



**YVCOG EXECUTIVE COMMITTEE
AGENDA**

Monday, September 19, 2016
1:30 p.m.

The 300 Building
311 N. 4th St, Ste 204, Yakima, WA

YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, Mayor, City of Sunnyside,
John Hodgkinson, 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 September 19, 2016 meeting of the YVCOG Executive Committee will come to order at _____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – August 15, 2016 (pages : 3-4)
- ❖ **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. YVCOG Financial Reserve Policy
Chris Wickenhagen, Deputy Director
Action: Review. (pages 5)
2. 2017 YVCOG Preliminary Budget
Larry Mattson, Executive Director
Chris Wickenhagen, Deputy Director
Action: Approval to forward 2017 Preliminary Budget to General Membership for review. (handout)

NEW BUSINESS

1. Executive Directors Report
Larry Mattson, Executive Director
 - Personnel: Recent staffing changes
Action: Information.
2. Approval of Vouchers
Tamara Hayward, Office Specialist
Action: Review, approval and authorization of signatures (pages 6-9)

3. Homeless Program Update

Larry Mattson, Executive Director

- Commerce 100-Day challenge to house unsheltered families
- 5- Year plan status
- Homeless Network Sept 8 retreat outcomes

Action: Information

4. HUD Continuum of Care

Larry Mattson, Executive Director

- CoC Application Process

Action: Review, approval and authorization of signatures

(pages 10 - 13)

5. Draft Governance Agreement

Larry Mattson, Executive Director

- Adding ports, Clean Air Agency as signatories?
- Expand Transportation Policy Board to add Port, Tribal representatives?
- Provide technical services to outside agencies?
- Add Chambers of Commerce as additional 'Major Employer' representative?

Action: First draft review and discussion. Continue to October meeting.

(pages 14 - 24)

6. Monthly Budget Report

Chris Wickenhagen, Deputy Director

- Final August 2016 Budget Report
- Preliminary August 2016 Budget Report.
- August 2016 Cash Flow Statement.

Action: Information

7. September 21, 2016 YVCOG General Membership Meeting

Larry Mattson, Executive Director

- Location: Sunnyside, VFW Hall
Program & Business Items: 2017 Legislative Session Preview

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.

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
August 15, 2016

CALL TO ORDER

John Hodkinson, Vice Chairman, called the August 15, 2016 meeting of the YVCOG Executive Committee to order at 2:47pm

ROLL CALL &
INTRODUCTIONS

Members present: John Hodkinson, Mike Leita, Dan Olson, and Janice Gonzales, Maureen Adkison

Members Absent: Jim Restucci and Mario Martinez

YVCOG staff present: Chris Wickenhagen, Tami Hayward, and Jessica Hansen

Others present:

A quorum was present.

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

APPROVAL OF MINUTES

Mr. Leita moved to approve the minutes from the July 18, 2016 minutes 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

NEW BUSINESS

Associate Membership

Ms. Wickenhagen presented Yakima Housing Authority's application for Associate Membership. Yakima Housing Authority has expressed an interest in grant assistance. Mr. Leita moved to accept Yakima Housing Authority's associate application. Ms. Adkison seconded. Motion carried.

Contracts

Ms. Wickenhagen presented a sub recipient agreement for the City of Wapato. The City of Wapato is requesting a GMA periodic update and CDGB planning only grant. Ms. Wickenhagen also presented a Yakima Housing Authority agreement requesting a professional service agreement for grant assistance. Mr. Leita moved to accept both the City of Wapato and Yakima Housing Authority's agreements. Ms. Gonzales seconded. 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 AUG-16-001 through AUG-16-006 in the total amount of \$99,875.00, and claim vouchers numbered AUG-16-007 through AUG-16-035 in the total amount of \$28,876.11. Ms. Gonzales moved to approve the August Vouchers * Mr. Olson seconded this motion. Motion carried.

Homeless Program Update

Ms. Wickenhagen reported that the Homeless Draft 5-year plan will be ready for review at the next Executive Committee meeting.

Monthly Budget Report

Ms. Wickenhagen presented the July 2016 Monthly Budget Report* showing a revenue balance of \$23,070.15. Mr. Leita moved to approve the monthly budget report. Mr. Olson seconded. Motion carried.

2017 YVCOG Budget Development

Ms. Wickenhagen reported on the 2017 budget development and stated that the budget subcommittee had reviewed and discussed the current budget recommendations. The proposed budget is for their review to be voted on during the next Executive Committee meeting to be presented to the General Membership for approval in October. During this review of the budget Mr. Leita asked if YVCOG has a policy for a reserve amount. Ms. Wickenhagen reported that there isn't a policy, but that the beginning fund balance is equivalent to approximately three (3) months expenses. He requested staff develop and submit a policy for their review and consideration.

General Membership Meeting

Ms. Wickenhagen reported that the General Membership meeting will be held in Sunnyside, WA. The program will be legislative updates.

OTHER BUSINESS

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 4:23p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jessica Hansen, Office and Communication Specialist

	2013	2014	2015	2016	2017	2018	2019	2020	2021
Staff 1 Month Salary	\$ 195,000	\$ 195,000	\$ 195,000	\$ 200,000	\$ 205,000	\$ 215,000	\$ 225,000	\$ 235,000	\$ 245,000
	0.40	0.40	0.45	0.46	0.46	0.50	0.54	0.58	0.62
Key Staff 2 Months Salary	@246,000	@247,250	@248,800	@249,970	@250,900	@251,903	@252,911	@253,923	@254,939
Larry	\$98,400	\$98,900	\$111,960	\$114,986	\$115,414	\$125,952	\$136,572	\$147,275	\$158,062

The increase in membership assessment over the past two years has increased our 'unofficial reserve' to \$205,000. The only way to increase the reserve is to increase the member's assessment fee. To bring us up to \$250,000, which would allow us some breathing room, we would need to add an additional \$45,000 to be shared by the membership. My recommendation would be a slow transition if the Executive Committee would like to increase the reserve.

Yakima County currently has \$500,000 reserve for the Homeless Program, acquired through filing fees. It is crucial we maintain at least \$289,000 to cover 2 months of contracts to maintain the service contracts that may be in place. This will allow services to continue during any interium time between contract end/start dates. If the County transfers all funds to be managed by COG, my recommendation is that the Executive Committee motion to approve a Homeless Program \$289,000 Reserve to be maintained with the reserve to only be allowed to be used by a policy and procedures developed and approved by the Executive Committee.

Staff 1 Month Salary	\$ 80,000
Key Staff 2 Months Salary	\$ 24,000
Larry	\$ 20,000
Chris	\$ 40,000
PTO Payout	\$ 38,000
Lease Obligations	\$ 3,000
Building	
Equipment	
Anticipated Reserve Need	\$ 205,000
Contract Reserves:	
Cover 2 months	\$ 75,000
Homeless	
Providers:	\$ 70,000
CHG/HEN	\$ 30,000
ESG	\$ 114,000
2163	
Anticipated Reserve Need	\$ 289,000
Total Staff/Contracts	\$ 494,000

**YVCOG Executive Committee Meeting September 19, 2016
BUDGET REPORT
August 2016**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:		2015 TOTAL	2016
January		\$ 139,242.72	\$ 85,638.48
February		\$ 8,458.67	\$ 112,354.71
March		\$ 122,787.20	\$ 202,376.73
April		\$ 88,696.32	\$ 108,418.53
May		\$ 73,382.91	\$ 120,008.63
June		\$ 27,377.24	\$ 58,623.14
July		\$ 153,299.59	\$ 119,768.97
August		\$ 18,103.44	\$ 58,819.87
September		\$ 111,391.18	\$ -
October		\$ 96,570.50	\$ -
November		\$ 141,987.62	\$ -
December		\$ 100,389.56	\$ -
Total Revenue MTD (through August)		\$ 631,348.09	\$ 865,809.06
Total Revenue YTD		\$ 1,081,686.95	\$ 865,809.06
EXPENDITURES:			
Salaries	January	\$ 44,902.46	\$ 64,453.00
	February	\$ 44,973.88	\$ 64,428.77
	March	\$ 45,466.69	\$ 65,621.22
	April	\$ 45,405.04	\$ 64,674.51
	May	\$ 45,262.88	\$ 64,962.08
	June	\$ 45,405.04	\$ 65,012.35
	July	\$ 56,908.71	\$ 64,685.84
	August	\$ 57,255.46	\$ 71,677.89
	September	\$ 55,885.22	\$ -
	October	\$ 60,384.15	\$ -
	November	\$ 60,993.62	\$ -
	December	\$ 60,750.91	\$ -
Total Salaries MTD (through August)		\$ 385,580.16	\$ 525,515.66
Total Salaries YTD		\$ 623,594.06	\$ 525,515.66
Vouchers	January	\$ 37,102.55	\$ 58,972.77
	February	\$ 27,281.15	\$ 56,876.72
	March	\$ 28,564.67	\$ 45,097.15
	April	\$ 25,014.46	\$ 46,943.47
	May	\$ 37,301.64	\$ 34,790.03
	June	\$ 33,450.80	\$ 45,778.90
	July	\$ 31,814.70	\$ 41,822.23
	August	\$ 30,891.36	\$ 41,479.03
	September	\$ 39,898.68	\$ -
	October	\$ 35,370.69	\$ -
	November	\$ 34,022.79	\$ -
	December	\$ 28,643.22	\$ -
Total Vouchers MTD (through August)		\$ 251,421.33	\$ 371,760.30
Total Vouchers YTD		\$ 389,358.71	\$ 371,760.30
TOTAL EXPENDITURES MTD (through August)		\$637,001.49	\$897,275.96
TOTAL EXPENDITURES YTD		\$1,012,950.77	\$897,275.96
Revenue Balance		\$68,736.18	-\$31,466.90

