



**YVCOG EXECUTIVE COMMITTEE
FINAL AGENDA**

Monday, November 14, 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 November 14, 2016 meeting of the YVCOG Executive Committee will come to order at _____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – October 17, 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*

LD BUSINESS

1. Draft Governance Agreement

Christina Wickenhagen, Deputy Director

- Ports, Clean Air Agency are Associate Members – EC prefer to have them as signatories?
- Expand Transportation Policy Board to add Port, Tribal representatives and Chambers of Commerce as additional ‘Major Employer’ representative?

Action: Continuation of review from September; provide staff direction on items above.

NEW BUSINESS

1. Executive Director’s Correspondence

Christina Wickenhagen, Deputy Director

- City of Yakima letter; additional funding for current needs
- Review YVCOG strategic plan

Action: Information.

2. Approval of Vouchers

Tamara Hayward, Office Specialist

Action: Review, approval and authorization of signatures

3. Homeless Program Update

Christina Wickenhagen, Deputy Director

- Homeless Planning & Policy Council – bylaw revision starting
- 5-year plan status / 10-year plan option

(Table Copies)

- Consideration of Point in Time Count and Project Homeless Connect contract
- YNHS compliance ESG Funds – HURAY Program
Action: Review and approval

4. Homeless Program

Crystal Testerman, Interim Program Manager

- Department of Commerce “100 Day Challenge” update
Action: Information

5. Monthly Budget Report

Christina Wickenhagen, Deputy Director

- Final October 2016 Budget Report
Action: Approval
- October 2016 Cash Flow Statement.
Action: Information

Pgs. 8-11

6. YVCOG Budget Amendment

Christina Wickenhagen, Deputy Director

- Review of proposed changes to current year budget.
Action: Approval.

Pgs. 12-14

7. Policy Update

Christina Wickenhagen, Deputy Director

- Conflict of Interest Policy
Action: Review and approval

Pgs. 15-19

8. 2017 Technical Assistance Contracts

Tami Hayward, Office Specialist

- Consideration of pre-approved Technical Assistance Contracts with member jurisdictions.
Action: Approve and authorize Chair to sign contracts when initiated by members.

Pgs. 20-21

9. December 14, 2016 YVCOG General Membership Meeting

Larry Mattson, Executive Director

- Location: Harman Center, Yakima
Program: YVCOG’s 50th Anniversary Celebration
Speaker: Fred Abousleman, Executive Director at the Oregon Cascades West COG and Past Executive Director at NARC. He will be speaking on speak about the value of COGs and regional thinking from both of those experiences.
Catering Provided by: Memorial Hospital – still waiting to hear about Prime Rib.
- 2016 Outstanding Service Award – nominees wanted
Informational: General Membership approved \$25 meal fee for this one occasion (up from \$20)

**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.

CITY OF *****
TECHNICAL ASSISTANCE CONTRACT NO. 010117**

THIS CONTRACT, entered into this ____ day of _____, _____ 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, acting hereunto duly authorized, and the City of ***, a municipal corporation, located within Yakima County, State of Washington (hereinafter called the "City"), acting herein by _____, Mayor, hereunto duly authorized:

WITNESSETH THAT;

WHEREAS, the City has determined that a need exists to secure assistance in addition to normal Conference activities; and,

WHEREAS, the City is desirous of contracting with the Conference for certain technical planning assistance; and,

WHEREAS, the Conference possesses the technical planning staff with the necessary expertise to provide the required services;

NOW THEREFORE, the parties do mutually agree as follows:

1. Scope of Services. Services performed under this contract may consist of, but are not limited to, the following tasks. Upon mutual agreement by the City and the Conference of a detailed work program and time schedule, the Conference shall, in a satisfactory and proper manner, perform the following types of services:

1.1 Develop or assist in development of grant applications for community projects as requested by the Mayor;

1.2 Assist the City in the review of development proposals such as rezone and variance applications, State Environmental Policy Act (SEPA) reviews, planned unit developments and subdivisions as requested by the Mayor;

1.3 Assist the City Council and Planning Commission with any other activities mutually agreed upon by the City and the Conference.

2. Time of Performance. The services provided by the Conference pursuant to this contract shall commence on January 1, 2017 and shall end on December 31, 2017.

