section 2

FUNCTIONS AND AUTHORITIES

A. Transportation. YVCOG shall perform the duties and responsibilities of an RTPO and MPO as prescribed in applicable federal and state laws and regulations and serve as a conference pursuant to RCW 36.64.080. Transportation planning and responsibilities are specifically delegated to Transportation Policy Board. Such responsibilities with respect to transportation shall include but not be limited to the following:

1. Prepare and periodically update a transportation strategy for the region. The strategy shall address alternative transportation modes and transportation demand management measures in regional quarters and shall recommend preferred transportation policies to implement adopted growth strategies. The strategy shall serve as a guide in preparation of the regional transportation plan.

2. Prepare a Regional Transportation Plan ("RTP") that is consistent with countywide planning policies, county, city and town comprehensive plans, and state transportation plans. The RTP will be developed in accordance with RCW 47.80.030 and will establish planning direction and strategies for regionally significant transportation projects, as defined in state law and shall be consistent with the regional growth management strategy, including but not limited to:

- a. Certify that transportation elements of local comprehensive plans are consistent with the regional transportation plan.
- b. Certify that all transportation projects within the region that have a significant impact upon regional facilities or services are consistent with the RTP.

3. Develop in cooperation with WSDOT, local governments and operators of public transportation services a six-year regional transportation improvement plan.

4. Carry out Metropolitan Planning Organization (MPO) functions as prescribed in Title 23 USC §134 and 49 USC §5303 for federally funded projects in the region and /or as required by federal and/or state laws and regulations that are applicable to the MPO, now or in the future. These functions include preparation of a RTP, an annual Unified Planning Work Program (UPWP), and a four-year capital plan (with an annual element).

5. Develop, coordinate, collect and maintain transportation related databases and transportation-related information for the members.

6. Develop and review transportation system level of service methodologies and standards, and work with cities, county, WSDOT and transit agencies on level of service standards and alternative transportation performance measures.

7. Perform such other transportation planning related functions as the Policy Board may hereinafter determine to be in the best interests of the Members.

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B. Homelessness.

The Conference shall work with member agencies to reduce homelessness within the Yakima Valley. The Conference shall develop and update as needed a strategic plan to reduce homelessness. The Conference shall support a Continuum of Care comprised of representatives from governments, victim service providers, nonprofit homeless assistance providers, law enforcement, businesses, advocates, faith-based organizations, school districts, public housing agencies, social service providers, mental health agencies, universities, affordable housing developers, hospitals, and organizations that serve veterans and homeless and formerly homeless individuals.

1. Serve as the "Collaborative Applicant" for the HUD Continuum of Care program by annually reviewing, scoring and prioritizing new and renewal projects. The purposes of the Continuum of Care program are to:
 - a. Serve as the annual homeless assistance application to HUD for funding to support housing and services targeted for homeless sub-populations;
 - b. Serve as a strategic planning body for addressing homelessness in our region
2. Coordinate the annual Point in Time count of the homeless
3. Maintain the Homeless Management Information System (HMIS)
4. Maintain the Coordinated Entry and Referral System.
5. Develop, implement, and update as needed a comprehensive countywide five-year homeless plan
6. Regularly review and evaluate homeless and housing data to determine the effectiveness of the local strategies and objectives identified in the five year plan
7. Establish performance outcomes and targets to measure and evaluate the effectiveness of funded programs.
8. Establish and publish a transparent funding distribution process to solicit, screen, review, score and rank potential projects.

BC. Research and Planning. The Conference may act as a research and fact-finding agency of the members. To that end, it may make such surveys, analyses, studies and reports as authorized or requested by the Executive Committee. The Conference upon such authority or request may also:

1. Make inquiries, investigations, and surveys concerning the resources of Yakima County.
2. Assemble and analyze obtained data and develop systematic utilization thereof.
3. Cooperate with other commissions and public and private agencies of Yakima County, Washington, State, and the United States in planning endeavors.
4. Develop programs of Intergovernmental cooperation for the benefit of members.

CD. Technical Assistance. The Conference may provide technical assistance to local, state and federal governments through regional data collection and forecasting services, consistent with the purpose, functions, and budget of the agency. In addition, the Conference may provide technical assistance with respect to transportation, economic development, land use and other planning and program functions as authorized by the Executive Committee. The Conference may also provide technical assistance to other agencies not listed herein, provided such agency is an approved Associate Member in good standing per the Articles of Association.