MONTHLY CASH FLOW (estimate)

Salaries	\$ 71,677.89	REIMB (SAL)	\$ 71,677.89	ADMIN	\$ -
Vouchers	\$ 41,479.03	REIMBURSED	\$ 41,479.03	ADMIN	\$ -

6

2016
Yakima Valley Conference of Governments
REVENUE Budget

67%

GL Codes	Sub-Departments Grants/Contracts	AUGUST	YTD Actual Revenue	2016 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
615 308 000 01	Beginning Fund Bal-Designated **			195,000.00 **	195,000.00	
	Administration					
615 100 368.5	Admin-Gen'l Assessment	-	104,265.75	114,988.00	10,720.25	91%
615 100 369.9	Admin-Misc Revenue (copies, posters)	-	115.20	300.00	184.80	38%
615 100 345.8	Admin-Assoc Membership Fees	200.00	350.00	300.00	-50.00	117%
100 369 10 001	Sale of Scrap & Junk		388.55	400.00 *	13.45	97%
	Total Administration	200.00	105,117.50	115,888.00	10,868.50	91%
615 100 337.X	Intergov-Local Match WSDOT	-	39,412.00	39,412.00	0.00	100%
615 100 368.6	Intergov -Local Transit	-	6,000.00	6,000.00	0.00	100%
	Total Intergov-Local	-	45,412.00	45,412.00	0.00	100%
615 210 333	STP - Fed Hwy Admin WSDOT	-	16,048.34	25,000.00	8,951.66	64%
	MPO/RTPO					
350 333 20 205	FHWA-DOT-Metro Plan (PL)	-	107,533.24	350,000.00	242,466.76	31%
350 333 20 505	FTA-DOT-Metro Plan Grant	-	80,978.81	70,000.00	-10,978.81	116%
350 334	RTPO-WSDOT	-	68,582.85	97,000.00	28,437.35	71%
	Total MPO/RTPO	-	257,074.70	517,000.00	259,925.30	50%
615 440 334	CTR - Plans & Progr WSDOT	6,089.87	54,151.55	75,000.00	20,848.45	72%
615 445 333	CMAQ Grant	6,882.80	75,117.53	103,750.00	28,632.47	72%
800 333 66 468	Dept of Health Grant N1557	-	8,805.08	30,000.00 *	21,194.94	29%
0 333 66 468	Dept of Health Grant N1558	-	9,747.52	30,000.00 *	20,252.48	32%
700 345 89 003	Homeless PSA	34,500.20	198,185.78	600,000.00	401,814.22	33%
615 100 337.1	Intergov-Scholarship	-	195.00	500.00	305.00	39%
615 5XX 345.8	Intergov Serv-Exec Boards (TA Contr)			72,800.00 *		
	Member TA's 2015	-	1,909.98			
	Grandview TA 2016	-	292.49			
	Grandview GMA PSA	497.87	6,802.34			
	Granger TA 2016	-	1,334.57			
	Granger GMA PSA	-	4,891.10			
	Harrah PSA 2014	-	-			
	Mabton TA 2016	439.31	5,778.37			
	Mabton GMA PSA	3,040.51	6,490.18			
	Moxee TA 2016	-	-			
	Naches TA 2016	-	-			
	Naches GMA PSA	125.84	7,970.29			
	Selah TA 2016	-	-			
	Selah GMA PSA	987.82	5,083.55			
	Tieton TA 2016	421.58	1,896.48			
	Toppenish TA 2016	791.94	2,810.95			
	Union Gap TA 2016	-	2,434.88			
	Wapato TA 2016	2,293.32	8,607.63			
	Wapato Parks PSA	378.55	3,635.66			
	Wapato CDBG Grant PSA	-	1,980.08			
	YC HOME Cons PSA 15-18	2,212.38	2,352.55			
	Yakima Community Foundation	-	27,000.00			
		-	-			
	Total TA Contracts	11,166.90	91,031.08	72,600.00	-18,431.08	125%
	Total Revenue	58,619.87	860,886.06	1,615,248.00	\$ 311,100.30	63%

* Denotes budget amendment

2016
Yakima Valley Conference of Governments
EXPENDITURE Budget

67%

GL Code & Description	AUGUST	YTD Actual	2016 Budget	Annual \$ Variance	YTD % Variance
Salaries	\$ -				
10-001 Salaries and Wages	\$ 71,677.89	\$ 524,923.29	\$ 831,000.00 *	63% \$	306,076.71
10-002 Salaries-Overtime	\$ -	\$ 4,745.67	\$ 8,000.00	59% \$	3,254.33
10-003 Salaries-Extra Help	\$ -	\$ -	\$ -	0% \$	-
Salaries	\$ 71,677.89	\$ 529,668.96	\$ 839,000.00	63% \$	309,331.04
Personnel Benefits					
20-002 Benefits-Direct	\$ 20,902.72	\$ 177,570.92	\$ 290,000.00 *	61% \$	112,429.08
Personnel Benefits	\$ 20,902.72	\$ 177,570.92	\$ 290,000.00	61% \$	112,429.08
Supplies					
31-001 Office & Operating Supplies	\$ 304.03	\$ 17,077.27	\$ 44,000.00	39% \$	26,922.73
35-001 Small Tools and Minor Equip	\$ 1,638.08	\$ 12,710.39	\$ 19,000.00	67% \$	6,289.61
35-002 Computer Software	\$ -	\$ -	\$ 8,000.00	0% \$	8,000.00
35-000 Small & Attractive Items	\$ -	\$ -	\$ 5,000.00	0% \$	5,000.00
Supplies	\$ 1,942.11	\$ 29,787.66	\$ 76,000.00	39% \$	46,212.34
Other Services-Charges					
41-001 Professional Services	\$ 4,028.00	\$ 51,975.95	\$ 99,866.00 *	52% \$	47,890.05
41-002 Prof Serv-Tech Services	\$ 1,200.65	\$ 8,404.55	\$ 14,500.00 *	58% \$	6,095.45
42-001 Communications-Telephone	\$ 770.93	\$ 6,246.48	\$ 10,800.00	58% \$	4,553.52
42-002 Communication-Postage	\$ 148.54	\$ 665.43	\$ 3,500.00	19% \$	2,834.57
43-001 Travel	\$ 3,582.39	\$ 17,963.66	\$ 80,000.00	22% \$	62,036.34
44-001 Advertising	\$ 284.85	\$ 3,866.40	\$ 12,000.00	32% \$	8,133.60
45-001 Operating Rentals and Leases	\$ 5,770.18	\$ 44,096.22	\$ 97,000.00 *	45% \$	52,903.78
46-001 Insurance	\$ -	\$ 5,317.00	\$ 6,100.00	87% \$	783.00
47-001 Utility Services	\$ 11.47	\$ 91.20	\$ 250.00 *	36% \$	158.80
48-001 Repair and Maintenance	\$ 239.25	\$ 2,851.44	\$ 5,500.00 *	52% \$	2,648.56
49-001 Misc. (registrations, dues, subscription)	\$ 2,597.94	\$ 24,120.59	\$ 80,500.00	30% \$	56,379.41
Other Services - Charges	\$ 18,634.20	\$ 165,598.92	\$ 410,016.00 -	40% \$	244,417.08
Debt Services-Interest					
81-001 Interest	\$ -	\$ -	\$ 200.00	\$	200.00
Debt Service - Interest	\$ -	\$ -	\$ 200.00 -	\$	200.00
Total Expenditure	\$ 113,156.92	\$ 902,626.46	\$ 1,615,216.00 \$ -	56% \$	712,589.54

2015 - 16 Cash Flow Statement
Yukima Valley Conference of Governments
Preliminary

August 2016

(Cash Basis Accounting)

