



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, April 23, 2018
1:30 p.m.

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

YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, City of Sunnyside,
John Hodkinson, Vice-Chair, City of Union Gap
Janice Gonzales, Council Member, City of Zillah
Brad Hill, Council Member, City of Yakima
Mike Leita, Commissioner, Yakima County
Bill Moore, Council Member, City of Grandview
Dan Olson, Member-at-Large

- ❖ **CALL TO ORDER** – The April 23, 2018 meeting of the YVCOG Executive Committee will come to order at ___ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **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*

NEW BUSINESS

1. Executive Director's Correspondence

Larry Mattson, Executive Director

- 2018 Regional Summit – Initial event feedback
- IBS Concept
- Homeless Program Contract Compliance p. 3-4
- Interagency Multijurisdictional System Improvement Team (IMSIT) pp 5-8

Action: Information

2. Consent Agenda pp. 9-20

Larry Mattson, Executive Director

The items listed below may be acted upon by a single motion and second of the Executive Committee. By the simple request to the Chair, any Executive Committee Member may remove items from the Consent Agenda for separate consideration after the adoption of the remainder of the Consent Agenda items.

- A. Approval of Minutes: March 19, 2018 YVCOG Executive Committee Meeting
- B. Approval of Payroll: As of April 19, 2018, approve payroll vouchers APR-18-001 through APR-18-006 in the amount of \$91,235.00 through electronic fund transfers.
- C. Approval of Accounts Payable Vouchers: As of April 19, 2018, approve claim vouchers numbered APR-18-007 through APR-18-057 in the total amount of \$383,657.56
- D. Monthly Budget Report, March 2018
- E. Technical Assistance Contracts: Union Gap,
- F. Application for Associate Membership – Yakima Greenway Foundation

Action: Approve Consent Agenda. "I move to approve the Consent Agenda."

3. Ratification of Vouchers pp. 21-26

Chris Wickenhagen, Deputy Director

- Revise March 2018 Voucher register to include payment to New Suncadia LLC for MAR-18-055 in the amount of \$10,126.30

Action: Review, approve and authorize

4. 2017 Annual Report Review pp. 27-41

Chris Wickenhagen, Deputy Director

Action: Review, approval and authorization for Chair to sign after reviewed by independent consultant.

5. Program Updates

A. Planning Program – Mike Shuttleworth, Planning Manager

Action: Information

B. Homeless Program

- Program Update - Crystal Testerman, Homeless Program Manager
- Tiny Homes Development – Andrew Ferguson, Transform Yakima Together
- Governance Committee Request: Special Executive Committee Meeting May 24th or week following.

Action: Information

C. YVCOG May 2018 General Membership Meeting in Union Gap

Larry Mattson, Executive Director

- Location: The Barn
- Speakers: Arlene Fisher
- Topic: Spark NW Solar (?)

Action: Information

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.

From: Kay Funk <kfunk1591@gmail.com>
Sent: Thursday, April 5, 2018 9:57 AM
To: Larry Mattson
Cc: Crystal Testerman
Subject: Re: April Homeless Program Update

Mr. Mattson -

Please convey to your staff and Executive Committee, that it is not appropriate to award further funding, especially 2yr funding, when the data from 2017 has not been collected, reported, or reviewed.

You should consider a shorter funding period.

On Thu, Apr 5, 2018 at 9:08 AM, Larry Mattson <larry.mattson@yvcog.org> wrote:

Good morning, HPPC members-

When I wrote to you a month ago I promised to keep you updated regarding changes to our Homeless Program. I also wanted to update you on a few other items.

1. **Governance Committee.** The group of 9 met last Friday and will meet again this Friday. Lowel Krueger is their de facto chairman and he told me that they are progressing rapidly with a recommendation for a new governance structure. They may have a recommendation to the YVCOG Executive Committee prior to the May 21st Executive Committee meeting.
2. **Program Name Change.** We are exploring re-naming the Homeless Program to more accurately reflect our role as a homeless housing and assistance fund administrator and pass-through agency. We'll keep you posted.
3. **HPPC Suspended, Not Disbanded.** Some of you have asked me why I disbanded the HPPC. My March email didn't disband the group; it was suspended for the reasons listed in the email. That word choice was intentional, as we wish to preserve the option to reconvene the HPPC or its subcommittees for emergencies or other urgent items for which the YVCOG Executive Committee would like the group's recommendation.
4. **RFP Issued, Closes April 9th.** The RFP is open; access it at www.yvcog.org. We've trained a diverse group of scorers that includes three elected officials, two city managers, David Wells from the Union Gospel Mission, and Jayson Harmon from the Blue Mountain Action Council. We anticipate notifying applicants of conditional awards on May 4th. Please note that the website is correct – the deadline is Monday, April 9th ; the guidelines incorrectly list Sunday, April 8th as the deadline.

Please don't hesitate to drop me a line if you have questions on any of the above.

Thanks,

P.3

Larry Mattson

Executive Director



Yakima Valley Conference of Governments

Main: 509.574.1550

Direct: 509.759.7993

Mobile: 509.833.3863

@larrymattsonian

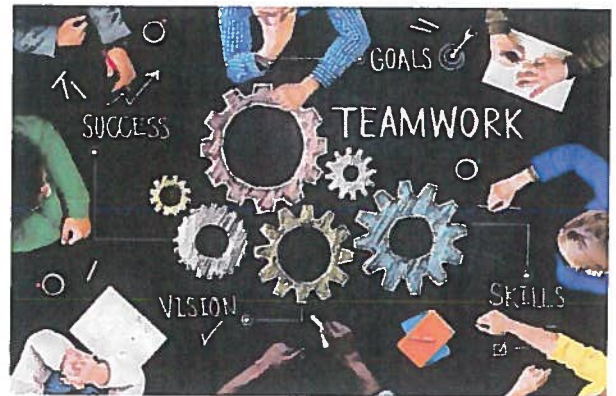
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Kay Funk, MD
Yakima City Council, District 4
509 969 5488 (cell)
316 S. 9th Ave, Yakima, WA, 98902
509 453 5321 (fax)

Interagency Multijurisdictional System Improvement Team

ESHB 1677 (through RCW 43.155, Chapter 10, Laws of 2017, 3rd Special Session)

Requires the Public Works Board to create an Interagency Multijurisdictional System Improvement Team (IMSIT) to:

- Enhance communication and collaboration between state agencies and with local governments.
- Identify barriers and propose solutions.
- Identify and improve mechanisms that ensure periodic, system-wide review; and
- Identify alternative financing mechanisms;



Purpose

Identify, Implement, and Report on System improvements that achieve the designated outcomes identified in ESHB 1677 (regarding infrastructure financing in Washington State)

Objectives

High-level objectives of IMSIT include:

- Streamline infrastructure funding processes and to remove redundancies among agencies when possible;
- Align state and federal infrastructure investments with state priorities and program funding cycles;
- Identify alternative financing tools for municipalities with trouble accessing private credit markets;
- Produce a report to the Legislature by December 1, 2018.

Strategy

Evaluate what is working well statewide through an inventory of assets before conducting a needs analysis. IMSIT will conduct activities for improvement, and in the process must promote:

- Systems sustainability and accountability; and
- Increased local capacity.



Core Group

IMSIT will consist of two layers. First, a Core Group comprising of the departments of Ecology, Health, Commerce, and the Public Works Board which will guide the group and hold decision-making authority. The Core Group will co-facilitate the process. The Public Works Board has acquired a facilitator to guide IMSIT through the process, and achieve the objectives.



The Honorable Scott Hutsell
Lincoln County Commissioner
Public Works Board Chair



Kristin Bettridge
Finance & Operations
Director, Environmental
Public Health



Mark Barkley
Assistant Director
Local Government Division

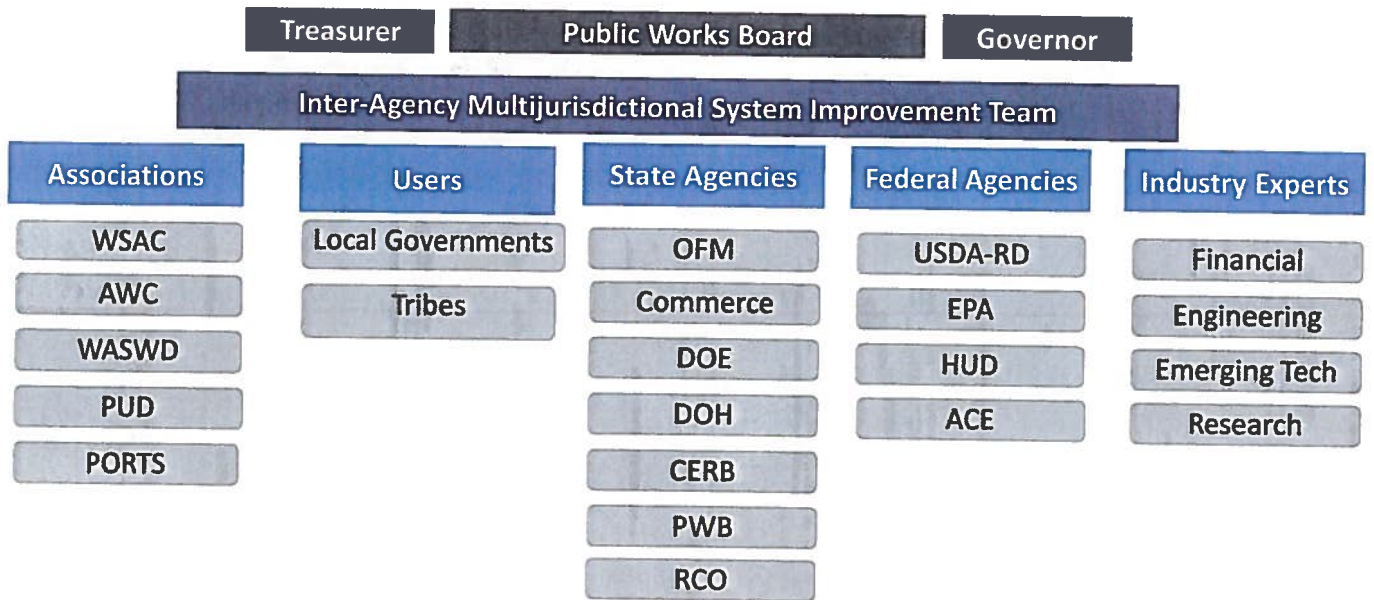


Jeff Nejedly
Water Quality Financial
Assistance Section Manager

Interagency Multijurisdictional System Improvement Team

Stakeholder Group

IMSIT Second layer will consist of the Broader Group, which has the potential of including multiple agencies both state and federal, stakeholder groups, Industry experts.