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DE. Discussion Forum. The Conference may provide a forum for discussion among local, state and federal officials together with other interested parties on issues or matters of common regional interest or significance.

EF. Other Functions. The Conference shall, insofar as possible:

1. Coordinate general planning among and for the participating members;
2. Provide a written report to the members each year;
3. Prepare, approve and administer annual budget, which includes setting the amount Voting Members' and non-voting Members' dues, hire an Executive Director (who shall hire and supervise employees), hire consultants, engage professional accounting, legal and other services as needed; sue and be sued; and
4. Other such additional, modified or removed functions and authorities as shall be authorized by the Executive Committee.

Section 3 BYLAWS

The authority to make, amend, or repeal bylaws is vested in the Conference so long as such bylaws are consistent with the provisions of these articles and applicable laws. Bylaws for the Conference, as revised, are included in Exhibit BA and are adopted as part of this agreement. ~~Amendments to that portion of the Bylaws applying to the Transportation Policy Board must be approved by TPB.~~ New Bylaws and/or amendments to the Bylaws require a "first reading" at a regular meeting of the Executive Committee and adoption thereafter at a subsequent regular meeting. Amendment of the Bylaws shall require a two thirds vote of the Conference Executive Committee.

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Section 4

JURISDICTIONAL BOUNDARY

The Regional Transportation Planning Organization (RTPO) boundaries include all of Yakima County, which area is designated as the Yakima Valley Metropolitan Statistical Area (MSA) by the federal Office of Management and Budget Office. The Metropolitan Planning Area (MPA) boundary consists of the Urbanized Area ("UZA") as defined by the US Census, the contiguous geographic areas likely to become urbanized in the next 20 years, plus the adopted Urban Growth Areas of Selah, Moxee, Naches, Yakima and Union Gap. The MPO was established in 1974 by the Governor of the State of Washington. The RTPO was established in 1991. This Interlocal agreement replaces the original MPO and RTPO documents that were destroyed in a fire in the 1990s. All references to the "region" or "Valley" in this agreement shall mean the political boundaries of Yakima County unless changed by the Policy Board.

Section 5

MEMBERSHIP, EXECUTIVE COMMITTEE AND POLICY BOARD.

A. Governing Body – Members. The Conference shall be governed by its membership in accordance with its organizational documents (Articles and Bylaws, as revised; Exhibits B and C) in this agreement. Membership in the Conference shall include representatives of the participating members including the county, cities, towns, ports or other municipal corporations and Tribal governments with its representative being the elected chief executive or designated official by the governing body of the member.

1. Membership in the Conference is established by execution of this Governance Agreement and shall be open to Yakima County, City of Grandview, City of Granger, Town of Harrah, City of Mabton, City of Moxee, Town of Naches, City of Selah, City of Sunnyside, City of Tieton, City of Toppenish, City of Union Gap, City of Wapato, City of Yakima, City of Zillah, Confederated Tribes and Bands of the Yakama Nation, legally established port districts, transit and paratransit service providers, economic development agencies, Yakima Air Terminal, McAllister Field, Yakima Regional Clean Air Agency.

2. The Conference shall also authorize Associate Membership in the conference to governmental organizations, agencies and special service districts upon written application. The Executive Committee shall be responsible for reviewing and accepting/denying an agency or entity application for associate member status within the Conference and in accordance with the Articles of Association.

3. Membership shall designate an Executive Committee which shall be responsible for the internal administration, programming, procedures and practices of the Conference, together with any other duties and responsibilities as may be delegated by the general membership of the Conference. The Executive Committee shall not, however, exercise authority or responsibilities with respect to MPO and RTPO functions and authorities which shall be the responsibility of the Transportation Policy Board.

B. Executive Committee. The internal administration, programming, procedures and practices of the Conference, together with any other duties and responsibilities as delegated by the general membership, shall be vested in an Executive Committee.

Executive Committee Review DRAFT vers. 2

1. The Executive Committee shall be composed of seven (7) members as follows:

Jurisdiction/Area	Number of Representatives
Yakima County	1
City of Yakima	1
City of Sunnyside	1
Area 1 Cities (Moxee, Naches, Selah, Tieton, Union Gap)	1
Area 2 Cities (Wapato, Toppenish, Harrah, Zillah)	1
Area 3 cities (Granger, Grandview, Mabton)	1
At-large representatives	1
Total	7

2. The Member at Large position may be filled by any person who resides within Yakima County. The Executive Committee shall be selected in the manner set forth in the Bylaws for the Conference.