	August	September	October	November	December	Jan	April	May	June	July	August
Yukima County Treasurer Key Bank Custodial Account											
Beginning cash	\$332,563.73	\$262,761.99	\$278,127.63	\$278,943.29	\$325,914.50	\$385,846.66	\$383,112.48	\$402,667.53	\$348,580.44	\$381,751.25	\$381,751.25
Fed Hwy Admin-WSDOT STP			10,144.07	11,434.21	6,328.76	1,828.00	2,552.49	4,595.23		28,418.00	
FHWA DOT-Electro Plan Grant		57,008.97	23,074.41	19,587.73			0.00	19,971.11			
FTA-DOT-Electro Plan Grant											
DOT-RTPO & RTPO Long Range		4,802.47	5,298.24	18,527.51		29,550.31	21,359.06	7,010.52			
CUAAD Plans & Programs	9,559.83	7,495.45		18,863.49	9,454.29	9,436.69	10,130.88	13,905.75		9,872.11	6,692.90
DOT - CTR					6,277.33	5,972.78	6,081.09	3,590.61		6,140.73	6,089.87
Dept Health Grant							7,355.25	3,590.61		7,596.72	
Active Communities Grant											
Intergov Serv-Exec Boards (TA Cont)	8,493.61	42,086.29	35,220.47	72,544.22	78,329.18	51,838.10	55,794.58	6,499.92	39,246.66	45,667.10	
Intergov-County/City Share-gain assess			10,471.50			10,720.25			30,486.75		
Intergov-Local Match WSDOT											
Intergov-Local FTA (Yukima Transit)											
Intergov - Scholarship								195.00			
Misc Revenue-copies, posters				30.46				18.76	3,000.00		
Associates Membership Fees	50.00					50.00	50.00	50.00	50.00		200.00
Scrap & Junk											
Non-revenue					22.40						
Expense Revenue Netted Back					12,181.98						
Total Receipts	\$18,103.44	\$111,391.18	\$98,570.50	\$141,987.02	\$112,571.54	\$108,418.53	\$120,008.63	\$58,823.14	\$119,798.97	\$59,819.87	
Available Cash	\$350,667.17	\$374,153.17	\$374,698.13	\$420,930.91	\$438,488.04	\$494,265.19	\$503,121.11	\$481,290.87	\$488,329.41	\$420,371.12	
Use of Funds											
Salaries	57,255.46	55,705.23	60,792.26	60,993.82	0.00	64,674.51	64,982.08	65,012.35	64,685.84	71,677.89	
Personnel Benefits	17,719.09	19,430.49	23,272.46	20,117.30	0.00	21,357.02	21,412.82	21,428.18	21,320.88	20,902.72	
Supplies	2,012.65	4,360.39	1,748.95	1,369.34	1,219.24	11,188.21	3,076.00	1,700.59	690.49	1,942.11	
Other Services	10,917.98	16,529.43	9,940.17	12,537.15	7,169.38	14,398.24	10,301.21	22,652.13	19,810.86	18,634.20	
Custodial Account					280,000.00						
Debt Service - Interest						-465.27	701.47	1,938.98	70.09	70.19	
Total Cash Out	87,905.18	96,025.54	95,754.84	95,016.41	288,388.82	111,152.71	100,453.58	112,730.23	106,578.16	113,227.11	
Net Cash Flow	\$262,761.99	\$278,127.63	\$278,943.29	\$325,914.50	\$150,097.42	\$383,112.48	\$402,667.53	\$348,580.44	\$381,751.25	\$307,144.01	



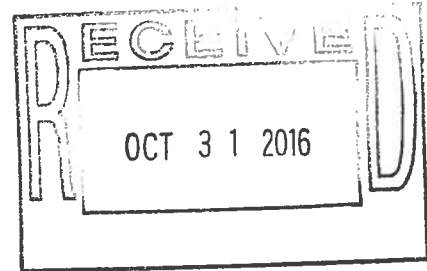
U.S. Department of Housing and Urban Development

Seattle Regional Office
Seattle Federal Office Building
Office of Community Planning & Development
909 First Avenue, Suite 300
Seattle, WA 98104-1000
www.hud.gov/washington.html

Copy

OCT 26 2016

Larry Mattson
Executive Director
Yakima Valley Conference of Governments
311 North 4th Street, Suite 204
Yakima, WA 98901



Dear Mr. Mattson:

SUBJECT: Continuum of Care (CoC) Program Grant Number WA0340LOT071500

We have executed the agreement for the CoC planning grant awarded to Yakima County under HUD's 2015 CoC Program competition. We have also executed the Assignment, Assumption and Consent Agreement for the 2015 Yakima County CoC planning grant. Enclosed is a fully executed copy of each agreement for your records.

This completes the transfer of the 2015 CoC planning grant from Yakima County to the Yakima Valley Conference of Governments (YVCOG). The transfer of the grant was required in connection with the designation of the YVCOG as the Collaborative Applicant for the Yakima City & County CoC under HUD's Continuum of Care Program. Our letter of August 22, 2016 provided HUD approval of the grant transfer and designation of the YVCOG as the CoC Collaborative Applicant.

The YVCOG must complete and submit form HUD-27054 and form SF-1199-A to be able to request and receive payments from HUD under the CoC planning grant. The form HUD-27054 is required for authorization to use HUD's electronic Line of Credit Control System (eLOCCS). eLOCCS is used to request grant payments and is accessed through an online internet portal, Secure Systems. The form SF-1199A is required to designate the bank account that the YVCOG will use to receive electronic grant payments from HUD.

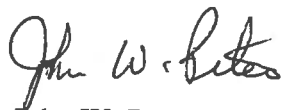
The HUD-27054 and SF-1199-A forms and instructions are enclosed. Please submit the completed forms to our office within 10 days.

We have also included the *eLOCCS Getting Started Guide*. The guide provides instructions for registering in Secure Systems.

In addition, the YVCOG must complete and submit the form SF-424, as requested in our letter of August 22, 2016.

If you have any questions, please contact David Foster at (206) 220-5368.

Sincerely,

A handwritten signature in black ink, appearing to read "John W. Peters". The signature is written in a cursive style with a large initial "J".

John W. Peters
Director
Office of Community Planning
and Development

Enclosures

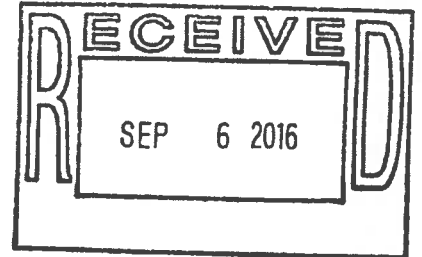


U.S. Department of Housing and Urban Development

Seattle Regional Office
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909 First Avenue, Suite 300
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www.hud.gov/washington.html

AUG 22 2016

Larry Matson
Yakima Valley Conference of Governments
311 North 4th Street, Suite 204
Yakima, WA 98901



Dear Mr. Matson:

**SUBJECT: Collaborative Applicant Change and Assignment of
Continuum of Care Planning Grant**

We have approved the change of the Collaborative Applicant for WA-507, the Yakima County Continuum of Care. We have received the required documentation to change the collaborative applicant from Yakima County to the Yakima Valley Conference of Governments.

Please note as part of this change we have also approved the transfer of the Continuum of Care planning grant. Grant WA0340L0T071500 must be fully executed with Yakima County. The grant will simultaneously be assigned and transferred to YVCOG. This will require the grant to be executed by Yakima County. The assignment, assumption, and transfer agreement must be executed by Yakima County and YVCOG. Once completed, please return to our office for further processing.

In order to fully execute the assignment agreement, YVCOG must return all required documents and complete a Standard Form 424. Please send the completed form to our office. The form may be accessed at <https://www.hudexchange.info/resource/306/hud-form-sf424/>.

Please find enclosed two copies of the grant agreement and assignment, assumption, and transfer agreement. Please have each signed and return to our office as soon as you are able. We will return one fully executed copy to you for your records.

Sincerely,

John W. Peters
Director
Office of Community Planning
and Development

Enclosures

✓ cc: Avery Zoglman

**ASSIGNMENT, ASSUMPTION AND CONSENT
AGREEMENT**

THIS ASSIGNMENT, ASSUMPTION AND CONSENT AGREEMENT is entered into by and among (1) Yakima County ("ASSIGNOR"); (2) Yakima Valley Conference of Governments ("ASSIGNEE"); and (3) the United States Department of Housing and Urban Development ("HUD").

HUD entered into a Continuum of Care Program Consolidation Agreement with the ASSIGNOR for the FY2015 planning grant for the Yakima Planning grant project under Grant Number WA0310LOT071500. The Agreement is assignable with written consent of HUD.