IMSIT Project Approach - Two Phases

1: Framework

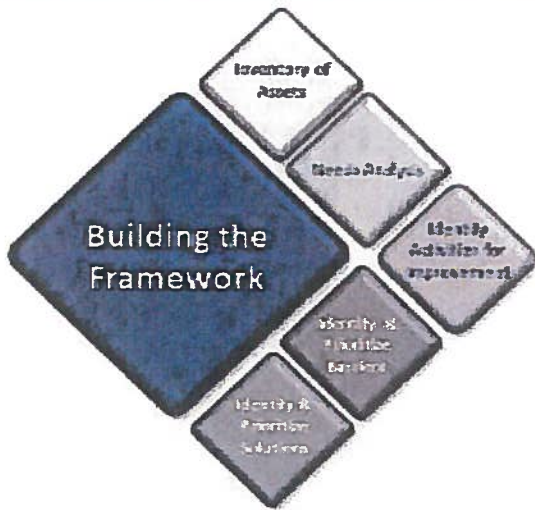
- Inventory of Assets
- Needs Analysis:
- Activities for Improvement
- Identify and Prioritize Barriers
- Identify and Prioritize Solutions



2: Strategy

- Engaging Members Beyond the "core"
- Leveraging Current Relationships
- Formulation of Strategy
- Strategic Plan Development
- Communication Plan
- Execution Plan (Roadmap)
- Performance Management

Interagency Multijurisdictional System Improvement Team



Building the Framework

Inventory of Assets:

- Evaluate what is currently working well (performance drivers).

Needs Analysis:

- What are additional needs?
- Do we currently have gaps in terms of current vs. ideal?

Activities for Improvement Must Promote:

- Sustainability
- Resiliency

- Increase Local Capacity
- Accountability
- Identify and Prioritize Barriers (all barriers, not limited to statutory or programmatic)

Identify and Prioritize Solutions Must Promote:

- Communication
- Collaboration
- Ease of Access



Strategic Phase

- Engage Members Beyond the "core"
- Leverage Current Relationships
- Formulation of strategy
- Strategic Plan Development
- Communication Plan
- Execution Plan (Roadmap)
- To Live Beyond the Report
- Performance Management
- Clear Expectations of Objectives and Key Results (OKR)
- Clear Expectations of Key Performance Indicators (KPI)

Next Steps

- Identify and work with other agencies, groups, and end users to achieve goals
- To enable complete transparency:
- Develop page on Public Works Board website with all material developed
- Develop Interested Parties list to disseminate information
- Gather input on gaps, barriers, and challenges
- Develop opportunities to work on individual gaps, barriers, and challenges, processes and develop solutions.
- Work Sessions in Olympia and around the state.
- Open to suggestions
- Want participation

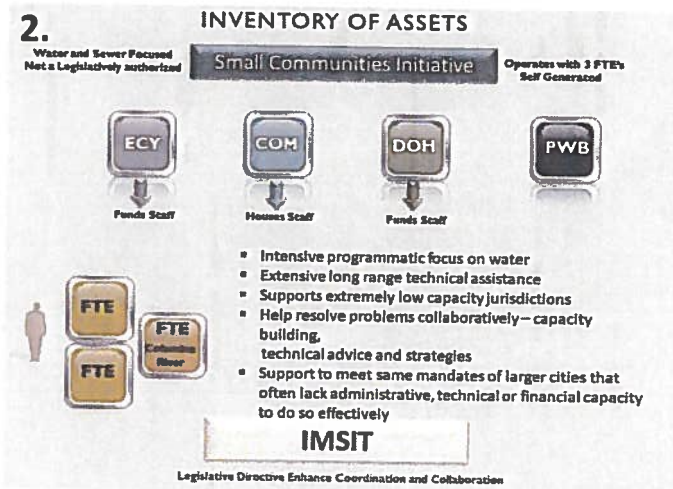
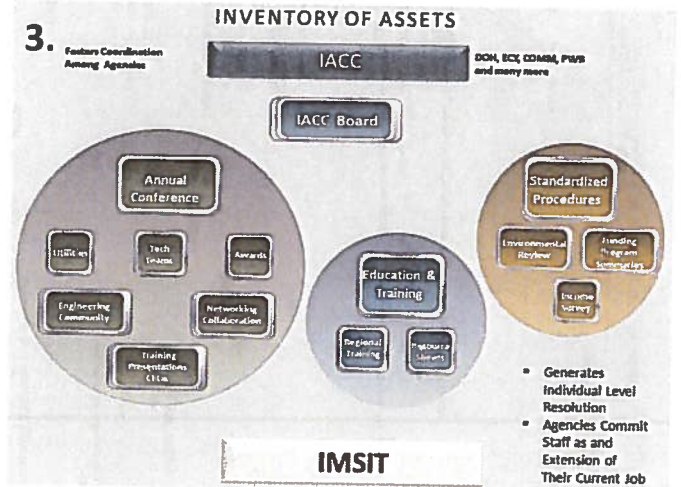
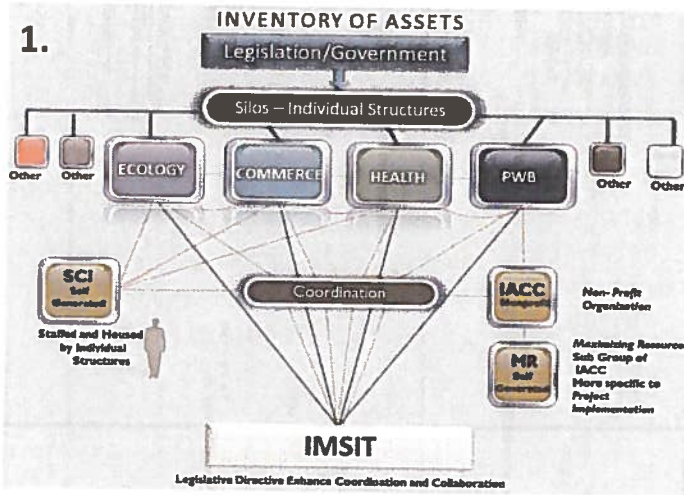
Outcomes

- Sustainability
- Resiliency
- Increased Local Capacity/Accountability
- Better Communication
- Ease of Access

Interagency Multijurisdictional System Improvement Team

Inventory of Assets

As a state, what are we doing right?



Ways to Participate

- Join Interest Parties List for updates- Sign up on website
- Participate in meeting – First Thursday of each month (February – November) Details on website
- Go to website for more information <http://www.commerce.wa.gov/building-infrastructure/public-works-board-imsit/>

For More Information Contact:

Cecilia Gardener
 Executive Director
 Public Works Board
 (360) 725-3166

Cecilia.gardener@commerce.wa.gov

Barbara Smith
 Board Liaison
 (360) 725-2744

Barbara.smith@commerce.w.gov

Beyond 2018 - IMSIT's goals live beyond the REPORT



YVCOG EXECUTIVE COMMITTEE MEETING MINUTES

March 19, 2018

CALL TO ORDER

Chair James Restucci called the March 19, 2018 meeting of the YVCOG Executive Committee to order at 2:02 p.m.

ROLL CALL & INTRODUCTIONS

- Members present: John Hodkinson, Dan Olson, Bill Moore, Janice Gonzales, Brad Hill and Mike Leita
- Members absent: Jim Restucci*
- YVCOG staff present: Larry Mattson, Chris Wickenhagen, Mike Shuttleworth, Crystal Testerman and Jodi Smith
- Others present: Lowel Krueger and Sara Watkins
- A quorum was present.

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

APPROVAL OF MINUTES

Mr. Hill moved to approve the minutes from February 21, 2018. Ms. Gonzales 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

Homeless Program Emergency Fund Policy Revision

Mr. Mattson reported on the Homeless Program Emergency Fund policy revision. He recommends that discussion be tabled until program governance has been decided, most likely by end of June. In November, staff brought forward 4 questions from the Executive Committee. Mr. Leita asked if these concerns were given to the HPPC in writing. They were communicated in email, minutes and on audio recording. Mr. Krueger stated that he did not receive the email that contained the 4 issues that need to be addressed. Email will be sent again. Mr. Mattson recommends tabling until further notice. Motion to table the policy revision made by Mr. Hill. Mr. Leita seconded. Motion carried.

NEW BUSINESS

*Executive Director's Correspondence**

Mr. Mattson reported on the National Association of Regional Councils (NARC) legislative priorities. These include the Farm Bill's USDA Rural Development programs and CDBG (Community Development Block Grants), among others. NARC BOARD – Jim Restucci currently serves and is term-limited which ends in June. NARC meet two times per year, once in February in D.C. and again in summer. Mr. Hill is interested in serving. YVCOG pays for travel. The selection is made by the General Membership.