3. Access to Information. It is agreed that all information, data, reports, records and maps as are available and for the carrying out of the work outlined above, shall be furnished to the Conference by the City. No charge shall be made to the Conference for such information, and the City will cooperate with the Conference in every way possible to facilitate the performance of the work described in this contract.

4. Compensation and Method of Payment. The maximum amount of compensation and reimbursement to be paid by the City hereunder shall not exceed \$_____ for all services required. In addition, the City will provide, at no charge to the Conference, photocopy service and secretarial assistance in typing reports for submittal to the Council and Planning Commission. The Conference shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the

Social Security, Workmen's Compensation and Income Tax Laws for persons other than City employees performing services pursuant to this contract.

5. Invoicing. The Conference shall submit monthly billings to the City for payment based upon work completed for the City. Billing for work shall be based upon actual expenses incurred. If applicable, the detailed budget and work program attached will provide an estimate of those expenses. However, amounts may be shifted between various line items to cover costs incurred. The final invoice shall be submitted within 15 days after the ending date of the contract.

6. Termination.

6.1. Termination of Contract for Cause. If, through any cause, the City or the Conference shall fail to fulfill in a timely and proper manner the obligations contained within this contract, the non-defaulting party shall, thereupon, have the right to terminate this contract by giving, at least fifteen (15) days before the effective date of such termination, written notice to the other of such termination specifying the effective date thereof.

6.2. Termination for Convenience. Either the City or the conference may effect termination of this contract upon thirty (30) days written notice by either party to the other party. If the contract is terminated, the City will compensate the Conference for that portion of services extended unto the City.

7. Modification. The terms of this contract may be changed or modified by mutual agreement of the City and the Conference in the form of written amendments to this contract.

8. Contract for Continuation. The City shall give notice of their intent to continue or discontinue the contractual agreement at least thirty (30) days prior to the completion of this contract.

YAKIMA VALLEY CONFERENCE OF
GOVERNMENTS

CITY OF *****
YAKIMA COUNTY

BY: _____
Conference Chair

BY: _____
Mayor

ATTEST: _____
Secretary

ATTEST: _____

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
October 17, 2016

CALL TO ORDER

Jim Restucci, YVCOG Chairman, called the October 17, 2016 meeting of the YVCOG Executive Committee to order at 2:17pm

ROLL CALL &
INTRODUCTIONS

Members present: Jim Restucci, John Hodkinson, Mike Leita, Dan Olson, Janice Gonzales, Maureen Adkison,
Members Absent: Dan Olson, Mario Martinez
YVCOG staff present: Larry Mattson, Chris Wickenhagen, Tami Hayward, Jessica Hansen, Avery Zoglman, and Crystal Testerman
Others present:
A quorum was present.
*Indicates notice of absence received prior to meeting.

APPROVAL OF MINUTES

Mr. Hodkinson moved to approve the minutes from the September 19, 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

YVCOG Financial Reserve
Policy

Mr. Mattson reported that it was suggested by Mr. Leita that there be a financial reserve policy. Currently, at this time we do not have a formal reserve policy. Mr. Mattson recommended keeping with the informal financial reserve policy, covering two months' operations to close contracts and shut down COG, because a formal restricted reserve policy would then require increasing our members' assessments. It was decided by the Executive Committee board to continue business operations without a formal financial reserve.

NEW BUSINESS

Executive Director's report

Mr. Mattson shared the 2017 YVCOG draft meeting calendar that will be approved at the YVCOG GM meeting in December. Mr. Mattson pointed out that in both January and February the current meeting dates fall on holidays. He asked the board to think about alternate dates. Mr. Restucci reported that YVCOG actually codified the dates for meetings in YVCOG's bylaws. Mr. Restucci would like to revisit the bylaws and try to change the calendar dates in the bylaws before making alternative dates for these two meetings. Mr. Restucci stated that the way the current bylaws are codified a meeting can't be cancelled for an emergency or inclement weather.

Mr. Mattson reported that the second look at draft governance agreement was taken off of this month's agenda due to the length of the current agenda but will have it back on agenda next month. The YVCOG Strategic Plan draft also didn't make it on to this agenda but will be available to the board shortly.