All three parties now wish for HUD and ASSIGNEE to directly perform the project under Grant Number WA0310LOT071500 with each other, without any involvement of ASSIGNOR.

Thus, the ASSIGNOR now wishes to assign to ASSIGNEE all of the ASSIGNOR'S interest, rights, benefits, duties and obligations under the Agreement for Grant Number WA0310LOT071500. ASSIGNEE wishes to assume all of the ASSIGNOR'S interest, rights, benefits, duties and obligations under the Agreement for Grant Number WA0310LOT071500. Both parties seek HUD's consent to the assignment, and HUD is willing to consent to the terms and conditions of the assignment as set forth in this agreement.

**THE PARTIES, FOR GOOD AND VALUABLE CONSIDERATION,
AGREE TO THE FOLLOWING:**

1. ASSIGNOR agrees to the following, effective September 1, 2016:
 - (a) ASSIGNOR agrees to assign to ASSIGNEE all of ASSIGNOR'S interest, rights, benefits, duties, and obligations under ASSIGNOR'S Agreement with HUD for Grant Number WA0310LOT071500 as now existing or as may be amended.
 - (b) ASSIGNOR agrees to hold ASSIGNEE harmless from any claim or demand occurring or arising before September 1, 2016.
2. ASSIGNEE agrees to the following, effective September 1, 2016.
 - (a) ASSIGNEE agrees to assume all of ASSIGNOR'S interest, rights, and benefits and to perform all of ASSIGNOR'S duties and obligations under ASSIGNOR'S Agreement with HUD for Grant Number WA0310LOT071500 as existing or as may be amended.
 - (b) ASSIGNEE agrees to hold the ASSIGNOR harmless from any future claim or demand occurring or arising after September 1, 2016.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
909 First Avenue
Suite 200
Seattle, WA 98104

Tax ID No.: 91-6001387
CoC Program Grant Number: WA0340L0T071500
Effective Date: 7/21/2016
DUNS No.: 010203644



CONTINUUM OF CARE PROGRAM GRANT AGREEMENT

This Grant Agreement (“this Agreement”) is made by and between the United States Department of Housing and Urban Development (“HUD”) and Yakima County (the “Recipient”).

This Agreement is governed by title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the “Act”) and the Continuum of Care Program rule (the “Rule”).

The terms “Grant “ or “Grant Funds” mean the funds that are provided under this Agreement. The term “Application” means the application submissions on the basis of which the Grant was approved by HUD, including the certifications, assurances, and any information or documentation required to meet any grant award condition. All other terms shall have the meanings given in the Regulation.

The Application is incorporated herein as part of this Agreement, except that only the project listed, and only in the amount listed on the Scope of Work exhibit, are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control.

Exhibit 1, the FY2015 Scope of Work, is attached hereto and made a part hereof. If appropriations are available for Continuum of Care grants; if Recipient applies under a Notice of Funds Availability published by HUD; and, if pursuant to the selection criteria in the Notice of Funds Availability, HUD selects Recipient and one or more projects listed on Exhibit 1 for renewal, then additional Scope of Work exhibits may be attached to this Agreement. Those additional exhibits, when attached, will also become a part hereof.

The effective date of the Agreement shall be the date of execution by HUD and it is the date use of funds under this Agreement may begin. Each project will have a performance period that will be listed on the Scope of Work exhibit(s) to this Agreement. For renewal projects, the period of performance shall begin at the end of the Recipient’s final operating year for the project being renewed and eligible costs incurred for a project between the end of Recipient’s final operating year under the grant being renewed and the execution of this Agreement may be paid with funds from the first operating year of this Agreement. For each new project funded under this Agreement, Recipient and HUD will set an operating start date in eLOCCS, which will be used to track expenditures, to establish the project performance period and to determine when a project is eligible for renewal. Recipient hereby authorizes HUD to insert the project performance period for new projects into the exhibit without Recipient signature, after the operating start date is established in eLOCCS.

This Agreement shall remain in effect until termination either: 1) by agreement of the parties; 2) by HUD alone, acting under the authority of 24 CFR 578.107; 3) upon expiration of the final performance period for all projects funded under this Agreement; or 4) upon the expiration of the period of availability of funds for all projects funded under this Agreement.

Tax ID No.: 91-6001387
CoC Program Grant Number: WA0340L0T071500
Effective Date: 7/21/2016
DUNS No.: 010203644

EXHIBIT 1
SCOPE OF WORK for FY2015 COMPETITION

1. The project listed on this Scope of Work is governed by the Continuum of Care program Interim Rule attached hereto and made a part hereof as Exhibit 1a. Upon publication for effect of a Final Rule for the Continuum of Care program, the Final Rule will govern this Agreement instead of the Interim Rule. The project listed on this Exhibit at 4 below, is also subject to the terms of the Notice of Funds Availability for the fiscal year listed above.
2. The Continuum that designated Recipient to apply for grant funds (has/has not) been designated a high performing community by HUD for the applicable fiscal year.
3. Recipient is not the only Recipient for the Continuum of Care. HUD's total funding obligation for this grant and project is \$__23160__, allocated between budget line items, as indicated in 4. below.
4. HUD agrees, subject to the terms of this Agreement, to provide the Grant funds for the project application listed below in the amount specified below to be used during the performance period established below. However, no funds for new projects may be drawn down by Recipient until HUD has approved site control pursuant to the Rule and no funds for renewal projects may be drawn down by Recipient before the end date of the project's final operating year under the grant that has been renewed.

Project No.	Performance Period
WA0340L0T071500	

Allocated between budget line items as follows:

a. Continuum of Care planning activities	\$ 0
b. UFA costs	\$ 0
c. Acquisition	\$ 0
d. Rehabilitation	\$ 0
e. New construction	\$ 0
f. Leasing	\$ 0
g. Rental assistance	\$ 0
h. Supportive services	\$ 0
i. Operating costs	\$ 0
j. Homeless Management Information System	\$ 0
k. Administrative costs	\$ 0

Executive Committee Review DRAFT vers. 1

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, 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.

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

Executive Committee Review DRAFT vers. 1

WHEREAS, RCW 47.80.020 provides that the RTPPO 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 RTPPO, as well as other responsibilities determined by YVCOG; 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. 2016-AA, adopted on December, 2016;

WHEREAS, the Confederated Tribes and Bands of the Yakama Nation Tribal Council authorized the execution of this Agreement by Resolution No. 2016-BB adopted on December, 2016;

WHEREAS, the City of Grandview Council authorized the execution of this Agreement by Resolution No. 2016-CC adopted on December, 2016;

WHEREAS, the City of Granger Council authorized the execution of this Agreement by Resolution No. 2016-DD adopted on December, 2016;

WHEREAS, the Town of Harrah Council authorized the execution of this Agreement by Resolution No. 2016-EE adopted on December, 2016;

WHEREAS, the City of Mabton Council authorized the execution of this Agreement by Resolution No. 2016-FF adopted on December, 2016;

WHEREAS, the City of Moxee Council authorized the execution of this Agreement by Resolution No. 2016-GG adopted on December, 2016;

WHEREAS, the Town of Naches Council authorized the execution of this Agreement by Resolution No. 2016-HH adopted on December, 2016;

WHEREAS, the City of Selah Council authorized the execution of this Agreement by Resolution No. 2016-II adopted on December, 2016;

WHEREAS, the City of Sunnyside Council authorized the execution of this Agreement by Resolution No. 2016-JJ adopted on December, 2016;

Executive Committee Review DRAFT vers. 1

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

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

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

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

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

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

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

Resolution No. 2016-PP adopted on December, 2016;

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;

Executive Committee Review DRAFT vers. 1

- 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.

Executive Committee Review DRAFT vers. 1

B. 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.

C. 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.

D. 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.

E. 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 are included in Exhibit A 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.

Executive Committee Review DRAFT vers. 1

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) 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. 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. 1

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") established by the Conference with authority to carry out (1) the RTPO 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.

Executive Committee Review DRAFT vers. 1

1. **Designation of Policy Board Representative.** 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 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. 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	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 representative	1
Ports Representative	1
Tribal Representative	1
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	12

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 Policy Board shall be to exercise on behalf of and in 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.

Executive Committee Review DRAFT vers. 1

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. **Work Program and Budget.** The TPB 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 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 Policy Board shall consist of a simple majority of its total votes pursuant to the Agreement.

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.

Executive Committee Review DRAFT vers. 1

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 ration 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.

Executive Committee Review DRAFT vers. 1

Section 10

DURATION, DISSOLUTION and TERMINATION

The MPO/RTPO shall have perpetual existence, until dissolved by a vote of 2/3 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.

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 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 or its predecessors shall be deemed terminated and replaced herewith. Thereafter, no city, town or special district shall be a member of the Yakima Valley MPO/RTPO 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.

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

[signature pages follow....]



**YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
MEMBERSHIP ASSESSMENTS FOR 2017**

Members	% Population	OFM		General		MATCH FUNDS		Total		2016-2017 Change	
		Population		Assessment*		Assessment †		Assessment		%	\$
		2015	2016	2016	2017	2016	2017	2016	2017		
GRANDVIEW	4.45%	11,200	11,160	\$ 5,152	\$ 5,134	\$ 2,250	\$ 2,304	\$ 7,402	\$ 7,437	0.5%	36
GRANGER	1.55%	3,640	3,880	\$ 1,674	\$ 1,785	\$ 1,162	\$ 1,193	2,837	2,977	5.0%	140
HARRAH	0.26%	650	650	\$ 299	\$ 299	\$ 529	\$ 532	828	831	0.4%	3
MABTON	0.92%	2,310	2,315	\$ 1,063	\$ 1,065	\$ 853	\$ 865	1,916	1,930	0.7%	14
MOXEE	1.58%	3,810	3,955	\$ 1,753	\$ 1,819	\$ 2,170	\$ 2,196	3,923	4,016	2.4%	93
NACHES	0.34%	830	845	\$ 382	\$ 389	\$ 537	\$ 1,042	919	1,431	55.7%	512
SELAH	3.00%	7,495	7,530	\$ 3,448	\$ 3,464	\$ 3,334	\$ 3,374	6,782	6,837	0.8%	55
SUNNYSIDE	6.59%	16,280	16,540	\$ 7,489	\$ 7,608	\$ 2,726	\$ 2,821	10,215	10,429	2.1%	214
TIETON	0.51%	1,255	1,285	\$ 577	\$ 591	\$ 806	\$ 814	1,383	1,405	1.6%	22
TOPPENISH	3.61%	8,965	9,050	\$ 4,124	\$ 4,163	\$ 1,900	\$ 1,949	6,024	6,112	1.5%	88
UNION GAP	2.47%	6,150	6,200	\$ 2,829	\$ 2,852	\$ 2,774	\$ 2,808	5,603	5,660	1.0%	56
WAPATO	2.01%	5,040	5,040	\$ 2,318	\$ 2,318	\$ 1,475	\$ 1,500	3,793	3,818	0.7%	25
YAKIMA	37.23%	93,220	93,410	\$ 42,881	\$ 42,969	\$ 8,660	\$ 9,135	51,541	52,103	1.1%	562
YAKIMA CO.	34.23%	85,985	85,895	\$ 39,553	\$ 39,512	\$ 8,337	\$ 8,762	47,890	48,273	0.8%	383
ZILLA	1.25%	3,140	3,145	\$ 1,444	\$ 1,447	\$ 1,140	\$ 1,156	2,585	2,603	0.7%	18
TOTALS		249,970	250,900	\$ 114,986	\$ 115,414	\$ 38,654	\$ 40,449	\$ 153,641	\$ 155,863	1.4%	2,222

Yakima Transit Total Trans Assessment

6,000

46,449 Matching Funds

*\$0.46 per capita

The Unified Planning Work Program (UPWP) is based on state and federal transportation planning requirements and regional priorities. The work program provides an estimate for the fiscal year budget.

2017 Budget Revenue

100 308 00 001 Operation Fund Balance
 ❖ Designated—3 months operation fund

210 333 20 205 –Surface Transportation Planning (STP)

- ❖ Federal Grant Funds
- ❖ Regional Transportation Planning Projects
- ❖ Approved UPWP estimate fiscal funds
- ❖ Requires a 13.5% non-fed match

350 333 20 205 – Federal Highway Administration (FHWA) Grant

- ❖ Metropolitan Transportation Planning Funds
- ❖ Approved UPWP estimate fiscal funds
- ❖ Requires a 13.5% non-fed match

350 333 20 505 –Federal Transportation Administration (FTA) – Department of Transportation (DOT) Metro Plan Grant

- ❖ Metropolitan Planning Organization (MPO) Planning Funds
- ❖ Approved UPWP estimate fiscal funds
- ❖ Requires a 13.5% non-fed match

750 331 14 267 -Federal CoC Planning Grant (HUD) – US Department of Housing and Urban Development Grant

- ❖ Requires a

Variance Interpretation

- Based on actual 2016 authorized funds and carry forward balance
- Spent out STP funds awarded in 2003
- Decrease Based on estimated 2017 funds and carry forward balance
- Decrease Based on estimated 2017 funds and carry forward balance
- Increase in Homeless Grant

740 333 14 231 -Federal Emergency Solutions Grant (ESG) – US Department of Housing and Urban Development Grant
❖ Requires a 100% non-fed match

720 334 11 111 - Consolidated Housing Grant (CHG) – Washington State Homeless Program funds

730 334 11 111 – Housing and Essential Needs Grant (HEN) – Washington State Homeless Program funds

350 334 03 601 – Regional Transportation Planning Organization (RTPO) Planning Grant
❖ Washington State RTPO Planning funds
❖ Approved UPWP estimate fiscal funds

450 334 03 606 – Commute Trip Reduction (CTR) Plans & Programs
❖ Washington State CTR Program funds

450 333 20 205 - Congestion Mitigation and Air Quality (CMAQ) Grant
❖ Federal Grant Funds
❖ Requires 13.5% non-fed match

5xx 345 89 003-Intergovernmental Service-Exec Boards Contracts
❖ Technical Assistance (TA) / Professional Service (PSA)
❖ Homeless Housing local 2163 funds

Variance Interpretation

- Increase in Homeless Grant
- Increase in Homeless Grant
- Increase in Homeless Grant
- Decrease in 2017 RTPO Funds
- Homeless Housing 2163 funds

Variance Interpretation

- 100 368 52 001-Intergovernmental/County/City Share (General Assessments)**
 - ❖ Per capita \$0.46 (based on Office of Financial Management [OFM] report April 1, 2016)
- 100 337 03 001-Intergovernmental-Local Match required with UPWP**
 - ❖ Transportation assessment.
 - ❖ Based on:
 - Population rate, within Metropolitan Planning Organization (MPO)
 - Population rate, within Regional Transportation Planning Organization (RTPO)
- 100 337 07 001-Intergovernmental Local Public Transportation Share**
 - ❖ Flat Fee – Yakima Transit
- 100 369 90 001-Other Misc. Revenue**
 - ❖ Photocopies, posters, small miscellaneous revenue
- 100 345 89 004 -Associate Membership Fees**
 - ❖ Associate member fees \$500.00 each (contracts for services with YVCOG)
 - Yakima Health District
 - Port of Sunnyside
 - Port of Grandview
 - Yakima Regional Clean Air Authorities
- 100 337 03 100 -Governmental Scholarships**
 - ❖ Reimbursement of conference/workshop fees received from other governmental entities for attending specific trainings or workshops