*Monthly Budget Report**

Ms. Wickenhagen reported on the Preliminary Budget Report for February 2018. Revenue was \$168,512.70. Salaries were \$64,026.97. Vouchers were \$261,837.78 leaving a revenue balance of \$231,523.72. Very typical of month. Cash Flow Statement - Bottom right shows what is in checking account. Mr. Leita requested that Expenses be shown in the same format as Revenue for comparison. Supplement can be given, particularly for the Homeless Program expenses and salaries. Requests information on labor and administration costs for the 3 programs. Motion to approve the Monthly Budget Report made by Mr. Hill. Mr. Leita seconded. Motion carried.

*Approval of Vouchers**

As of March 19, 2018, motion to approve payroll vouchers MAR-18-001 through MAR-19-006 in the amount of \$91,235.00 through electronic fund transfers; and claim vouchers numbered MAR-18-007 through MAR-18-053 in the total amount of \$255,185.02 made by Mr. Hill, seconded by Mr. Olson. to authorize chair to sign. Is this information True and Correct? Ms. Wickenhagen stated that it is. Motion carried.

*Revised YVCOG Procurement Policy**

Mr. Mattson presented information on the revision. This policy has been updated in consultation with legal counsel, making the Procurement Policy consistent across all programs, rather than focusing on Transportation. Motion to approve the March 20, 2018 revision to the YVCOG Procurement Policy made by Mr. Olson and seconded by Mr. Leita. Motion carried.

*Homeless Program Contract Modifications**

Mr. Mattson presented information on several contract modifications for review and approval. Unspent HEN funds are reallocated by the State. YNHS requested \$180,000 through June 30th, based on their existing case load. Prior to each new contract period, Commerce sends out notice of unspent funds and needs. HEN funds allocated yearly are separate from these one-time moneys being made available. Motion to approve and authorize the chair to sign the contract modifications for HEN and Coordinated Entry Contracts through June 30, 2018 made by Mr. Hill and seconded by Mr. Leita. Motion carried.

*Consideration of Consent Agenda**

Mr. Mattson presented a resolution to allow a Consent Agenda for routine business and multiple item approval. Any item can be removed from the Consent Agenda for further discussion. Mr. Leita moved to approve the implementation of a consent agenda by Resolution 2018-01. Ms. Gonzales seconded. Motion carried. Mr. Mattson will research question of whether it now becomes authorized for the Policy Board.

*Amendment #2: 2017-2018 On-Call Transportation Model Assistance Contract**

Mr. Mattson presented information on Amendment #2 for the Transportation Model Contract. The Model is constantly being updated, any time there is a zoning change, roads, traffic lights, signs or new homes. Due to staffing changes, we rely on the Contractor's expertise. He will be retiring so we have an 18 month window that TAC is using to research other options or staying with this Model. Ms. Gonzales motioned to approve and authorize the chair to sign the contract modification for the On-Call Transportation Model Assistance Contract for 2017-2018. Mr. Leita seconded. Mr. Leita stated that he has concerns regarding expansion of professional services contracts that are needed because of staffing and will be taking a close look at the 2019 Budget, especially as it relates to the Homeless Program. Motion carried.

Homeless Program Advisory Committee Governance

Mr. Mattson presented information on the Homeless Program Advisory Committee on Governance. In early March, he sent a message to the Homeless Planning & Policy Council suspending meetings until the work of the Governance Committee is completed. There are 9 volunteers on the Committee that will meet on March 30th. Mr. Mattson recommends that they meet without him or any YVCOG staff present. He also recommends giving the Committee a timeline and target date. In addition, recruitment for an RFP scoring committee is needed.

Concerns that were discussed included suspension of the HPPC meetings, priorities of the 2018 RFP, surprise that the RFP was released and recommendations from the January workshop and the refinement of the RFP process.

Mr. Mattson reported that the workshop did not reach a consensus for recommendations to change the RFP. The first half of the workshop was dedicated to new funding priorities for the RFP but could not reach a decision. YVCOG defaulted back to 2017 priorities. The second half of the workshop focused on the RFP process itself. What worked, what did not work. These recommendations were implemented as much as was possible for the 2018 RFP. For example, there were concerns that the application process was confusing. Ms. Testerman developed detailed Guidelines on how the application process works. Another concern was that there was no appeal process. YVCOG created an appeal process. Another suggestion was that there should be a workshop to give applicants the chance to ask questions. We are having a workshop on March 22nd. There was also a request for volunteers to help draft the questions asked on this year's RFP application. 4

people volunteered but only 2 people came.

Mr. Mattson stated that YVCOG takes the concerns about the RFP process very seriously. We contacted at least 8 other jurisdictions to learn about other alternatives. There was a lot of surprise and hurt over suspension of HPPC meetings. Mr. Mattson stated that the decision was made because the HPPC had gridlocked. Mr. Leita stated that staff needs to focus on the work of the Homeless Program until the Governance issues are addressed.

Mr. Krueger asked if the Governance structure already been determined? Mr. Leita stated it was his understanding the Governance Committee will come up with recommendations to the Executive Committee. This has been a major transition from the Homeless Network to the Homeless Program. Mr. Leita said that questions for the Governance Committee include whether the Executive Committee is correct body to be making these decisions? Mr. Hill would like YVCOG staff to RECOMMEND Steering Committee and Task Force and PRESENT this to the Executive Committee rather than DECIDE these and present.

Executive Committee is requesting from top to bottom, what the structure of Governance for the Homeless Program, including the final decision-makers, should be. Goal: No more emergency funding. We want long-term, achievable goals. Ms. Testerman reminded everyone that it is not just 2163 funds, but also State funds that are used in unison. It is YVCOG that is liable and fiscally responsible for these funds because we are contracted with Commerce to be the Local Government Agency.

The challenge for the Governance Committee is that no subgrantees can be on the Steering Committee. This separation must be maintained.

*Program Updates**

Mr. Shuttleworth provided program updates that include a rezone for the City of Grandview, several permits and a conditional use permit for Granger. The City of Union Gap has a large rezone, a boundary line adjustment, Class 2 Permit, and Park Plan. There has been an increase in the number of general land use questions which indicates development may be picking up.

Ms. Testerman reported:

- Bill 1570 passed which means local recording fees will increase \$22. It also means that these fees are now permanent. Estimate is that it increased 2163 funds will be approximately \$350,000 per year.
- RFP now open for the new 2-year contracts period. There will be a workshop for applicants on Thursday, March 22nd. Due April 9th. The appeal deadline is May 10th by separate Appeal Committee. Contact start date is July 1, 2018.
- As no new priorities were identified during the January 30th workshop that was facilitated by Matt Fairbank of Sageland Mediation and Facilitation Services, the HPPC voted to uphold last year's priorities for the application process.

Mr. Krueger stated that is correct. However, HPPC never talked about what the dollar allocations were. For example, it looks like 2163 funds of \$950,000 for a 24-hour low barrier shelter in the City of Yakima is "earmarked" for Transform Yakima Together. Concern that there is an appearance of YVCOG making these decisions without input. The allocations were never discussed Mr. Mattson stated that we did try. The January workshop was held to get feedback about funding allocations and priorities. When we have subgrantees at the table, trying to make strategic decisions, even with a professional facilitator, we were unable to reach a decision. That dysfunction is also part of the reason we suspended the HPPC meetings. Ms. Testerman stated that while it may look like certain funds are "earmarked" for established organizations, we have to open it up for competitive applications. We call out the need for low barrier shelter and permanent housing, but we don't have the funds to do both. Directions need to come from the policy

body. Since we have reached gridlock, we defaulted back to 2017 at Mr. Mattson's direction.

 *March 2018 YVCOG General Membership Meeting*

Blue Zones in Yakima presented by Dr. Yami Cazorla-Lancaster and Kate Gottlieb.

OTHER BUSINESS

Mr. Moore and Mr. Hill will meet on 5/21 before the regular meeting for a brief orientation of YVCOG. 11:30 a.m., lunch provided.

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:28 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jodi Smith, Office Specialist



VOUCHER REGISTER AND APPROVAL

We the undersigned representatives of the Yakima Valley Conference of Governments; Yakima County Washington; do hereby certify the merchandise or services hereinafter specified have been approved for payment in the total amount of \$474,892.56 this 23rd day of April, 2018.