Yakima Basin Integrated Plan
Economic Study – Potential
City Contributions

Mr. Mattson reported that back in 2013 all cities within Yakima County signed a letter of support for the Yakima Basin Integrated Plan. The Basin implementation group, heard back from Congress that an emphasis on economic benefits rather than salmon/fish recovery would be received better. In order for this study to continue, it is being asked that all cities within Yakima County contribute \$10,000 collectively to fund this study and demonstrate to congress that there is local buy in. Mr. Hodkinson moved to move the Yakima Basin Integrated Plan study on to the General Membership meeting. Mr. Olson seconded. The motion carried.

Approval of Vouchers

Vouchers were audited and certified by the Auditing Officer as required by RCW

42.24.080, those expense reimbursement claims certified as required by RCW 42.24.090, and have been recorded on a listing which has been made available to the Executive Committee.

As of this date, the Executive Committee approved for payment those claims and payroll vouchers in the list as follows: payroll vouchers numbered SEP-16-001 through SEPT-16-006 in the total amount of \$99,875.00, and claim vouchers numbered SEP-16-007 through SEP-16-037 in the total amount of \$23,890.46. Mr. Leita moved to approve the September Vouchers * Ms. Adkison seconded this motion. Motion carried.

Homeless Program Update

Mr. Mattson spoke on the Homeless Planning and Policy Council and a bylaw revision. Currently there are 19 members on the board and membership has been capped at 21. There are more than enough applicants looking to fill those roles. YVCOG is looking at a vetting process to make the application process fair. Currently, there is a government sector, community sector, and homeless network sector. Ms. Gonzales asked if there were any kind of stipulations to representation of the County. Currently, there is a large representation to the upper valley. Mr. Mattson agreed and stated that the bylaws could be amended to set targets for a certain number of Upper Valley and Lower Valley members.

Mr. Mattson reported on the Homeless 5-year plan and that it is drafted and will be available to the Executive Board after this meeting. The planning council will hopefully pass the 5-year plan in November which will then make the plan available to the public. The public will have approximately 3-4 weeks comment period. Once all comments and changes have been made by the planning council, they would then approve to send the plan to the executive board, and then the executive board would adopt the plan.

Mr. Mattson updated the board on the Department of Commerce's "100 Day Challenge." Mr. Mattson stated that we are about halfway thru the program. At the beginning of the challenge we had 16 unsheltered families and have been able to house 5 families.

Homeless Program Contracts

Ms. Gonzales recused herself from the Extreme Winter Weather Shelter discussion and left the room.

Ms. Testerman reported that there were two applications for the Extreme Winter Weather Shelter RFP. Northwest Community Action Center (NCAC) for \$30,000 and Yakima Neighborhood Health Services (YNHS) for \$151,000 for shelter and day warming station. Mr. Leita moved to approve contract PSA-EWW-NCAC16-17 for \$30,000 to Northwest Community Action Center for. Ms. Adkison seconded. The motion carried.

Yakima Neighborhood Health Services (YNHS) applied for \$151,000 for night time shelters and a day time warming station. Mr. Leita moved to approve contract PSA-EWW-YNHS-16-17 for \$151,000 to Yakima Neighborhood Health Services. Ms. Adkison seconded. Mr. Restucci voted no. The motion carried.

It was stated for the record that there will be a new solution to the Emergency Winter Weather Shelters for 2017 presented to the Executive Board. The Executive Board will not entertain another year of temporary solutions and there must be a permanent solution in place by fall of 2017.

Ms. Testerman reported that the Point in Time / Project homeless connect RFP for \$45,000 has closed. She stated that only one agency applied for the RFP and that was Yakima Neighborhood Health Services (YNHS.) Mr. Restucci stated that as Chair of the Executive Committee, he doesn't want any recommendations coming before the board without a representative from the body who recommended it. There must be a representative from that body to explain why it was recommended, explain the project, and answer any questions that might come up. Mr. Leita moved to postpone contract PSA PIT/PHC YNHS 16-17 until a representative from the HPPC was available to advocate for

the recommendations and not put Ms. Testerman in a conflicting position. Ms. Adkison seconded. Motion carried.

Monthly Budget Report

Ms. Wickenhagen presented the September 2016 Monthly Budget Report* showing a revenue balance of \$-67,880.25. Mr. Leita moved to approve the monthly budget report. Mr. Hodkinson seconded. Motion carried.