3. The Executive Committee shall have the following powers, duties and responsibilities:

- a. To review and recommend Conference budget and membership dues;
- b. To recommend amendments to the Articles of Association and Bylaws;
- c. To approve expenditures;
- d. To address personnel policies and issues in cooperation with the Executive Director;
- e. To manage and coordinate loan and grant funding and programs;
- f. To review and coordinate the provision of Conference services, programs, policies and initiatives, within the scope of authority established by membership;
- g. To initiate, advise, and aid in the establishment of cooperative arrangements, including interlocal agreements, among local governments and member agencies within the region;
- h. To propose, initiate, or approve any study, policy discussion, plan, or other Conference matter;
- i. To approve new memberships and resolve membership questions;
- j. To make recommendations to any local government or member agency, or to other appropriate agencies or entities;
- k. To propose amendments to the YVCOG Governance Agreement for ratification by members;
- l. To elect a Chair person and Vice-Chair person and other officers; and
- m. To establish committees.

C. Transportation Policy Board. The Transportation Policy Board ("Transportation Policy Board" or "Policy Board") established by the Conference with authority to carry out (1) the RTPPO functions set forth in RCW Ch. 47.80 and WAC Ch. 468-86, as currently adopted or hereafter amended, and (2) the MPO functions for the Yakima Valley Urbanized Area as set forth in 23 USC 134, 49 USC 5303, 23 CFR Parts 450 and 50, and 40 CFR Part 613, as currently adopted or hereafter amended. The composition of the Policy Board shall remain consistent with federal and state law as currently adopted or amended. Should such state or federal law change, the composition of the Policy Board shall be automatically adjusted to comply with such changes without requiring this agreement to be amended or approval by the membership.

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1. Designation of Policy Board Representative. ~~The Transportation Policy Board shall consist of the seven (7) members of the YVCOG Executive Committee plus three (3) additional voting members as described below.~~ Each participating member shall be represented by its duly elected chief executive or by an official designated by the governing body of the member. The member-at-large shall be a resident of Yakima County. ~~The representative of the major employer group will be recommended by the governing board of the Yakima County Development Association (YCDA, or New Vision), or a Chamber of Commerce, and shall be confirmed and appointed by the Policy Board. WSDOT shall designate a high-level staff person to serve on the Policy Board. WSDOT shall designate its representative appointment in January of each year.~~

2. Ex Officio Members. Any member of the Washington State House of Representatives or Senate whose districts are wholly or partly within the boundaries of the regional transportation planning organization shall be an ex officio, nonvoting members of the ~~TPB~~Transportation Policy Board. For the Yakima Valley, this includes Legislative Districts 13, 14, and 15.

3. Voting and Ex Officio Members. Each such membership shall either be a Voting Membership or an Ex-Officio Membership as set forth below.

a. Voting representation on the Policy Board of the MPO/RTPO shall be as follows:

Table 1 - Transportation Policy Board Representation

Member/Agency	Policy Board
Yakima County	±
City of Yakima	±
City of Sunnyside	±
Area 1 cities (Moxee, Naches, Selah, Tieton, Union Gap)	±
Area 2 cities (Wapato, Toppenish, Harrah, Zillah)	±
Area 3 cities (Granger, Grandview, Mabton)	±
At large representative	±
YVCOG Executive Committee	7
Ports Representative	±
Tribal Representative	±
WSDOT	1
YCDA/Major Employer Representative	1
Yakima Transit, or other Transit or Paratransit Provider	1
Legislative Delegation (13 th , 14 th , 15 th dist.)	Ex officio
Total	±210

~~Voting membership for each entity requires maintaining good standing through payment of annual dues. Annual dues for port districts, airports, transit agencies and economic development agencies shall be equivalent to Associate Member dues. All Voting Members shall designate and notify YVCOG of their representative to the Policy Board. Every two years, the Small Cities and Towns within each of the three areas in the county will self-determine their representative to serve as the voting member, and shall notify YVCOG of the appointed member. If the Small Cities and Towns of any area fail to self-determine their representative or fail to notify YVCOG of the same, then such voting position shall remain vacant until such self-determination and notification has taken place. Such notification shall be in writing and shall set forth the signatures of at least a simple majority of the mayors of the Small Cities and Towns within that area.~~

b. At the Policy Board's discretion, ~~Ex-officio~~ membership shall also be open to other governmental and non-governmental entities when elected to membership by a majority of the Policy Board, and shall be effective upon their delivery of their written assurance that they will comply with this Agreement and the YVCOG bylaws. Ex-Officio members of the Organization are non-voting.