- OFM's population, April 1, 2016

- Increase Assoc. Membership fee

Proposed Budget - Revenue 2017

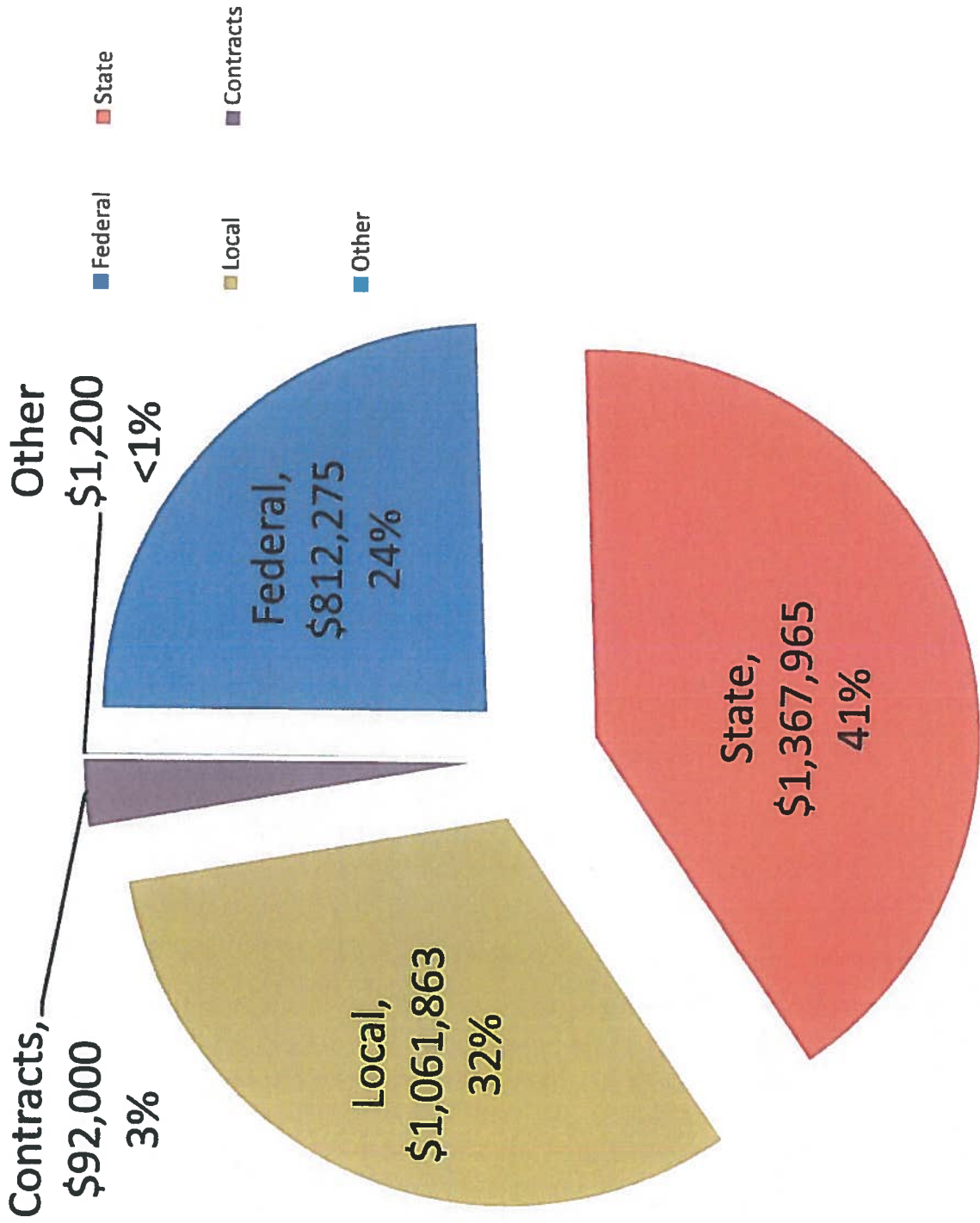
Yakima Valley Conference of Governments
8/15/2016

	2016	2016	2017	2016-2017 Change	
	Actual through 6/30/16	Budget	Budget YVCOG	%	\$
Beginning Fund Balance -		195,000	205,000 **		
Fed Hwy Admin-WSDOT STP	16,048	25,000	0	-100.00%	(25,000)
FHWA- DOT Metro PI Grant (PL)	81,117	350,000	350,000	0.00%	-
FTA - DOT Metro Plan Grant	80,979	70,000	60,000	-14.29%	(10,000)
RTPO-RTPO LR - DOT	68,563	97,000	92,965	-4.16%	(4,035)
HSTP Grant	0	0	5,000	#DIV/0!	5,000
CTR Plans & Progr - DOT	41,921	75,000	75,000	0.00%	0
CMAQ Grant	58,583	103,750	103,750	0.00%	0
DOH - Feasibility Study N21557	4,749	30,000	0	-100.00%	(30,000)
DOH - Feasibility Study N21558	6,206	30,000	0	-100.00%	(30,000)
Intergov Serv-Exec Boards (TA Contr)	72,688	72,600	90,000	23.97%	17,400
Homeless Filing Fee 2163		0	900,000	#DIV/0!	900,000
Homeless CHG Grant		0	500,000	#DIV/0!	500,000
Homeless HEN Grant		0	700,000	#DIV/0!	700,000
Homeless ESG Grant		0	275,000	#DIV/0!	275,000
Homeless HUD Grant		0	18,525	#DIV/0!	18,525
Homeless Housing PSA	131,616	600,000	0	-100.00%	(600,000)
Intergov-County/City Share-gen'l assessm	73,769	114,986	115,414	0.37%	428
Intergov-Local Match WSDOT	39,412	39,412	40,449	2.63%	1,037
Intergov -Local FTA (Yakima Transit)	6,000	6,000	6,000	0.00%	0
Misc Revenue	3,022	300	300	0.00%	0
Associate Membership Fees	150	300	2,000	566.67%	1,700
Sale of Scrap and Junk	479	400	400	0.00%	0
Intergovernmental Scholarship	195	500	500	0.00%	0
Total	\$ 685,497	\$ 1,615,248	\$ 3,335,303	106.49%	\$ 1,720,055

1/1/16 Beginning Fund Balance \$ 433,799

**3 months float operating funds

YVCOG DRAFT 2017 REVENUE BUDGET BREAKDOWN



2017 Budget Expenditures

1001 - Salaries and Wages

Based on YVCOG adopted pay plan; no step increases

2002 - Benefits – Rates provided by AWC and taxing agency

Benefits Admin Fee

Workers Comp

Retirement Contribution (employer)

Medical premiums (employer)

Unemployment Insurance

3101 - Supplies

Daily office supplies

Paper, pens, printing, printer cartridges

CMAQ-CTR: Rideshare passes; wheel option prizes, bus passes, posters, brochures, maps, fair promotions

Learning Conferences

Meeting Supplies

3501 - Small Tools and Minor Equipment

Examples: Computer hardware, office furniture

3502 - Computer Software

Variance Interpretation

- COLA 1% increase
- Decrease in office supplies
- Decrease in computer hardware
- Decrease in computer software

4101 - Professional Services

Software maintenance and licenses

- o PTV America VISUM license (modeling software)
- o ESRI renewal licenses (geographic information system [GIS])

Translation services

Graf Investment-janitorial service

Professional training for staff

CMAQ-CTR: Vanpool subsidy

Bob Shull – Modeling services

Printing

Human Resources Consultant

Attorney

4192 - Prof Services - Tech Services

Yakima County Tech Svs ILA

4201 – Communications

Integra – phone system allocation (local & long distance) and internet service

4202 - Communication – Postage

4301 - Travel

Air fare, mileage, car rental

Lodging

Meals

Executive Committee travel

Variance Interpretation

- Decrease in contracted services

- Increase ILA

- Decrease in postage

- Decrease in travel

Variance Interpretation

4401 - Advertising

Meeting notices in Spanish and English
Metropolitan / Regional Transportation Improvement Plan (M/R/TIP) and amendments
Staffing opportunities

4501 – Operating Rentals and Leases

Facility lease; office, board room, common area
Copier/Printer lease
Plotter lease
Storage Unit for Homeless Supplies
Central Washington State Fair booth rental
Facility rental for Elected/Appointed COG Member Learning Sessions

- Increase rental space to include 5 more offices/same building

4601 - Insurance

Washington Cities Insurance Authority (WCIA): Liability and property insurance

4701 - Utility Service

Recycling

4801 - Repairs and Maintenance

Includes photocopier and printer maintenance, and any other unforeseen repairs

4901 - Miscellaneous

Subscriptions to local newspapers
Dues
Seminars, training conferences
General Membership registration reimbursed
Homeless Sub-Recipient Contractors

- Increase Homeless sub-recipient contracts

Proposed Budget - Expenditures 2017
Yakima Valley Conference of Governments
8/15/2016

		2016 Actual to 6/30/16	2016 Budget		2017 Draft Prelim Budget	2016-2017 Change	
						%	\$
Salaries	Salaries and Wages	\$ 393,305	\$ 831,000	47%	839,000	0.96%	\$ 8,000
	Salaries-Overtime	-	8,000	0%	8,000	0.00%	0
		393,305	839,000	47%	847,000	0.95%	8,000
Personnel Benefits	Benefits-Direct	135,347	290,000	47%	294,000	1.38%	4,000
		135,347	290,000	47%	294,000	1.38%	4,000
Supplies	Office & Operating Supplies	16,612	44,000	38%	38,000	-13.64%	(6,000)
	Small Tools and Minor Equip	10,643	19,000	56%	17,000	-10.53%	(2,000)
	Computer Software	-	8,000	0%	3,000	-62.50%	(5,000)
	Small & Attractive Items	-	5,000	0%	5,000	0.00%	-
		27,255	76,000	36%	63,000	-17.11%	(13,000)
Other Services - Charges	Professional Services	34,302	99,866	34%	87,000	-12.88%	(12,866)
	Prof Serv-Tech Svs	6,003	14,500	41%	16,000 *	10.34%	1,500
	Communications-Telephone	4,688	10,800	43%	10,800	0.00%	0
	Communication-Postage	414	3,500	12%	1,800	-48.57%	(1,700)
	Travel	13,897	80,000	17%	65,000	-18.75%	(15,000)
	Advertising	3,015	12,000	25%	12,000	0.00%	-
	Operating Rentals and Leases	33,554	97,000	35%	122,000	25.77%	25,000
	Insurance	5,317	6,100	87%	6,100 **	0.00%	-
	Utility Services	68	250	27%	250	0.00%	0
	Repair and Maintenance	2,302	5,500	42%	5,500	0.00%	0
	Homeless Provider Contracts	-	-	-	1,729,753	#DIV/0!	1,729,753
	Misc. (registrations, dues, subscriptions, bank service fees)	21,160	80,500	26%	75,500	-6.21%	(5,000)
		124,720	410,016	30%	2,131,703	419.91%	1,721,687
Interest	0	200	0%	200	0.00%	0	
Debt Service - Interest	0	200	0%	200	0.00%	0	
Total	\$ 680,627	\$ 1,615,216	42%	\$ 3,335,903	106.53%	1,720,687	