Mike Leita - Yakima County

Brad Hill - Yakima

Jim Restucci - Sunnyside

John Hodgkinson - Area 1

Janice Gonzales - Area 2

Bill Moore - Area 3

Dan Olson - Member-at-Large

VOUCHER #	PAYEE	PURCHASE	AMOUNT	WARRANT #
2018				
APR-18-001	YVCOG	Salaries & Wages, *April*	\$67,000.00	
APR-18-002	YVCOG	Retirement, *April*	\$8,510.00	
APR-18-003	YVCOG	Social Security / Medicare, *April*	\$4,800.00	
APR-18-004	YVCOG	Medical, Life, LTD *April*	\$9,900.00	
APR-18-005	YVCOG	Worker's Compensation, *April*	\$210.00	
APR-18-006	YVCOG	Unemployment, *April*	\$815.00	
APR-18-007	Catholic Charities	Homeless Services	\$20,080.70	
APR-18-008	Entrust	Homeless Services	\$7,956.29	
APR-18-009	Lower Valley Crisis Service	Homeless Services	\$3,093.17	
APR-18-010	People for People	Homeless Services	\$315.41	
APR-18-011	Rod's House	Homeless Services	\$18,357.98	
APR-18-012	Transform Yakima Together	Homeless Services	\$37,670.64	
APR-18-013	Yakima Valley Farmworkers/NCAC	Homeless Services	\$57,956.22	
APR-18-014	Yakima Neighborhood Health Svcs	Homeless Services & CSRC demolition	\$184,201.46	
APR-18-015	YWCA	Homeless Services	\$10,000.00	
APR-18-016	Alliant Communications	Phone System - Voice Partner Plan	\$172.04	
APR-18-017	Allstream (formerly Integra Telecom)	DSL/Phone Service	\$1,000.00	
APR-18-018	Conference of Governments	Petty Cash reimbursement	\$200.00	
APR-18-019	Graf Investments	Rent/Janitorial Services / 2017 shortage	\$9,791.15	
APR-18-020	Key Bank	Bank Fees	\$100.00	
APR-18-021	LiftForward - Microsoft Surface Plus for Business	Surface Pro Computer - Business Membership	\$325.00	
APR-18-022	Printing Department	Purchasing Support, Printing	\$200.00	
APR-18-023	US Bank (JR)	P-card Purchases	\$2,500.00	
APR-18-024	US Bank (LM)	P-card Purchases	\$5,000.00	
APR-18-025	US Bank (TH)	P-card Purchases	\$4,000.00	
APR-18-026	USPS	Postage	\$100.00	
APR-18-027	Xerox Corp	Copier Lease & Maintenance Agrmt	\$700.00	
APR-18-028	Yakima County	Technology Support, etc.	\$1,217.04	
APR-18-029	Washington State Dept. of Retirement	2017 OASI	\$25.00	
APR-18-030	Yakima Waste Systems	Recycle service	\$24.00	
APR-18-031	Alan Adolf	Registration/Travel Reimbursement	\$250.00	
APR-18-032	Brian Galloway	Registration/Travel Reimbursement	\$20.00	
APR-18-033	Chris Wickenhagen	Registration/Travel Reimbursement	\$200.00	
APR-18-034	Crystal Testerman	Registration/Travel Reimbursement	\$200.00	
APR-18-035	Jodi Smith	Registration/Travel Reimbursement	\$100.00	
APR-18-036	Lance Larsen	Registration/Travel Reimbursement	\$20.00	
APR-18-037	Lauris Mattson	Registration/Travel Reimbursement	\$300.00	
APR-18-038	Mike Shuttleworth	Registration/Travel Reimbursement	\$350.00	
APR-18-039	Tamara Hayward	Registration/Travel Reimbursement	\$20.00	
APR-18-040	William Denton	Registration/Travel Reimbursement	\$20.00	
APR-18-041	ACR Consulting	PIT Consultants	\$4,726.83	
APR-18-042	Advanced Travel Fund	C. Testerman - Transforming Local Govt.	\$900.00	
APR-18-043	Advanced Travel Fund	M. Shuttleworth - Transforming Local Govt.	\$768.61	
APR-18-044	Aida Valenzuela	10/18/17 GM mtg - outstanding registration fees	\$140.00	
APR-18-045	Daily Sun News	Legal Notice - RFP - 5-Year Plan	\$90.00	
APR-18-046	Daily Sun News	May M/RTIP Amendment - English/Spanish	\$250.00	
APR-18-047	Daily Sun News	UPWP Call for Public Comment (Eng/Span)	\$250.00	
APR-18-048	eRMSi (Robert Shull)	Transportation Modeling Services	\$6,142.50	
APR-18-049	LiftForward - Microsoft Surface Plus	Master Lease Agreement taxes	\$865.26	
APR-18-050	Meyer, Fluegge & Tenney	Professional Legal Services	\$500.00	
SUB TOTAL			\$472,334.30	

April 2018 Voucher Register - Page 2			
APR-18-051	Office Depot	Miscellaneous Office Supplies	\$67.60
APR-18-052	Office Depot	Miscellaneous Office Supplies	\$500.00
APR-18-053	Sound Employment Solutions	Professional HR Services - April	\$500.00
APR-18-054	Yakima Herald-Republic	Miscellaneous legal notices	\$540.66
APR-18-055	Yakima Herald-Republic	May M/RTIP Amendment - English	\$250.00
APR-18-056	Yakima Herald-Republic - El Sol	May M/RTIP Amendment - Spanish	\$100.00
APR-18-057	Advanced Travel Fund	Larry Mattson - Washington DC - 4/24-4/25/18	\$600.00
SUB TOTAL			\$2,558.26
GRAND TOTAL			\$474,892.56

**YVCOG Executive Committee Meeting April 23, 2018
BUDGET REPORT
Mar-18**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:

	2017	2018
January	\$ 687,448.01	\$ 804,908.24
February	\$ 222,612.72	\$ 168,643.34
March	\$ 143,691.60	\$ 215,224.77
April	\$ 360,562.37	\$ -
May	\$ 153,282.29	\$ -
June	\$ 219,035.19	\$ -
July	\$ 432,976.93	\$ -
August	\$ 162,880.55	\$ -
September	\$ 288,891.74	\$ -
October	\$ 227,803.38	\$ -
November	\$ 182,735.23	\$ -
December	\$ 497,649.16	\$ -

Total Revenue MTD (through March)	\$ 1,053,752.33	\$ 1,188,776.35
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Total Revenue YTD	\$ 3,579,569.17	\$ 1,188,776.35
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EXPENDITURES:

		2017	2018
Salaries	January	\$ 61,841.37	\$ 63,578.97
	February	\$ 63,175.58	\$ 64,026.97
	March	\$ 57,893.72	\$ 64,026.97
	April	\$ 60,751.40	\$ -
	May	\$ 64,794.44	\$ -
	June	\$ 63,815.35	\$ -
	July	\$ 64,471.15	\$ -
	August	\$ 63,344.89	\$ -
	September	\$ 63,782.99	\$ -
	October	\$ 60,278.48	\$ -
	November	\$ 58,075.18	\$ -
	December	\$ 60,464.71	\$ -

Total Salaries MTD (through March)	\$ 182,910.67	\$ 191,632.91
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Total Salaries YTD	\$ 742,689.26	\$ 191,632.91
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		2017	2018
Vouchers	January	\$ 70,136.49	\$ 352,453.50
	February	\$ 318,813.00	\$ 261,837.78
	March	\$ 243,468.95	\$ 268,900.96
	April	\$ 276,628.38	\$ -
	May	\$ 254,611.89	\$ -
	June	\$ 258,527.85	\$ -
	July	\$ 180,564.54	\$ -
	August	\$ 204,038.24	\$ -
	September	\$ 197,116.80	\$ -
	October	\$ 232,648.43	\$ -
	November	\$ 213,241.70	\$ -
	December	\$ 218,074.16	\$ -

Total Vouchers MTD (through March)	\$ 632,418.44	\$ 883,192.24
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Total Vouchers YTD	\$ 2,667,870.43	\$ 883,192.24
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TOTAL EXPENDITURES MTD (through March)	\$815,329.11	\$1,074,825.15
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TOTAL EXPENDITURES YTD	\$3,410,559.69	\$1,074,825.15
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Revenue Balance	\$169,009.48	\$113,951.20
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2018
Yakima Valley Conference of Governments
Revenue Budget

25%

Grants/Contracts	MARCH	YTD Actual Revenue	2018 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000.00 **		
Administration					
Admin-Gen'l Assessment	-	57,009.50	121,440.00	64,430.50	47%
Admin-Misc Revenue (copies, posters)	8.70	54.71	300.00	245.29	18%
Admin-Assoc Membership Fees	-		2,000.00	2,000.00	0%
Admin-Gen'l Ala Carte	-	2,500.00	140,000.00	137,500.00	2%
Other Income (Rebates)	-		200.00	200.00	0%
Community Services	-		6,000.00	6,000.00	0%
Sale of Scrap & Junk	-		400.00	400.00	0%
Total Administration	8.70	59,564.21	270,340.00	210,775.79	22%
Intergov-Local Match WSDOT	-	29,110.00	43,831.00	14,721.00	66%
Intergov -Local Transit			6,000.00	6,000.00	0%
Total Intergov-Local	-	29,110.00	49,831.00	20,721.00	58%
CTR - Plans & Progr WSDOT	13,200.00	19,611.02	75,000.00	55,388.98	26%
CMAQ Grant	9,055.17	14,665.92	103,750.00	89,084.08	14%
Human Services Transp Plan	3,930.59	10,641.31	12,000.00	1,358.69	89%
FHWA-DOT-Metro Plan (PL)	-	33,547.62	350,000.00	316,452.38	10%
FTA-DOT-Metro Plan Grant	52,065.61	52,065.61	70,000.00	17,934.39	74%
RTPO-WSDOT	20,063.83	24,881.66	96,996.00	72,114.34	26%
Total TRANSPORTATION	98,315.20	155,413.14	707,746.00	552,332.86	22%
Homeless Local Fees	-	494,450.00	900,000.00	405,550.00	55%
CHG State Grant	45,653.93	223,744.48	693,000.00	469,255.52	32%
TANF State Grant	2,832.14	3,758.33	55,000.00	51,241.67	7%
HEN State Grant	65,831.54	213,168.82	765,345.00	552,176.18	28%
HUD CoC Federal Grant	-		25,000.00	25,000.00	0%
Total HOMELESS	114,317.61	935,121.63	2,438,345.00	1,503,223.37	38%
Intergov-Scholarship			500.00	500.00	0%
Member TA's 2017					
Grandview	87.63	87.63			
Granger	197.14	197.14			
Harrah					
Mabton					
Moxee	59.53	59.53			
Naches					
Selah					
Sunnyside					
Tieton					
Toppenish					
Union Gap	2,238.96	2,238.96			
Wapato					
Zillah					
Intergov Serv-Exec Boards (TA Contr)	2,583.26	9,567.37	114,000.00	104,432.63	8%
Total Revenue	215,224.77	1,188,776.35	3,580,762	2,391,985.65	33%