4. Purpose. The purpose of the Transportation Policy Board shall be to exercise on behalf of and in

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association with the Yakima Valley Conference of Governments the authority pursuant to the Agreement and under federal and state laws as the Yakima Valley Metropolitan Planning Organization and the Regional Transportation Planning Organization for Yakima County.

5. **Duties.** The Policy Board has the powers, duties, authority, functions and responsibilities set forth herein and otherwise prescribed by law, including but not limited to the following:

1. To approve the transportation work program (Unified Planning Work Program);
2. To approve consultant contracts consistent with the Unified Planning Work Program;
3. To certify local comprehensive plans are consistent with the Regional Transportation Plan;
4. To select projects in Yakima County to be funded with regionally managed funds, except those projects seeking Transportation Alternative Program Funds;
5. To manage the transportation improvement program for projects within Yakima County as per state and federal law;
6. To elect a Transportation Policy Board Chairperson and Vice-Chairperson
7. To establish committees consistent with Section 9 above;
8. To perform transportation planning activities for members as described in the approved work program

5. **Transportation Work Program and Budget.** The ~~TPB~~ **Policy Board** shall prepare, adopt, and amend as necessary a proposed work program and budget for each fiscal year beginning July 1 of every year. The detailed Unified Planning Work Program shall list specific work projects to be undertaken by the MPO/RTPO in keeping with the requirements of the biennial Metropolitan/Regional Transportation Planning Organization Agreement with WSDOT. The Executive Director shall confer with and inform members concerning the preparation of and progress on the implementation of work programs and projects.

MPO/RTPO administration and operations shall be funded through such federal, state, local and/or private funding as may become available and as appropriated therefore by statute, resolution or ordinance. The biennial appropriation from WSDOT to carry out the regional transportation planning program shall be distributed to the YVCOG, the RTPO's lead planning agency.

Section 6

GOVERNANCE, MEETINGS

A. Board Officers. The Executive Committee and Policy Board shall elect from its membership a chair and vice-chair. The term of office for the chair and vice chair shall be two years. When the chair's term expires the vice-chair shall become chair and a new vice-chair shall be elected. The primary duties of the chair shall be to preside over the meetings of the Board. In absence of the chair, the vice chair shall preside at the meetings. In his or her absence, a chair pro-tem shall be selected from the Board members present.

B. Meetings. Meetings of the Executive Committee of the Conference and the Transportation Policy Board shall be held at such times and places as determined and specified in the Conference's Bylaws. Meeting of both boards shall be called and held in compliance with Chapter 42.30 RCW, the Washington Open Public Meetings Act.

1. **Notice.** Written notice and the agenda of all regular **Executive Committee and** Policy Board meetings shall be delivered, mailed, or transmitted electronically to all board members at least five days prior to the meeting.

2. **Special Meetings.** Special meetings may be called by the Chair or upon the written request of a majority of voting members in accordance with RCW 42.30.080. Notice of special meetings must be given in compliance with RCW 42.30.080. The notice must state the time, place, and purpose of the meeting.

3. **Quorum.** A quorum for the **Executive Committee and** Policy Board shall consist of a simple majority of its total votes pursuant to the Agreement.

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4. Voting. Each member/representative shall have votes as prescribed in the Agreement and for Towns, ports and Tribes established by the process set forth herein. Actions will be decided by a simple majority of the quorum.

5. Participation by Telephone or Electronic Media. When extraordinary circumstances prevent attendance by a member or alternate, such member or alternate may participate in a meeting by telephone conference or other electronic communications media so long as all members may simultaneously hear each other and participate during the meeting. Participation by such means shall constitute presence in person at a meeting for purposes of establishing a quorum, voting, and for all other purposes.

6. Appointment – Alternate. All representatives appointed to the Executive Committee and Policy Board shall remain until further written notification is received from the members. Alternate Policy Board representatives may serve in the absence of the designated representative so long as the alternate representative is an elected or appointed official of the appointing member's agency.

C. Committees: The Policy Board may appoint such other committees as it may determine at its discretion, from time to time, for such purpose as deemed appropriate and for such actions as may be delegated to such committee. Such committees shall be composed and formed as directed but shall not: (1) act on behalf of either Executive Committee or Policy Board; (2) take testimony; or (3) take public comment.