November 21, 2016 Executive Committee Meeting

Mr. Mattson reported that the next Executive Committee meeting is currently scheduled for November 21st which is also the week of Thanksgiving. Mr. Mattson is suggesting to the board that they change it to November 14th to avoid any holiday conflicts. There was no objection to the suggestion. The meeting will be published and rescheduled for November 14th.

Policy Review

Mr. Mattson reported on the first review of the Conflict of Interest Policy. He stated that last time that this document was reviewed was in 2013. It is just an updated version that Mr. Mattson is asking all board members and staff sign the updated version once it's complete.

Mr. Mattson reported on the Associate Membership fee and provided the board with an amendment to YVCOGs articles for board consideration. Mr. Leita suggested that article 4A, under associate member fees say, that a yearly fee will be mandatory for accepted non-profit applicants to retain their associate membership status and such fees will be reviewed and determined yearly by the executive committee and then approved by the general membership.

General Membership Meeting

Mr. Mattson reported that the General Membership meeting will be held at the Harman Center in Yakima. It will be YVCOGs 50th anniversary celebration and we are asking for members to spend \$25 for catering to make it a special meal.

OTHER BUSINESS

Mr. Mattson reported that Shawn Conrad, Senior Planner, will be leaving YVOCG in November for a transportation planning position at the north central Texas COG.

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 3:33p.m.

Respectfully submitted,

James A. Restucci, YVCOG Chairman

Date signed

ATTEST:

Jessica Hansen, Office and Communication Specialist



OFFICE OF THE MAYOR
129 North Second Street
City Hall, Yakima, Washington 98901
Phone (509) 575-6050 • Fax (509) 576-6335

October 31, 2016

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

Subject: Additional Funding for Current Needs to Address Winter Shelter

Dear Mr. Mattson:

This letter is a formal follow-up to the series of conversations we have held in the past few weeks related to the immediate need for supplemental funding to support winter homeless programs. On Wednesday, October 19, 2016, we had an exchange of voice messages which were generated as a result of the City Council meeting on October 18, 2016 when these issues were discussed.

The priority requests the City of Yakima has immediately for funding include:

1. Additional daytime warming shelter location, preferably outside the Central Business District;
2. Additional funding to support at least 20 more beds for overnight winter shelter which may include one or more church locations;
3. Motel vouchers that will cover the nights when available beds at emergency shelters are not enough to cover the demand;
4. Preparation of the Request for Proposal (RFP) process to be ready for circulation in January 2017 to begin securing a long term solution to the need for a low threshold shelter in Yakima.

Thank you for your support on these important community issues.

Sincerely,

Kathy Coffey
Mayor

Cliff Moore
City Manager



6



YAKIMA VALLEY

CONFERENCE OF GOVERNMENTS

CONVENER, CATALYST AND RESOURCE

2016-2017 STRATEGIC PLAN

The Yakima Valley is made up of diverse cities, each with unique qualities. Together, we comprise one community – the Yakima Valley. Founded upon the principles of regional collaboration, cooperation, and consensus building, **the Yakima Valley Conference of Governments (YVCOG) serves as a convener, catalyst, and resource.** Together, public and private partners work together to develop and implement innovative strategies that enhance the Region's quality of life and economic vitality.

Vision:

Provide and assist collaboration for communities to optimize resources.

Mission:

Provide member jurisdictions a regional network for professional community planning, transportation, grant writing, GIS and facilitate coordinated efforts on matters of mutual concern

Goals:

1. ENHANCED CUSTOMER RELATIONS - YVCOG knows that the membership today wants improved customer experience, which can be achieved through better communication between the membership and the YVCOG.

Actions:

- **General Membership & Beyond:** Provide better communication through the use of: Newsletters, website, grant listserv, trainings and forums for both elected officials and municipal staff, marketing services to members, and having a regular presence at city council meetings.
- **Executive Committee & Advisory Boards:** Provide committee with succinct information that promotes improved decision-making. Develop dashboards & desk reference for Homeless Program, other programs. Create a "Welcome to YVCOG" packet or notebook for new board members and staff. Build unified guidelines or bylaws for advisory committees (Transportation Technical Advisory Committee; Homeless Planning and Policy Council)
- **Partnerships:** Improve & expand relationships with ports, YCDA, and related organizations.