2018
Yakima Valley Conference of Governments
EXPENDITURE Budget

25%

	March	YTD Actual	2018 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 64,026.97	\$ 191,632.91	\$ 870,000	22%	\$ 678,367.09
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0%	\$ 8,000.00
Total Salaries and Wages	\$ 64,026.97	\$ 191,632.91	\$ 878,000	22%	\$ 686,367.09
Personnel Benefits					
Benefits-Direct	\$ 22,653.18	\$ 67,749.06	\$ 310,000	22%	\$ 242,250.94
Total Benefits	\$ 22,653.18	\$ 67,749.06	\$ 310,000	22%	\$ 242,250.94
Supplies					
Office & Operating Supplies	\$ 955.39	\$ 2,991.76	\$ 32,000	9%	\$ 29,008.24
Small Tools and Minor Equip	\$ -	\$ 3,407.17	\$ 12,000	28%	\$ 8,592.83
Computer Software	\$ -	\$ -	\$ 5,000	0%	\$ 5,000.00
Total Supplies	\$ 955.39	\$ 6,398.93	\$ 49,000	13%	\$ 42,601.07
Other Services-Charges					
Professional Services	\$ 21,830.42	\$ 31,657.05	\$ 88,000	36%	\$ 56,342.95
Prof Serv-Tech Services	\$ 1,217.04	\$ 3,651.12	\$ 16,000	23%	\$ 12,348.88
Community Services	\$ -	\$ -	\$ 500	0%	\$ 500.00
Communications-Telephone	\$ 1,107.45	\$ 3,457.40	\$ 11,000	31%	\$ 7,542.60
Communication-Postage	\$ -	\$ 98.40	\$ 700	14%	\$ 601.60
Travel	\$ 2,817.98	\$ 6,799.12	\$ 64,000	11%	\$ 57,200.88
Advertising	\$ 836.79	\$ 2,374.28	\$ 15,000	16%	\$ 12,625.72
Operating Rentals and Leases	\$ 4,594.48	\$ 19,627.90	\$ 190,000	10%	\$ 170,372.10
Insurance	\$ -	\$ 9,667.00	\$ 9,000	107%	\$ (667.00)
Utility Services	\$ 12.47	\$ 37.41	\$ 275	14%	\$ 237.59
Repair and Maintenance/Copies	\$ 199.20	\$ 759.16	\$ 5,500	14%	\$ 4,740.84
Homeless Provider Contracts	\$ 200,119.91	\$ 701,526.32	\$ 1,885,000	37%	\$ 1,183,473.68
Misc. (registrations, dues, subscriptions)	\$ 12,556.65	\$ 29,389.09	\$ 58,587	50%	\$ 29,197.91
Total Services	\$ 245,292.39	\$ 809,044.25	\$ 2,343,562	35%	\$ 1,534,517.75
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
Total Expenditures	\$ 332,927.93	\$ 1,074,825.15	\$ 3,580,762	30%	\$ 2,505,936.85

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2017-'18 Cash Flow Statement
Yakima Valley Conference of Governments

March 2018

(Cash Basis Accounting)	For the Mo Ended:												
	Mar-17	April	May	June	July	August	September	October	November	December	January	February	March
Beginning cash	\$700,327.72	\$542,595.89	\$565,776.48	\$399,430.22	\$295,981.75	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$948,064.37	\$690,712.32
Fed Hwy Admin-WSDOT STP	5,753.43												
CTR - Grant	6,620.06	6,656.40	7,335.23		6,096.74					31,968.38	6,411.02		13,200.00
CMAQ Plans & Programs	5,895.22		5,351.73	13,191.85	8,257.48	8,392.42	2,699.65			10,076.32	5,610.75		9,055.17
Human Svs Trasp Plan Grant	635.14	64.09	695.49	1,888.64		530.28					2,034.32	4,676.40	3,930.59
FHWA DOT-Metro Plan Grant		28,134.95			38,179.83		51,053.80		24,462.87	52,054.92	33,547.62		
FTA-DOT-Metro Plan Grant				26,344.85	28,918.88		4,735.94						
DOT-RTPO & RTPO Long Range		32,700.76		10,326.03	11,289.50		7,780.59		5,386.83	11,126.02	4,817.83		52,065.61
Homeless 2163 Local Fees		144,600.00			127,400.00	127,925.00				203,842.00	494,450.00		20,063.83
STATE FUNDS - Homeless Grant	88,308.85	107,115.37	100,663.53	126,336.37	152,420.46		178,957.54	107,168.47	121,501.50	159,675.55	165,636.72	160,717.30	114,317.61
HUD CoC Grant		1,720.44			2,500.00		12,325.64		9,948.09				
FEDERAL FUNDS - Homeless Grant	14,030.46		21,309.03	33,737.37	46,450.72		28,400.38	95,808.58		13,265.46			
Intergov-Ala Carte											2,500.00		
Technical Assistance Members	8,592.40	25,628.36	16,026.38	7,210.08	11,463.32	12,765.85	5,137.85	11,384.68	985.53	5,692.42	6,865.77		2,563.26
Intergov-County/City Share-gen assess		10,742.00			10,742.00			10,742.00	19,115.50		55,134.50	1,875.00	
Intergov-Local Match WSDOT	7,476.00								1,283.00		17,491.00	1,244.00	
Intergov -Local FTA (Yakima Transit)	6,000.00												
YV Community Foundation Grant						25.00			10,000.00				8.70
Misc Revenue-copies, posters	380.04	2,700.00	900.90								33.71		
Associate Membership Fees		500.00	1,000.00				500.00						
Scrap & Junk													
Non-revenue													
Expense Revenue Netted Back													
Total Receipts	\$143,691.60	\$360,562.37	\$153,282.29	\$219,035.19	\$432,976.93	\$160,380.55	\$288,891.74	\$227,803.38	\$182,735.23	\$497,649.16	\$794,533.24	\$1,016,577.07	\$215,224.77
Available Cash	\$844,019.32	\$903,158.26	\$719,060.77	\$618,465.41	\$728,958.68	\$644,298.74	\$666,072.66	\$632,976.25	\$521,770.19	\$748,102.47	\$1,264,096.84	\$1,016,577.07	\$905,937.09
Use of Funds													
Salaries	57,954.48	60,751.40	65,018.66	63,955.81	64,475.95	63,079.58	63,782.99	60,618.74	58,075.18	60,464.71	63,578.97	64,026.97	64,026.97
Personnel Benefits	19,206.34	20,530.29	21,445.43	21,183.04	22,988.05	21,979.28	21,784.20	20,507.04	20,474.70	21,699.30	22,457.31	22,636.57	22,653.18
Supplies	3,815.01	715.47	1,773.48	1,092.40	236.60	1,934.41	429.40	1,569.28	451.51	882.21	3,473.28	1,970.26	955.39
Other Services	220,447.60	255,382.62	231,392.98	236,252.41	157,339.89	180,124.55	174,903.20	211,246.23	192,315.49	195,492.65	326,522.91	237,228.95	245,292.39
Total Cash Out	\$01,423.43	\$37,379.78	\$19,630.55	\$22,483.66	\$245,040.49	\$267,117.82	\$260,899.79	\$293,941.29	\$271,316.88	\$278,538.87	\$416,032.47	\$325,864.75	\$335,927.93
Net Cash Flow	\$542,595.89	\$565,778.48	\$399,430.22	\$295,981.75	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$848,064.37	\$690,712.32	\$573,009.16

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CITY OF UNION GAP
TECHNICAL ASSISTANCE CONTRACT
AMENDMENT #1

THIS AMENDMENT, entered into this 26th day of March, 2018 by and between the Yakima Valley Conference of Governments, a regional association having its territorial limits within Yakima County, State of Washington (hereinafter called the "Conference"), acting herein by James A. Restucci, Conference Chair, hereunto duly authorized, and the City of Union Gap, a municipal corporation located within Yakima County, State of Washington (hereinafter called the "City"), acting herein by Mayor Roger Wentz, hereunto duly authorized;

WITNESSETH THAT;

WHEREAS, on January 1, 2018 the City contracted with the Conference for certain technical planning assistance; and,

WHEREAS, it is necessary to amend certain sections of the contract;

NOW, THEREFORE, the parties do mutually agree, to modify the contract to provide the following:

Compensation and Method of Payment:

The amount of the original contract will be increased by an additional \$ 15,000, bringing the total amount of the original contract to \$20,000.

All other provisions of said contract remain unchanged.

YAKIMA VALLEY CONFERENCE
OF GOVERNMENTS

James A. Restucci, Conference Chair

ATTEST: _____
Secretary

Date: _____

CITY OF UNION GAP
YAKIMA COUNTY

Arlene Fisher
Arlene Fisher, City Manager

ATTEST: Karen Clifton

Date: 3/29/18

**YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
APPLICATION FOR
ASSOCIATE MEMBERSHIP**

Yakima Greenway Foundation
Agency Name
111 s. 18th Street
Street
Yakima, Washington
City/State

Kellie Connaughton Executive Director
Contact Person
509-453-8280
Phone
98901
Zip Code

Associate Membership Privileges

The Associate Member will receive notification of all YVCOG meetings, conferences, trainings and work sessions, and will be included in all general membership activities. The Associate Member will also receive the YVCOG newsletter and other YVCOG publications which are developed by members or YVCOG staff. Associate Members will have the opportunity to contract with the YVCOG for technical assistance.