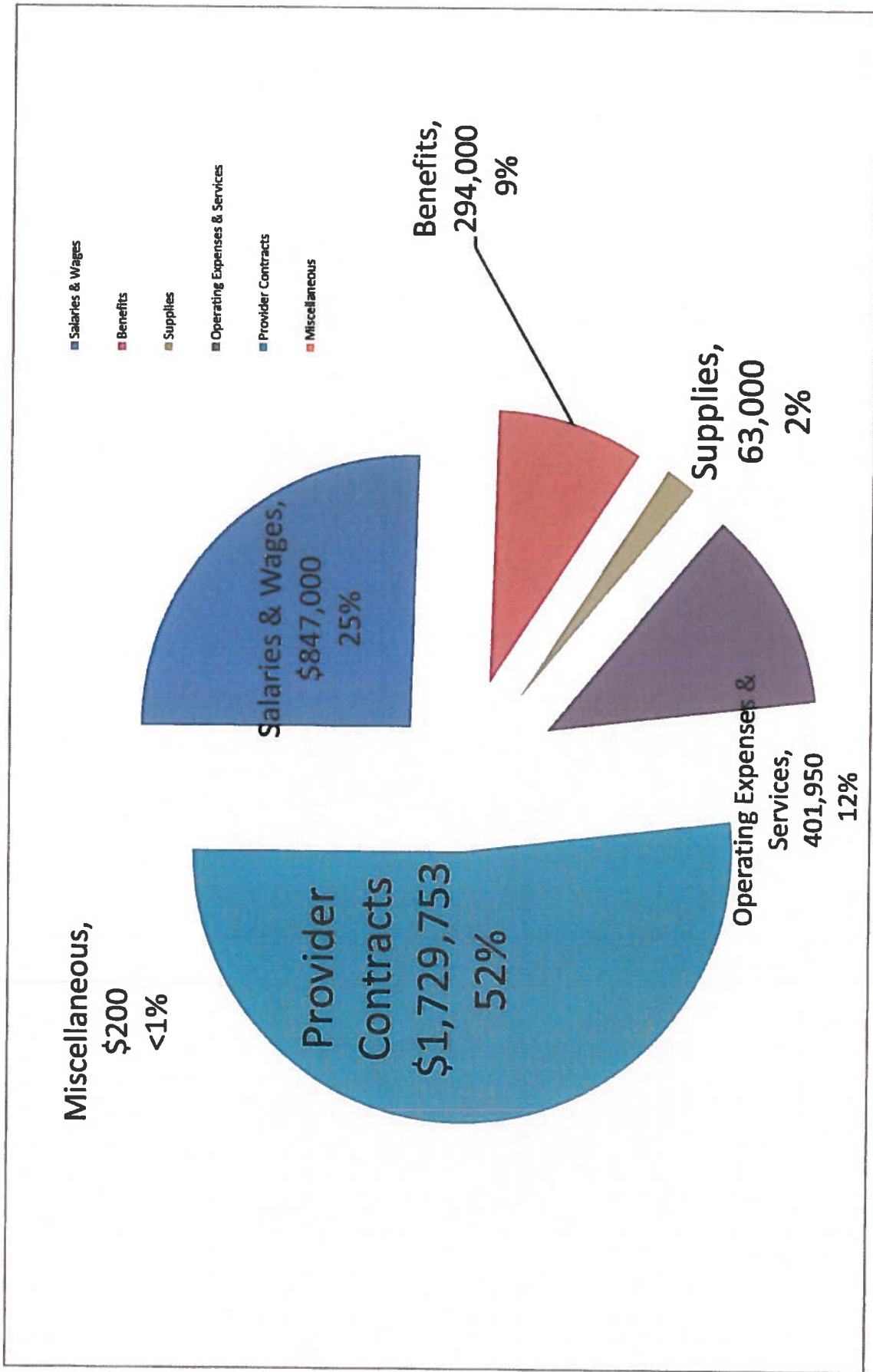
* County sets contract rate

** WCIA assessment rates

Revenue sheet

3,335,303

w/o Homeless
Program
0.63%



**YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
Proposed 2017 PAY PLAN**

1% COLA

Pay Grade	A		B		C		D		E		F		G	
	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment	Increment
A	8 hr	36,154	38,015	39,971	42,028	44,191	46,465	48,856	Office Specialist					
	8 hr	3,013	3,168	3,331	3,502	3,683	3,872	4,071		Finance Specialist				
	8 hr	17.38	18.28	19.22	20.21	21.25	22.34	23.49		Communications Specialist				
B	8 hr	53,595	56,283	59,105	62,069	65,182	68,451	71,884	Program Coordinator					
	8 hr	4,466	4,690	4,925	5,172	5,432	5,704	5,990		Junior Planner				
	8 hr	25.77	27.06	28.42	29.84	31.34	32.91	34.56		Grant Accountant				
C	8 hr	64,284	67,346	70,553	73,913	77,433	81,121	84,985	Senior Planner					
	8 hr	5,357	5,612	5,879	6,159	6,453	6,760	7,082		GIS Analyst				
	8 hr	30.91	32.38	33.92	35.54	37.23	39.00	40.86		Program Analyst				
D	8 hr	67,464	70,818	74,339	78,035	81,914	85,987	90,262	Senior Accountant					
	8 hr	5,622	5,902	6,195	6,503	6,826	7,166	7,522		Manager				
	8 hr	32.43	34.05	35.74	37.52	39.38	41.34	43.40		Deputy Director				
E	8 hr	72,975	76,774	80,770	84,975	89,398	94,052	98,948	Executive Director					
	8 hr	6,081	6,398	6,731	7,081	7,450	7,838	8,246						
	8 hr	35.08	36.91	38.83	40.85	42.98	45.22	47.57						
F	8 hr	93,033	97,690	102,580	107,715	113,107	118,769	124,715						
	8 hr	7,753	8,141	8,548	8,976	9,426	9,897	10,393						
	8 hr	44.73	46.97	49.32	51.79	54.38	57.10	59.96						
G	8 hr	105,856	111,221	116,858	122,780	129,003	135,541	142,410						
	8 hr	8,821	9,268	9,738	10,232	10,750	11,295	11,868						
	8 hr	50.89	53.47	56.18	59.03	62.02	65.16	68.47						

- A Office Specialist
- Finance Specialist
- B Communications Specialist
- Program Coordinator
- Junior Planner
- Grant Accountant
- C Senior Planner
- GIS Analyst
- Program Analyst
- D Senior Accountant
- E Manager
- F Deputy Director
- G Executive Director

Budget Explanation - Revenue 2016

**Yakima Valley Conference of Governments
10/21/2015**

GL Code & Description	2015 Actual through 6/30/15	2015 Budget	2016 Draft Prelim YVCOG	2015-2016 Change	
				%	\$
615 100 308 000 01		195,000	195,000 **		
Beginning Fund Balance - Designated **					
615 210 333 20 205	0	50,000	25,000	-50.00%	(25,000)
615 215 333 93 945	2,193	10,000	0	-100.00%	(10,000)
615 3xx 333 20 205	135,748	350,000	350,000	0.00%	-
615 3xx 333 20 505	42,645	42,658	70,000	64.10%	27,342
615 3xx 334 03 601	61,402	97,191	97,000	-0.20%	(191)
615 4xx 334 03 606	66,298	75,000	75,000	0.00%	0
615 4xx 333 20 205	9,280	103,750	103,750	0.00%	0
615 500 345 89 003	26,619	83,000	133,000	60.24%	50,000
	0	0	0	#DIV/0!	-
615 100 368 52 001	71,801	111,960	114,986	2.70%	3,026
615 100 337 03 001	40,741	41,642	39,380	-5.43%	(2,262)
615 100 337 07 001	3,000	3,000	6,000	100.00%	3,000
615 100 369 90 001	18	500	300	-40.00%	(200)
615 100 345 89 004	200	300	300	0.00%	0
615 100 337 03 100	0	1,500	500	-66.67%	(1,000)
Total	\$ 459,945	\$ 970,501	\$ 1,015,216	4.61%	\$ 44,715

1/1/15 Beginning Fund Balance \$318,981.24

** Designated funds; 3 months float operating funds

Budget Explanatory Expenditures 2016
Yakima Valley Conference of Governments
10/21/2015