2. IMPROVED PROGRAM DELIVERY – Improved program delivery means doing what we do well, better. It almost means anticipating the needs of our member agencies by asking them and staying abreast of industry trends. We leverage the considerable resources of the Yakima County Region, public and private funding to nurture and enhance our Region as well as our communities.



**YVCOG Executive Committee Meeting November 14, 2016
BUDGET REPORT
October 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	\$ 200,453.73
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	\$ 55,619.87
September	\$ 111,391.18	\$ 78,557.30
October	\$ 96,570.50	\$ 119,732.27
November	\$ 141,987.62	\$ -
December	\$ 100,389.56	\$ -

Total Revenue MTD (through October)	\$ 839,309.77	\$ 1,059,175.63
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Total Revenue YTD	\$ 1,081,686.95	\$ 1,059,175.63
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EXPENDITURES:

Salaries		2015 TOTAL	2016
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	\$ 69,115.38
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	\$ 58,678.48
October		\$ 60,384.15	\$ 58,885.05
November		\$ 60,993.62	\$ -
December		\$ 60,750.91	\$ -

Total Salaries MTD (through October)	\$ 501,849.53	\$ 647,232.49
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Total Salaries YTD	\$ 623,594.06	\$ 647,232.49
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Vouchers		2015 TOTAL	2016
January		\$ 37,102.55	\$ 53,237.27
February		\$ 27,281.15	\$ 67,919.72
March		\$ 28,564.67	\$ 45,097.15
April		\$ 25,014.46	\$ 46,943.47
May		\$ 37,301.64	\$ 30,636.73
June		\$ 33,450.80	\$ 45,778.90
July		\$ 31,814.70	\$ 41,865.23
August		\$ 30,891.36	\$ 41,479.03
September		\$ 39,898.68	\$ 56,292.17
October		\$ 35,370.69	\$ 47,815.44
November		\$ 34,022.79	\$ -
December		\$ 28,643.22	\$ -

Total Vouchers MTD (through October)	\$ 326,690.70	\$ 477,065.11
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Total Vouchers YTD	\$ 389,356.71	\$ 477,065.11
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TOTAL EXPENDITURES MTD (through October)	\$828,540.23	\$1,124,297.60
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TOTAL EXPENDITURES YTD	\$1,012,950.77	\$1,124,297.60
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Revenue Balance	\$68,736.18	-\$65,121.97
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MONTHLY CASH FLOW (estimate)

Salaries	\$ 58,885.05	REIMB (SAL)	\$ 58,885.05	ADMIN	\$ -
Vouchers	\$ 47,815.44	REIMBURSED	\$ 38,212.74	ADMIN	\$ 9,602.70