The Associate Member does not retain voting privileges in YVCOG. The authority to make motions, seconds and hold Executive Committee positions is not provided.

Explain your agency's interest in YVCOG Associate Membership:

The Yakima Greenway is a 22-mile multi-use pathway and park system that connects communities throughout the Yakima area. Because of the nature of this trail system it attracts many people for recreation, conservation and education from all over our region. What impacts the Yakima community will usually affect the Greenway at some level i.e., Homelessness. The Greenway is an important element to the quality of life for people in our community. The Yakima Greenway needs funding for growth and maintenance of the current structure. It also needs Champions from many different organizations that will help it thrive. It is our hope that YVCOG will continue to be a Champion for the Greenway and assist us with funding, marketing, connecting and development of master plans that will insure the Greenway future for generations to come.

This application will be reviewed by the YVCOG Executive Committee. Upon acceptance there is a yearly fee of \$500.00.

Kellie Connaughton, Executive Director April 10, 2018
Signature of Agency Representative Date

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***REVISED* VOUCHER REGISTER AND APPROVAL**

We the undersigned representatives of the Yakima Valley Conference of Governments; Yakima County Washington; do hereby certify the merchandise or services hereinafter specified have been approved for payment in the total amount of \$356,546.32 this 23rd day of April, 2018.

Mike Leita - Yakima County

Brad Hill - Yakima

Jim Restucci - Sunnyside

John Hodgkinson - Area 1

Janice Gonzales - Area 2

Bill Moore - Area 3

Dan Olson - Member-at-Large

VOUCHER #	PAYEE	PURCHASE	AMOUNT	WARRANT #
2018				
MAR-18-001	YVCOG	Salaries & Wages, *March*	\$67,000.00	
MAR-18-002	YVCOG	Retirement, *March*	\$8,510.00	
MAR-18-003	YVCOG	Social Security / Medicare, *March*	\$4,800.00	
MAR-18-004	YVCOG	Medical, Life, LTD *March*	\$9,900.00	
MAR-18-005	YVCOG	Worker's Compensation, *March*	\$210.00	
MAR-18-006	YVCOG	Unemployment, *March*	\$815.00	
MAR-18-007	Catholic Charities	Homeless Services - March 2018	\$15,000.00	
MAR-18-008	Entrust	Homeless Services - March 2018	\$2,000.00	
MAR-18-009	Lower Valley Crisis Service	Homeless Services - March 2018	\$4,000.00	
MAR-18-010	People for People	Homeless Services - March 2018	\$300.00	
MAR-18-011	Rod's House	Homeless Services - March 2018	\$6,400.00	
MAR-18-012	Transform Yakima Together	Homeless Services - March 2018	\$1,000.00	
MAR-18-013	Yakima Valley Farmworkers/NCAC	Homeless Services - March 2018	\$30,000.00	
MAR-18-014	Yakima Neighborhood Health Svcs	Homeless Services - March 2018	\$55,000.00	
MAR-18-015	YWCA	Homeless Services - March 2018	\$10,000.00	
MAR-18-016	Alliant Communications	Phone System - Voice Partner Plan	\$172.04	
MAR-18-017	Allstream (formerly Integra Telecom)	DSL/Phone Service	\$1,000.00	
MAR-18-018	Conference of Governments	Petty Cash reimbursement	\$200.00	
MAR-18-019	Graf Investments	Rent/Janitorial Services	\$6,541.74	
MAR-18-020	Key Bank	Bank Fees	\$100.00	
MAR-18-021	Microsoft Surface Plus for Business	Surface Pro Computer - Business Membership	\$350.00	
MAR-18-022	Printing Department	Purchasing Support, Printing	\$200.00	
MAR-18-023	US Bank (JR)	P-card Purchases	\$2,500.00	
MAR-18-024	US Bank (LM)	P-card Purchases	\$5,000.00	
MAR-18-025	US Bank (TH)	P-card Purchases	\$4,000.00	
MAR-18-026	USPS	Postage	\$100.00	
MAR-18-027	Xerox Corp	Copier Lease & Maintenance Agrmt	\$1,060.00	
MAR-18-028	Yakima County	Technology Support, etc.	\$1,217.04	
MAR-18-029	Yakima County Treasurer	Banking Services - Quarterly	\$1,000.00	
MAR-18-030	Yakima Waste Systems	Recycle service	\$24.00	
MAR-18-031	Alan Adolf	Registration/Travel Reimbursement	\$350.00	
MAR-18-032	Brian Galloway	Registration/Travel Reimbursement	\$20.00	
MAR-18-033	Chris Wickenhagen	Registration/Travel Reimbursement	\$20.00	
MAR-18-034	Crystal Testerman	Registration/Travel Reimbursement	\$200.00	
MAR-18-035	Jodi Smith	Registration/Travel Reimbursement	\$20.00	
MAR-18-036	Lance Larsen	Registration/Travel Reimbursement	\$20.00	
MAR-18-037	Lauris Mattson	Registration/Travel Reimbursement	\$300.00	
MAR-18-038	Mike Shuttleworth	Registration/Travel Reimbursement	\$100.00	
MAR-18-039	Tamara Hayward	Registration/Travel Reimbursement	\$20.00	
MAR-18-040	William Denton	Registration/Travel Reimbursement	\$20.00	
MAR-18-041	Daily Sun News	April M/RTIP Amendment - English/Spanish	\$250.00	
MAR-18-042	Daily Sun News	YVCOG and PB Special Mtg Notice - 4/23/2018	\$63.75	
MAR-18-043	eRMSi (Robert Shull)	Transportation Modeling Services - Jan/Feb	\$11,310.00	
MAR-18-044	Meyer, Fluegge & Tenney	Professional Legal Services - February	\$925.00	
MAR-18-045	Meyer, Fluegge & Tenney	Professional Legal Services - March	\$1,000.00	
MAR-18-046	Office Depot	Miscellaneous Office Supplies	\$500.00	
MAR-18-047	Sound Employment Solutions	Professional HR Services - March	\$500.00	
SUB TOTAL			\$254,018.57	

March 2018 Voucher Register - Page 2			
MAR-18-048	Yakima Herald-Republic	YVCOG and PB Special Mtg Notice - 4/23/2018	\$131.88
MAR-18-049	Yakima Herald-Republic	April M/RTIP Amendment - English	\$250.00
MAR-18-050	Yakima Herald-Republic - El Sol	April M/RTIP Amendment - Spanish	\$100.00
MAR-18-051	Zoom Grants	Program Fee - The Big RFP - #1776	\$2,164.00
MAR-18-052	Fred Pryor	Training/Staff	\$1,791.00
MAR-18-053	Yakima Neighborhood Health Svs	Comm Svs Resource Center (demo/abatement)	\$82,564.57
MAR-18-054	ACR Consulting	PIT Consultants	\$5,400.00
MAR-18-055	New Suncadia LLC	Better Together Summit	\$10,126.30
SUB TOTAL			\$102,527.75
GRAND TOTAL			\$356,546.32

Voucher Register and Approval - revised to include voucher MAR-18-055 in the amount of \$10,126.30

INVOICE REGISTER AND APPROVAL

I certify under penalty of perjury under the laws of the State of Washington that the materials have been furnished, the services rendered or the labor performed as described herein, and that I am authorized to authenticate and certify said claims in the amount of **\$238,989.82**

		Auditing Officer	
VENDOR	INVOICE #	AMOUNT	WARRANT #
2018			
1	Salaries & Wages, *March*	MAR-18-001	\$67,000.00
2	Retirement, *March*	MAR-18-002	\$8,510.00
3	Employment Security Dept/Social Security, *March*	MAR-18-003	\$4,800.00
4	Employee Benefit Trust/Medical, *March*	MAR-18-004	\$9,900.00
5	Worker's Compensation/Worker's Comp, *March*	MAR-18-005	\$210.00
6	Employment Security Dept/Unemployment, *March*	MAR-18-006	\$815.00
7	Catholic Charities - Homeless services	MAR-18-007	\$15,000.00
8	Entrust - Homeless services	MAR-18-008	\$2,000.00
9	Lower Valley Crisis Service - Homeless services	MAR-18-009	\$4,000.00
10	People for People - Homeless services	MAR-18-010	\$300.00
11	Rod's House - Homeless services	MAR-18-011	\$6,400.00
12	Transform Yakima Together - Homeless services	MAR-18-012	\$1,000.00
13	Yakima Valley Farmworkers/NCAC - Homeless services	MAR-18-013	\$30,000.00
14	Yakima Neighborhood Health - Homeless services	MAR-18-014	\$55,000.00
15	YWCA - Homeless services	MAR-18-015	\$10,000.00
16	Alliant Communications - Phone System Service & Support, *March*	MAR-18-016	\$172.04
17	Allstream - DSL/Phone Service	MAR-18-017	\$1,000.00
18	Conference of Governments - petty cash	MAR-18-018	\$200.00
19	Graf Investments - Rent/Janitorial, *March*	MAR-18-019	\$2,197.28
20	Graf Investments - Rent/Janitorial, *March*	MAR-18-019	\$4,344.46
21	Key Bank - Monthly banking fees	MAR-18-020	\$100.00
22	Microsoft Surface Plus for Business - monthly computer business membership	MAR-18-021	\$350.00
23	Printing Department - Purchasing support / printing	MAR-18-022	\$200.00
24	US Bank (JR) - P-card	MAR-18-023	\$2,500.00
25	US Bank (LM) - P card	MAR-18-024	\$5,000.00
26	US Bank (TH) - P-card	MAR-18-025	\$4,000.00
27	USPS - Postage reimbursement	MAR-18-026	\$100.00
28	Xerox Corp / Copier Lease	MAR-18-027	\$1,060.00
29	Yakima County Technology Services	MAR-18-028	\$1,217.04
30	Yakima County Treasurer - Banking Services - Quarterly	MAR-18-029	\$1,000.00
31	Yakima Waste Systems, *March*	MAR-18-030	\$24.00
32	Alan Adolf, *March*	MAR-18-031	\$350.00
33	Brian Galloway, *March*	MAR-18-032	\$20.00
34	Chris Wickenhagen, *March*	MAR-18-033	\$20.00
35	Crystal Testerman, *March*	MAR-18-034	\$200.00
	Sub Total		\$238,989.82