GL Code & Description	2015		2016 Prelim Budget YVCOG	2015-2016 Change	
	Actual to 6/30/15	Budget			%
Salaries					
615 110 1001	\$ 270,720	\$ 580,000	597,000	2.93%	\$ 17,000
615 110 1002	696	6,000	6,000	0.00%	0
	271,416	586,000	603,000	2.90%	17,000
Personnel Benefits					
615 110 2002	84,550	195,000	209,000	7.18%	14,000
615 110 2004	(63)				
	84,487	195,000	209,000	7.18%	14,000
Supplies					
615 110 3101	4,148	11,500	13,473	17.16%	1,973
615 110 3501	2,486	2,500	4,000	60.00%	1,500
615 110 3502	-	2,000	-	-100.00%	(2,000)
	6,634	16,000	17,473	9.21%	1,473
Other Services-Charges					
615 110 4101	24,557	34,559	24,000	-30.55%	(10,559)
615 110 4125	2,433	4,867	5,110 *	4.99%	243
615 110 4191	1,335	2,790	2,000	100.00%	2,000
615 110 4192	150	300	2,363 *	-15.30%	(427)
615 110 4201	4,548	9,550	16,000 *	100.00%	15,700
615 110 4202	296	1,000	10,800	13.09%	1,250
615 110 4301	10,126	32,000	1,000	0.00%	-
615 110 4401	3,382	4,500	30,000	-6.25%	(2,000)
615 110 4501	32,949	59,000	5,500	22.22%	1,000
615 110 4601	5,608	6,100	63,000	6.78%	4,000
615 110 4701	65	135	5,620 **	-7.87%	(480)
615 110 4801	1,261	2,500	150	11.11%	15
615 110 4901	10,883	16,000	2,500	0.00%	0
	97,593	173,301	17,500	9.38%	1,500
Other Services - Charges					
Capital Outlay			185,543	7.06%	12,242
Debt Services-Interest					
615 110 8101	0	200	200	0.00%	0
Debt Service - Interest	0	200	200	0.00%	0
Total	\$ 460,130	\$ 970,501	1,015,216	4.61%	44,715

* County sets contract rate
 ** WCIA assessment rates

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS PROPOSED BUDGET 2017

CONSOLIDATED

	2017	2016	change	%
REVENUE				
Programs & Projects				
Local	\$ 998,001	\$ 679,625	\$ 318,376.00	46.8%
State	\$ 1,367,965	\$ 172,000	\$ 1,195,965.00	695.3%
Federal	\$ 812,275	\$ 608,750	\$ 203,525.00	33.4%
Miscellaneous	\$ 1,200	\$ 1,200	\$ -	0.0%
Total Programs & Projects	\$ 3,179,441	\$ 1,461,575	\$1,717,866	117.5%
Dues				
GRANDVIEW	\$ 7,437	\$ 7,402	\$ 35.00	0.5%
GRANGER	\$ 2,977	\$ 2,837	\$ 140.00	4.9%
HARRAH	\$ 831	\$ 828	\$ 3.00	0.4%
MABTON	\$ 1,930	\$ 1,916	\$ 14.00	0.7%
MOXEE	\$ 4,016	\$ 3,923	\$ 93.00	2.4%
NACHES	\$ 1,431	\$ 919	\$ 512.00	55.7%
SELAH	\$ 6,837	\$ 6,782	\$ 55.00	0.8%
SUNNYSIDE	\$ 10,429	\$ 10,215	\$ 214.00	2.1%
TIETON	\$ 1,405	\$ 1,383	\$ 22.00	1.6%
TOPPENISH	\$ 6,112	\$ 6,024	\$ 88.00	1.5%
UNION GAP	\$ 5,660	\$ 5,603	\$ 57.00	1.0%
WAPATO	\$ 3,818	\$ 3,793	\$ 25.00	0.7%
YAKIMA	\$ 52,103	\$ 51,541	\$ 562.00	1.1%
YAKIMA CO.	\$ 48,273	\$ 47,890	\$ 383.00	0.8%
ZILLAH	\$ 2,603	\$ 2,585	\$ 18.00	0.7%
Total Dues:	\$ 155,862	\$ 153,641	\$ 2,221.00	1.4%
Total Revenue	\$ 3,335,303	\$ 1,615,216	\$ 1,720,087.00	106.5%

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS PROPOSED BUDGET 2017

CONSOLIDATED

	2017	2016	change	%
EXPENSES				
Salaries & Benefits				
Salaries	\$ 847,000	\$ 839,000	\$ 8,000.00	1.0%
Health Insurance	\$ 114,000	\$ 114,000	\$ -	0.0%
Life Insurance	\$ 5,000	\$ 4,500	\$ 500.00	11.1%
Retirement Contribution	\$ 94,800	\$ 94,400	\$ 400.00	0.4%
Social Security Equivalent	\$ 65,000	\$ 64,000	\$ 1,000.00	1.6%
Unemployment Insurance Tax	\$ 10,400	\$ 9,000	\$ 1,400.00	15.6%
Workers Compensation Insurance	\$ 4,800	\$ 4,100	\$ 700.00	17.1%
Total Benefits	\$ 294,000	\$ 290,000	\$ 4,000.00	1.4%
Total Salaries and Benefits	\$ 1,141,000	\$ 1,129,000	\$ 12,000.00	1.1%
Other Expenses				
Communication Services	\$ 12,600	\$ 14,500	\$ (1,900.00)	-13.1%
Consultants and Cotracted Services	\$ 100,200	\$ 114,566	\$ (14,366.00)	-12.5%
Advertising	\$ 12,000	\$ 12,000	\$ -	0.0%
Incentives	\$ 8,000	\$ 8,000	\$ -	0.0%
Insurance - Property & Liability	\$ 8,500	\$ 6,100	\$ 2,400.00	39.3%
Office Equipment & Software	\$ 25,000	\$ 32,000	\$ (7,000.00)	-21.9%
Pass Through Funding	\$ 1,729,753	\$ -	\$ 1,729,753.00	#DIV/0!
Registrations & Dues	\$ 55,500	\$ 65,300	\$ (9,800.00)	-15.0%
Professional Development	\$ 20,000	\$ 15,000	\$ 5,000.00	33.3%
Rentals & Leases	\$ 122,000	\$ 97,000	\$ 25,000.00	25.8%
Repair & Maintenance	\$ 5,500	\$ 5,500	\$ -	0.0%
Supplies	\$ 30,000	\$ 36,000	\$ (6,000.00)	-16.7%
Travel	\$ 65,000	\$ 80,000	\$ (15,000.00)	-18.8%
Utilities	\$ 250	\$ 250	\$ -	0.0%
Total Other Expenses	\$ 2,194,303	\$ 486,216	\$ 1,708,087.00	351.3%
Total Expenses	\$ 3,335,303	\$ 1,615,216	\$ 1,720,087.00	106.5%



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, September 19, 2016
1:30 p.m.

The 300 Building
311 N. 4th St, Ste 204, Yakima, WA

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 September 19, 2016 meeting of the YVCOG Executive Committee will come to order at _____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – *August 15, 2016*
- ❖ **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. YVCOG Financial Reserve Policy
Chris Wickenhagen, Deputy Director
Action: Review.
2. 2017 YVCOG Preliminary Budget
Larry Mattson, Executive Director
Chris Wickenhagen, Deputy Director
Action: Approval to forward 2017 Preliminary Budget to General Membership for review.

NEW BUSINESS

1. Executive Directors Report
Larry Mattson, Executive Director
 - Personnel: Recent staffing changes
Action: Information.
2. Approval of Vouchers
Tamara Hayward, Office Specialist
Action: Review, approval and authorization of signatures

3. Homeless Program Update

Larry Mattson, Executive Director

- Commerce 100-Day challenge to house unsheltered families
- 5- Year plan status
- Homeless Network Sept 8 retreat outcomes

Action: Information

4. HUD Continuum of Care

Larry Mattson, Executive Director

- CoC Application Process

Action: Review, approval and authorization of signatures

5. Draft Governance Agreement

Larry Mattson, Executive Director

- Adding ports, Clean Air Agency as signatories?
- Expand Transportation Policy Board to add Port, Tribal representatives?
- Provide technical services to outside agencies?
- Add Chambers of Commerce as additional 'Major Employer' representative?

Action: First draft review and discussion. Continue to October meeting.

6. Monthly Budget Report

Chris Wickenhagen, Deputy Director

- Final August 2016 Budget Report
- Preliminary August 2016 Budget Report.
- August 2016 Cash Flow Statement.

Action: Information

7. September 21, 2016 YVCOG General Membership Meeting

Larry Mattson, Executive Director

- Location: Sunnyside, VFW Hall
Program & Business Items: 2017 Legislative Session Preview

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.