2016
Yakima Valley Conference of Governments
REVENUE Budget

83%

GL Codes	Sub-Departments Grants/Contracts	OCTOBER	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	10,720.25	114,986.00	114,986.00	0.00	100%
615 100 369.9	Admin-Misc Revenue (copies, posters)	-	115.20	300.00	184.80	38%
615 100 345.8	Admin-Assoc Membership Fees	-	350.00	300.00	-50.00	117%
100 369 10 001	Sale of Scrap & Junk	-	386.55	400.00 *	13.45	97%
	Total Administration	10,720.25	115,837.75	115,986.00	148.25	100%
615 100 337.X	Intergov-Local Match WSDOT	-	39,412.00	39,412.00	0.00	100%
615 100 368.5	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)	-	136,891.44	350,000.00	213,108.56	39%
350 333 20 505	FTA-DOT-Metro Plan Grant	-	80,978.81	70,000.00	-10,978.81	116%
350 334	RTPO-WSDOT	-	68,562.65	97,000.00	28,437.35	71%
	Total MPO/RTPO	-	286,432.90	517,000.00	230,567.10	55%
390 333	Human Services Transp Plan	2,925.49	2,925.49		-2,925.49	#DIV/0!
615 440 334	CTR - Plans & Progr WSDOT	12,472.63	72,653.46	75,000.00	2,346.54	97%
615 445 333	CMAQ Grant	15,843.11	84,931.36	103,750.00	18,818.64	82%
600 333 66 468	Dept of Health Grant N1557	-	11,685.35	30,000.00 *	18,314.65	39%
0 333 66 468	Dept of Health Grant N1558	-	13,802.06	30,000.00 *	16,197.94	46%
700 345 89 003	Homeless PSA	73,489.80	310,596.65	600,000.00	289,403.35	52%
615 100 337.1	Intergov-Scholarship	-	195.00	500.00	305.00	39%
615 5XX 345.8	Intergov Serv-Exec Boards (TA Contr)			72,600.00 *		
	Member TA's 2015	-	1,909.96			
	Grandview TA 2016	77.13	369.62			
	Grandview GMA PSA	847.40	7,649.74			
	Granger TA 2016	198.14	1,532.71			
	Granger GMA PSA	867.97	5,599.95			
	Harrah PSA 2014	-				
	Mabton TA 2016	-	5,778.37			
	Mabton GMA PSA	1,032.75	7,522.93			
	Moxee TA 2016	-				
	Naches TA 2016	-				
	Naches GMA PSA	27.88	7,998.17			
	Selah TA 2016	-				
	Selah GMA PSA	443.03	7,349.41			
	Tieton TA 2016	409.37	2,305.85			
	Toppenish TA 2016	-	4,096.66			
	Union Gap TA 2016	-	2,608.66			
	Union Gap GMA	377.32	377.32			
	Wapato TA 2016	-	8,607.63			
	Wapato Parks PSA	-	3,635.66			
	Wapato CDBG Grant PSA	-	1,960.08			
	YC HOME Cons PSA 15-19	-	2,352.55			
	Yakima Community Foundation	-	27,000.00			
		-				
	Total TA Contracts	4,280.99	98,655.27	72,600.00	-26,055.27	136%
	Total Revenue	119,732.27	1,059,175.63	1,615,248.00	\$ 235,081.92	66%

* Denotes budget amendment

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2016
Yakima Valley Conference of Governments
EXPENDITURE Budget

83%

GL Code & Description	OCTOBER	YTD Actual	2016 Budget	Annual \$ Variance	YTD % Variance
Salaries	\$ -				
10-001 Salaries and Wages	\$ 58,885.05	\$ 642,486.82	\$ 831,000.00 *	77% \$	188,513.18
10-002 Salaries-Overtime	\$ -	\$ 4,745.67	\$ 8,000.00	59% \$	3,254.33
10-003 Salaries-Extra Help	\$ -	\$ -	\$ -	0% \$	-
Salaries	\$ 58,885.05	\$ 647,232.49	\$ 839,000.00	77% \$	191,767.51
Personnel Benefits					
20-002 Benefits-Direct	\$ 19,387.79	\$ 216,318.21	\$ 290,000.00 *	75% \$	73,681.79
Personnel Benefits	\$ 19,387.79	\$ 216,318.21	\$ 290,000.00	75% \$	73,681.79
Supplies					
31-001 Office & Operating Supplies	\$ 595.60	\$ 23,434.24	\$ 44,000.00	53% \$	20,565.76
35-001 Small Tools and Minor Equip	\$ -	\$ 12,710.39	\$ 19,000.00	67% \$	6,289.61
35-002 Computer Software	\$ -	\$ -	\$ 8,000.00	0% \$	8,000.00
35-090 Small & Attractive Items	\$ -	\$ -	\$ 5,000.00	0% \$	5,000.00
Supplies	\$ 595.60	\$ 36,144.63	\$ 76,000.00	48% \$	39,855.37
Other Services-Charges					
40-001 Homeless Provider Contracts	\$ 11,297.41	\$ 20,000.00		#DIV/0!	(20,000.00)
41-001 Professional Services	\$ 4,552.00	\$ 66,293.56	\$ 99,866.00 *	66% \$	33,572.44
41-092 Prof Serv-Tech Services	\$ 1,200.65	\$ 10,805.85	\$ 14,500.00 *	75% \$	3,694.15
42-001 Communications-Telephone	\$ 827.38	\$ 7,874.61	\$ 10,800.00	73% \$	2,925.39
42-002 Communication-Postage	\$ -	\$ 739.70	\$ 3,500.00	21% \$	2,760.30
43-001 Travel	\$ 1,511.21	\$ 19,967.10	\$ 80,000.00	25% \$	60,032.90
44-001 Advertising	\$ 1,044.58	\$ 5,457.49	\$ 12,000.00	45% \$	6,542.51
45-001 Operating Rentals and Leases	\$ 6,597.35	\$ 57,481.96	\$ 97,000.00 *	59% \$	39,518.04
46-001 Insurance	\$ -	\$ 5,317.00	\$ 6,100.00	87% \$	783.00
47-001 Utility Services	\$ 11.47	\$ 114.14	\$ 250.00 *	46% \$	135.86
48-001 Repair and Maintenance	\$ 312.00	\$ 3,392.50	\$ 5,500.00 *	62% \$	2,107.50
49-001 Misc. (registrations, dues, subscription)	\$ 478.00	\$ 27,158.36	\$ 80,500.00	34% \$	53,341.64
Other Services - Charges	\$ 27,832.05	\$ 224,602.27	\$ 410,016.00	55% \$	185,413.73
Debt Services-Interest					
81-001 Interest	\$ -	\$ -	\$ 200.00	\$	200.00
Debt Service - Interest	\$ -	\$ -	\$ 200.00	\$	200.00
Total Expenditure	\$ 106,700.49	\$ 1,124,297.60	\$ 1,615,216.00	70% \$	490,918.40