INVOICE REGISTER AND APPROVAL

I certify under penalty of perjury under the laws of the State of Washington that the materials have been furnished, the services rendered or the labor performed as described herein, and that I am authorized to authenticate and certify said claims in the amount of **\$117,556.50**

Auditing Officer

	VENDOR	INVOICE #	AMOUNT	WARRANT #
	Jodi Smith, *March*	MAR-18-035	\$20.00	
36	Lance Larsen, *March*	MAR-18-036	\$20.00	
37	Larry Mattson, *March*	MAR-18-037	\$300.00	
38	Mike Shuttleworth, *March*	MAR-18-038	\$100.00	
39	Tamara Hayward, *March*	MAR-18-039	\$20.00	
40	William Denton, *March*	MAR-18-040	\$20.00	
41	Daily Sun News - April M/RTIP Amendment - Eng/Spn	MAR-18-041	\$250.00	
42	Daily Sun News - YVCOG/PB Special Meeting Notice 4/23/18	MAR-18-042	\$63.75	
43	eRMSi (Bob Shull) Jan/Feb Transportation Modeling	MAR-18-043	\$11,310.00	
44	Meyer, Fluegge, & Tenney, *February*	MAR-18-044	\$925.00	
46	Meyer, Fluegge, & Tenney, *March*	MAR-18-045	\$1,000.00	
47	Office Depot - Miscellaneous Office Supplies	MAR-18-046	\$500.00	
48	Sound Employment Solutions - HR services - February	MAR-18-047	\$500.00	
49	Yakima Herald-Republic - YVCOG/PB Special Mtg. Notice 4/23/18	MAR-18-048	\$131.88	
50	Yakima Herald-Republic - April M/RTIP Amendment	MAR-18-049	\$250.00	
51	Yakima Herald-Republic - El Sol - April M/RTIP Amendment - Spanish	MAR-18-050	\$100.00	
52	ZoomGrants - Homeless Program Fee - Big RFP #1776	MAR-18-051	\$2,164.00	
53	Fred Pryor - Training Annual Subscription	MAR-18-052	\$1,791.00	
54	Yakima Neighborhood Health Svs - CRSC	MAR-18-053	\$82,564.57	
55	ACR Consulting	MAR-18-054	\$5,400.00	
56	New Suncadia LLC - Better Together Regional Summit venue	MAR-18-055	\$10,126.30	
57				
58				
59				
60				
61				
62				
63				
64				
	Sub Total		\$117,556.50	
	March 2018 GRAND TOTAL		\$356,546.32	

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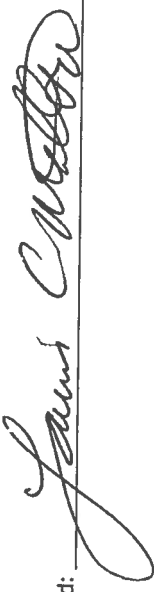
MAR-18-055

Reference	Vendor Name	Date	Amount	Notes
45W2HN	New Suncadia LLC	3/29/2018	\$10,126.30	Better Together Summit
Account Number	Title	Category	Amount	Notes
001-597-500-49-001	Misc - Registrations		\$10,126.30	April Summit

Entered Amount \$10,126.30

Net \$10,126.30

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.

Signed: 

Pi25
P4/6h



INVOICE

Date: 03/02/18
Invoice: 45W2HN

Bill To: Yakima Valley Conf of Govt
311 N 4th St, Ste 204
Yakima, WA 98901

Ship To: Yakima Valley Conf of Govt
311 N 4th St, Ste 204
Yakima, WA 98901

Contact: Chris Wickenhagen

Terms: Due 4/8/18

Event: Yakima Valley Conf of Govt

Dates: 4/15/18 - 4/17/18

<u>Description</u>	<u>Total</u>
Anticipated Charges	
Rooms	\$7,976.30
Food & Beverage	\$6,800.00
Room Rental	\$350.00
Deposit (Paid 10/19/17)	-\$5,000.00
	Subtotal
	\$10,126.30
TOTAL (Due 4/8/18) \$10,126.30	

PLEASE REMIT PAYMENT TO:

New Suncadia, LLC
3600 Suncadia Trail
Cle Elum, WA 98922
Attn: Accounts Receivable

For questions regarding this invoice:
Ranae Guzman
(509) 649-6226
rguzman@suncadia.com

PLEASE INCLUDE INVOICE NUMBER ON REMITTANCE

YVCOG 2017 Annual Report:

Statement on Auditing Standards 115 (SAS 115) refers to Internal Control:

Internal control is a process—effected by those charged with governance, management, and other personnel—designed to provide reasonable assurance about the achievement of the entity's objectives with regard to the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations.

1. Reliability, effectiveness and efficiency

Chris Wickenhagen

2. Review by Certified Public Accountant – Local Government/COG Expert

Ron Cubellis

3. 'those charged with governance' –

Executive Committee has taken due diligence to both review and understand the financial condition

December 31, 2017

Schedule 1

Beginning Fund Balance: \$ 387,204

Ending Fund Balance: \$ 496,007

Statement C-4

Increase in Cash: \$ 108,803

Schedule 9

Compensated Absences: \$ 50,005

Pension Liability: \$ 533,968 (this number represents DRS' liability. Government entities are required to show DRS' liability for our entity on our financial statement)

Schedule 15 (*expenditures not revenue*)

State Financial Assistance: \$ 1,439,227

Schedule 16 (*expenditures not revenue*)

Expenditures of Federal Awards: \$ 715,761

Federal Awards Notes: Cash Basis, Program Costs, Indirect Cost de minimis 10%

Schedule 19 –Labor Relations Consultants

Notes to Financials

Note 1: Summary of Significant Accounting Policies

Description of incorporated 1966 as a special purpose district (local government)

Explains YVCOG's purpose:

- Cooperative planning agency, technical assistance, preparation of plans for land use, transportation, sewer and water, parks, recreation, human services, housing and other community development activities
- Assist in planning and coordination of projects which may involve federal/state participation to assure compliance with area wide plans.
 - Elected Officials representing cities, Yakima County, Tribal Council of Confederated Bands and Tribes of Yakama Nation

Cash Basis in accordance of Budgeting, Accounting and Reporting Systems (BARS) manual prescribed by the State Auditor's Office

- A. Fund Accounting (General Fund)
- B. Basis of Accounting (Financial statements prepared using cash basis accounting)
- C. Budget \$3,659,009 Expenditures \$ 3,412,873 Variance \$ 246,136
 - a. (Adopted by membership. Executive Committee has legal authority for expenditures)
- D. Deposits (Key Bank)
- E. Capital Assets (\$5000.00)
- F. Compensated Absences (PTO accrue up to 40 days; Comp Time accrue up to 60 hours; Extended sick leave accrue up to 30 days)

Note 2: Pension Plans

Public Employees Retirement System administered by Washington State Department of Retirement Systems

Note 3: Health & Welfare

Member of Association of Washington Cities Employee Benefit Trust Health Care Program

Note 4: Risk Management

Member of Washington Cities Insurance Authority

Other

District responsibility administering Homeless Housing and Assistance Program. District is the pass through agency for state and local funds for projects and services for the homeless population within the region. District is recognized by Commerce as the HHAP Administrator for the region. Yakima County remains as the fiscal agent for local filing fee funds and issues an Interlocal Agreement with the district to administer the funds with the Homeless Housing and Assistance Program funds from Commerce.

Request a motion for the chair to sign the Annual Report certification and for the Deputy Director to submit the report to the State Auditor's Office once returned by the CPA if there are no significant change recommendations from the independent review

Yakima Valley Conference of Governments

Schedule 01

For the year ended December 31, 2017

LAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2485	001	General	3088000	Unreserved Cash and Investments - Beginning	\$387,204
2485	001	General	3311400	Federal Direct Grant from Department of Housing and Urban Development	\$28,994
2485	001	General	3331100	Federal Indirect Grant from Department of Commerce	\$253,002
2485	001	General	3332000	Federal Indirect Grant from Department of Transportation	\$378,221
2485	001	General	3331400	Federal Indirect Grant from Department of Housing and Urban Development.	\$52,140
2485	001	General	3340360	State Grant from Department of Transportation	\$163,693
2485	001	General	3340420	State Grant from Department of Commerce	\$1,236,094
2485	001	General	3370000	Local Grants, Entitlements and Other Payments	\$46,448
2485	001	General	3458900	Other Planning and Development Services	\$1,306,063
2485	001	General	3685000	Special Assessments - Service	\$117,414
2485	001	General	3699100	Miscellaneous Other	\$210
2485	001	General	5586010	Planning	\$786,294
2485	001	General	5586020	Planning	\$271,187
2485	001	General	5586030	Planning	\$13,806
2485	001	General	5586040	Planning	\$263,454
2485	001	General	5894000	Agency Type Disbursements	\$2,138,735
2485	001	General	5088000	Unreserved Cash and Investments - Ending	\$496,007