Section 7

ALLOCATIONS

A. Yakima County, Cities and Towns, and any other entity holding membership in the Conference pursuant to the budgetary laws set forth in the Revised Code of Washington, to applicable resolutions and/ordinances of such member entities, and to such bylaws as may be adopted by the Conference; provided, however, that services and facilities may be provided by such participating agencies at a mutually agreed lieu of assessment.

B. The County and all cities and towns shall be assessed dues according to a per capita ratio~~n~~ or through an equitable assessment established by the Conference. Special purpose districts, ~~and tribes,~~ and associate members in good standing shall be assessed at rates to be established annually by the Conference.

Section 8

EXECUTIVE DIRECTOR AND CONSULTANTS

The Conference by action designated in the bylaws, may appoint an Executive Director and may employ any attorneys, consultants and/or staff deemed reasonable or necessary to carry out the purposes and functions of the Conference. No parts or property of the Conference shall inure to the benefit of any private person, except that the Conference is authorized to pay reasonable compensation for services rendered and make payments in furtherance of its purposes. The Executive Director and his or her designee shall act as Secretary to the Membership, Executive Committee and Transportation Policy Board and shall carry out other duties as assigned by the respective bodies.

Section 9

CONTRACTS AND CONTRACTUAL SERVICES

The Conference may contract generally and enter into any contract or reasonable agreement with the Federal Government, the State, any municipal corporation and/or other governmental or private agency consistent with its purposes and may receive grants and gifts and make loans in furtherance of such programs.

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Section 10

DURATION, DISSOLUTION and TERMINATION

The Conference and MPO/RTPO shall have perpetual existence, until dissolved by a vote of ~~2/3~~two-thirds of the voting members; provided, that all members shall receive one month written notice of the proposed dissolution, and all members are provided an opportunity for comment on the motion.

All parties to this Governance Agreement shall have the right to terminate this agreement, with or without cause, by giving written notice of its intention to cancel at the expiration of ninety (90) days following such notice.

If any parties to this agreement should exercise their right of termination, Yakima Valley Conference of Governments, as the designated lead agency, shall submit an amendment to the agreement within thirty (30) days to the remaining parties and to the Department of Transportation for concurrence and recertification, respectively [retrieved from 1994 Interlocal Agreement].

Section 11

INDEMNIFICATION INSURANCE AND LIABILITY

A. The Conference shall defend, indemnify, and hold harmless all employees. No member representative shall be personally liable for any monetary damages for conduct, action, or inaction as a member representative, unless such conduct involves intentional misconduct or a knowing violation of law. The Council shall obtain and keep in force third party liability insurance related to its activities with commercially reasonable liability limits and deductibles. To the extent practicable, the Conference shall cause its members to be named as insured under such policy(ies).

B. No Member or Member Representative shall be personally liable for any monetary damages for conduct, action, or inaction as a member representative, unless such conduct involved intentional misconduct or a knowing or willful violation of law.

Section 12

GENERAL PROVISIONS

A. Adoption and Effective Date. The effective date of this Agreement shall be as of the date last signed by the County and, at least sixty percent (60%) of the cities and towns within the MPO/RTPO Conference boundaries-area that represent seventy-five percent (75%) of the cities' and towns' population. This Agreement shall be binding upon the members who have executed this Agreement, their successors and assigns; provided, that upon such execution, all prior agreements relating to the formation of Yakima Valley MPO/RTPO ~~the YVCOG~~ or its predecessors shall be deemed terminated and replaced herewith. Thereafter, no city, town, tribe or special district shall be a member of the YVCOG or the Yakima Valley MPO/RTPO Transportation Policy Board until its governing body shall have approved this Agreement.

B. Entire Agreement/Modification. This Agreement constitutes the entire Agreement between the members. There are no understandings or agreements between members other than those set forth in this Agreement. No other statement, representation or promise has been made to induce the members to enter into this Agreement.

C. Amendment. This Agreement may not be amended, supplemented or otherwise modified unless expressly set forth in a written agreement executed by all members and adopted by resolution of each member's legislative authority or governing body.

D. Savings. If any portion of this Agreement, or its application to any person or circumstances, is held or determined to be invalid, such holding or determination shall not affect the validity or enforceability of any other term or provision and the application of this Agreement to other persons or circumstances shall not be affected.

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E. Counterparts. This Agreement may be executed by the members using duplicate counterparts.

Exhibits

Exhibit A. YVCOG Resolution 1990-4

Exhibit B. YVCOG Bylaws, as revised

Exhibit C. YVCOG Articles of Association, as revised

[signature pages follow....]