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2015- '16 Cash Flow Statement
Yakima Valley Conference of Governm.
Preliminary

October 2016

(Cash Basis Accounting)

	October	November	December	January	February	March	April	May	June	July	August	September	October
Yakima County Treasurer													
Key Bank Custodial Account													
Beginning cash	\$278,127.63	\$278,943.29	\$325,914.50	\$414.84	\$259,820.08	\$296,112.97	\$385,846.66	\$383,112.48	\$402,667.53	\$348,560.44	\$361,708.25	\$304,101.01	\$267,625.55
Fed Hwy Admin-WSDOT STP	10,144.07	11,434.21	6,328.76	4,986.76	1,256.97	828.89	1,828.00	2,552.49	4,595.23				
FHWA DOT-Metro Plan Grant	23,074.41	19,587.73		13,450.38		47,695.75	28,550.31	0.00	19,971.11	26,416.00		29,358.20	
FTA-DOT-Metro Plan Grant						31,069.44		21,359.06					
Human Svs Traep Plan Grant													2,925.49
DOT-RTPO & RTPO Long Range	5,298.24	18,527.51		15,549.58		29,540.83		16,461.72	7,010.52				
CMAQ Plans & Programs		19,863.49	9,454.29	9,055.81	7,710.42	8,343.17	9,436.69	10,130.68	13,905.75	9,872.11	6,662.90		15,843.11
DOT - CTR	12,361.81		6,277.33	17,761.61	6,003.36	6,102.11	5,972.78	6,081.09	6,140.73	6,140.73	6,089.87		12,472.63
Dept Health Grant								7,365.25	3,590.61	7,596.72		6,934.83	
Active Communities Grant													
Intergov Serv-Exec Boards (TA Contr	35,220.47	72,544.22	78,329.18	1,458.37	9,929.91	78,782.22	51,838.10	55,794.58	6,499.92	39,246.66	45,667.10	42,264.27	77,770.79
Intergov-County/City Share-gen asse	10,471.50			15,376.00	48,735.75	-1,063.00	10,720.25			30,496.75			10,720.25
Intergov-Local Match WSDOT				7,593.00	38,679.00	-860.00							
Intergov-Local FTA (Yakima Transit)													
Intergov -Scholarship		30.46		20.42	39.30	14.32	50.00	50.00	50.00				
Misc Revenue-copies, posters				386.55				195.00					
Associate Membership Fees								18.76	3,000.00		-3,000.00		
Scrap & Junk								50.00	50.00		200.00		
Non-revenue				280,000.00	56,409.93		22.40						
Expense Revenue Netted Back			12,181.98										
Total Receipts	\$96,570.50	\$141,987.62	\$112,571.54	\$378,320.46	\$168,764.64	\$200,453.73	\$108,418.53	\$120,008.63	\$56,623.14	\$119,768.97	\$55,619.87	\$78,557.30	\$119,732.27
Available Cash	\$374,698.13	\$420,930.91	\$438,486.04	\$378,735.30	\$428,584.72	\$496,566.70	\$494,265.19	\$503,121.11	\$461,290.67	\$468,329.41	\$417,328.12	\$382,658.31	\$387,357.82
Use of Funds													
Salaries	60,792.26	60,993.62	0.00	64,453.00	64,428.77	65,621.22	64,674.51	64,962.08	65,012.35	64,685.84	71,677.89	58,678.48	58,885.05
Personnel Benefits	23,272.46	20,117.30	0.00	19,538.08	34,884.63	21,581.89	21,357.02	21,412.82	21,426.18	21,320.88	20,902.72	19,359.50	19,387.79
Supplies	1,749.95	1,368.34	1,219.24	1,296.25	1,803.38	8,190.63	11,186.21	3,076.00	1,700.59	690.49	1,942.11	5,761.37	595.60
Other Services	9,940.17	12,537.15	7,169.38	33,102.94	31,231.71	15,324.63	14,398.24	10,301.21	22,652.13	19,853.86	18,634.20	31,171.30	27,832.05
Custodial Account			280,000.00	500.00									
Debt Service - Interest				24.95	123.26	1.67	-465.27	701.47	1,938.98	70.09	70.19	62.11	
Total Cash Out	95,754.84	95,016.41	288,388.62	118,915.22	132,471.75	110,720.04	111,152.71	100,453.58	112,730.23	106,621.16	113,227.11	115,032.76	106,700.49
Net Cash Flow	\$278,943.29	\$325,914.50	\$150,097.42	\$259,820.08	\$296,112.97	\$385,846.66	\$383,112.48	\$402,667.53	\$348,560.44	\$361,708.25	\$304,101.01	\$267,625.55	\$280,657.33