**Yakima Valley Conference of Governments
Schedule of Liabilities
For the Year Ended December 31, 2017**

No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absenses		48,477	60,064	58,536	50,005
264.30	Pension Liabilities		322,521	211,447	-	533,968
	Total Revenue and Other (non G.O.) Debt/Liabilities:		370,998	271,511	58,536	583,973
	Total Liabilities:		370,998	271,511	58,536	583,973

Yakima Valley Conference of Governments
SCHEDULE OF STATE FINANCIAL ASSISTANCE (unaudited)
For Fiscal Year ended December 31, 2017

Grantor	Program Title	Identification Number	Amount
State Grant from Department of Commerce	Community Services and Housing Assistance	16-46108-370	668,791
	Community Services and Housing Assistance	17-46108-370	591,971
		Sub-total:	1,260,762
State Grant from Department of Transportation	Transportation Demand Management Pilot	GCA2150	43,204
	Transportation Demand Management Pilot	GCB2747	38,379
	Metropolitan/Regional Transportation Planning Organization Agreement	GCB1777	67,771
	Metropolitan/Regional Transportation Planning Organization Agreement	GCB2666	29,111
		Sub-total:	178,465
		Grand total:	1,439,227

**Yakima Valley Conference of Governments
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2017**

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	20,887	-	20,887	-	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	28,981	-	28,981	-	1,2,3
Total CFDA 14.228:				49,868	-	49,868	-	
Office Of Community Planning And Development, Department Of Housing And Urban Development (via Washington State Department of Commerce)	Emergency Solutions Grant Program	14.231	14-46107-020	253,002	-	253,002	165,300	1,2,3
Office Of Community Planning And Development, Department Of Housing And Urban Development	Continuum of Care Program	14.267	WA0340L0T071 500	-	18,525	18,525	-	1,2,3
Office Of Community Planning And Development, Department Of Housing And Urban Development	Continuum of Care Program	14.267	WA0379L0T071 600	-	10,469	10,469	-	1,2,3
Total CFDA 14.267:				-	28,994	28,994	-	
Highway Planning and Construction Cluster								
Federal Highway Administration (fhwa), Department Of Transportation (via Washington State Department of Transportation)	Highway Planning and Construction	20.205	LA-7264	66,715	-	66,715	-	1,2,3

The accompanying notes are an integral part of this schedule.

**Yakima Valley Conference of Governments
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2017**

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		
Federal Highway Administration (fha), Department Of Transportation (via Washington State Department of Transportation)	Highway Planning and Construction	20.205	GCB1777	88,960	-	88,960	-	1,2,3
Federal Highway Administration (fha), Department Of Transportation (via Washington State Department of Transportation)	Highway Planning and Construction	20.205	GCB-2566	161,119	-	161,119	-	1,2,3
Total Highway Planning and Construction Cluster:				316,794	-	316,794	-	
Federal Transit Administration (fta), Department Of Transportation (via Washington State Department of Transportation)	Metropolitan Transportation Planning and State and Non- Metropolitan Planning and Research	20.505	GCB1777	55,264	-	55,264	-	1,2,3
Federal Transit Administration (fta), Department Of Transportation (via Washington State Department of Transportation)	Metropolitan Transportation Planning and State and Non- Metropolitan Planning and Research	20.505	GCB2369	5,069	-	5,069	-	1,2,3
Federal Transit Administration (fta), Department Of Transportation (via Washington State Department of Transportation)	Metropolitan Transportation Planning and State and Non- Metropolitan Planning and Research	20.505	GCB2872	2,034	-	2,034	-	1,2,3
Federal Transit Administration (fta), Department Of Transportation (via Washington State Department of Transportation)	Metropolitan Transportation Planning and State and Non- Metropolitan Planning and Research	20.505	GCB-2566	4,736	-	4,736	-	1,2,3
Total CFDA 20.505:				67,103	-	67,103	-	
Total Federal Awards Expended:				686,767	28,994	715,761	165,300	

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, 2017

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 7 – Indirect Cost Rate

The district has elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**Labor Relations Consultant(S)
For the Year Ended December 31, 2017**

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 Valley Conference of Government
Notes to the Financial Statements
For the year ended December 31, 2017

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, homelessness, 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, State or Local 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, 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:	\$3,659,009	\$3,412,873	\$246,136

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.

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.

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 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.

At June 30, 2017, the district's proportionate share of the collective net pension liabilities, as reported on the Schedule 09, was as follows:

	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$34,861	0.005795%	\$ 274,977
PERS 2/3	\$45,531	0.007454%	\$ 258,991

NOTE 3 – HEALTH & WELFARE

The Yakima Valley Conference of Governments 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, 2017, 261 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: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington 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 2017, 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 Kaiser ISL at \$1 million with Companion Life through ASG Risk Management. 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 – 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 5- Other Disclosures

- A. The district took over the fiscal responsibility administering the Regional Homeless Housing and Assistance Program on January 1, 2017, previously administered through Yakima County. The district utilized an interlocal agreement from July 1, 2015 – December 31, 2016 with Yakima County to administer the planning portion of the program, while the County maintained all fiscal responsibilities.

On January 1, 2017, all state and federal fiscal responsibilities transferred to the district. Yakima County maintained fiscal control of the local funds. The district and county utilize an interlocal agreement for access to the local funds received by the County Auditor that is deposited with the County Treasurer. The district budgets a projected need for the local funds and submits this to the county. After the county approves the budget, the county submits payment of the approved amount to the district quarterly. If there is a greater need than budgeted, the district submits a budget amendment request to the County. If approved, the County releases these additional funds to the district. At the end of the calendar year, if the district received more cash than needed, the County will adjust the following year's request to include these funds already received.

The new Homeless Housing Assistance Program increased the district's budget by \$2.7 million annually. Washington State Department of Commerce and the Federal Department of Housing and Urban Development recognizes the district as the Homeless Housing Assistance Program Administrators for Yakima County. Three employees were hired to administer the program. With the \$2.7 million budget increase, \$2.1 million is passed through to service providers with federal, state and local money.

In addition to the fiscal responsibilities, the district has been tasked with issuing project awards to service providers through an RFP process for homeless services in Yakima County. The district does not score the RFP's, but an independent committee, screened to not have a conflict of interest in the awards, scores and recommends awards to the Homeless Planning and Policy Council advisory committee who then, recommends the awards to the district governing board who ultimately approves the awards. As the administrators of the program, the district reviews, approves or denies reimbursement requests from the service providers based on eligible expenditures for their award. The district then requests reimbursement from Commerce for the monthly expenses and then reimburses the providers.

**SPECIAL MEETING NOTICE
YVCOG EXECUTIVE COMMITTEE & TRANSPORTATION
POLICY BOARD**

Per RCW 42.30, you are hereby notified that a Special Meeting of the YVCOG Executive Committee and Transportation Policy Board will occur on **Monday, April 23, 2018**. This notice is required because the meeting is held outside its regularly scheduled date/time and/or place (April 16, 2018).

At 1:30 p.m., a Special Meeting will be called to order in the 2nd floor Conference Room of the 300 Building located at 311 N. 4th Street, Yakima, WA 98901 (YVCOG Offices). The meeting will be facilitated by James A. Restucci, Chairman, and regular meeting agenda items will be covered.

The meeting is scheduled to conclude by 4:30 p.m. and is open to the public.


Lauris (Larry) C. Mattson
YVCOG Executive Director

Posted/Emailed: March 2, 2018

POSTED: 300 Building
YVCOG Office

Emailed: Executive Committee Members

Newspapers
Yakima Herald-Republic
El Sol (Yakima Herald)
Daily Sun News

**AVISO DE REUNIÓN ESPECIAL
COMITÉ EJECUTIVO Y CONSEJO DE POLÍTICAS MPO/RTPO DE YVCOG**

De acuerdo con RCW 42.30, por este medio le informamos que el Comité Ejecutivo y el Consejo de Políticas de MPO/RTPO de YVCOG se reunirán el lunes, 23 de abril de 2018. Este aviso se requiere porque la reunión se lleva a cabo fuera de la fecha, hora y/o el lugar programado regularmente (16 de abril de 2018).

Debido a la falta de disponibilidad de un quórum a la hora de la reunión regular de la 1:30 p.m., se convocará una Reunión Especial a las 1:30 p.m., en la Sala de Conferencias del 2^{do} piso del Edificio 300 ubicado en 311 N. 4th Street, Yakima, WA 98901 (las oficinas de YVCOG). La reunión será facilitada por James A. Restucci, Presidente. Se cubrirán los artículos regulares de la agenda. Esta reunión está programada para concluir a las 4:30 p.m. y está abierta al público.

Lauris (Larry) C. Mattson
Director Ejecutivo de YVCOG

END

Yakima Valley Transportation Policy Board & YVCOG Executive Committee Meetings
April 23, 2018
311 N. 4th St., Library Conference Room
Yakima, WA

PLEASE SIGN IN

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Agency	<input checked="" type="checkbox"/> Phone/email
Alan Adorf	YVCOG	
Bill Moore	City of Gdo.	830-6233 Bill and Rachel
John Hodgkin	Board. U.G.	
Jim Reszucek	Sunnyside	On File
Mike Leita	Y.C.	✓
Madelyn Carlson	PPP	✓
Janice Gonzales	City of Zillah	✓
Andy Ferguson	Transform Yakima	aferguson57@gmail.com
Kathy Coffey	City of Yakima	
Sue Watkins	City of Yakima	
Cystal Rederman	YVCOG	
Chris Wickens	YVCOG	
Jim Smith	YVCOG	
Larry Melton	"	
Brad Hill	City of Yakima	509 571 3174 brad.hill@yakima.gov