2016
Yakima Valley Conference of Governments
Budget - Revenue
Proposed Budget Amendment #1 - 11/14/16

GL Code	Description	2016 Budget	2016 Budget Line item Revision #1	
REVENUE				
100 308 80 003	Beginning Fund Balance - Unreserved	195,000		
#1				
210 333 20 205	Fed Hwy Admin-WSDOT STP	25,000	16,100	STP Funds used for Safe Routes to School
350 333 20 214	FHWA- DOT Metro PI Grant (PL)	350,000	350,000	
#2				
350 333 20 505	FTA - DOT Metro Plan Grant	70,000	81,000	Received revenue billed in 2015
350 334 03 601	RTPO-RTPO LR - DOT	97,000	97,000	
#3				
390 333	Human Services Transp. Plan	0	10,000	New Contract Transp
#4				
450 334 03 606	CTR Plans & Progr - DOT	75,000	87,600	Rec Oct/Nov/Dec 2015 in Jan 2016
450 333 20 205	CMAQ Grant	103,750	103,750	
#5				
600 333 66 468	Dept of Health Grant N1557	30,000	11,700	Billed less than contract
#6				
610 333 66 468	Dept of Health Grant N1558	30,000	13,810	Billed less than contract
#7				
700 345 89 003	Homeless PSA	600,000	540,000	Anticipating not billing full amount
#8				
567 345 89 003	Yak Valley Comm Foundation	0	27,000	Moving out of TA into Local Grant account
#9				
5XX 345 89 003	Intergov Serv-Exec Boards (TA Contr)	72,600	115,340	Increase in PSA due to GMA updates
100 368 52 001	Intergov-County/City Share-gen'l assessm	114,986	114,986	
100 337 03 001	Intergov-Local Match WSDOT	39,412	39,412	
100 337 07 001	Intergov -Local FTA (Yakima Transit)	6,000	6,000	

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100 3 100	Intergov -Scholarship	500	
100 369 90 001	Misc Revenue-copies, posters (ESD 105)	300	
100 345 89 004	Associate Membership Fees	300	New Associate Member
100 369 10 001	Sale of Scrap & Junk	400	
#10	Total	\$ 1,615,248	\$ 1,615,248

*** Denotes line item revision; Budg Amend #1

**Expenditures - Proposed Budget Amendment #2
Yakima Valley Conference of Governments**

November 14, 2016

Description	Proposed 2016 Amendment	
	2016 Budget	2016 Amendment
Salaries		
Salaries and Wages	\$ 829,000	\$ 831,000 *
Salaries-Overtime	\$ 8,000	\$ 8,000
Salaries-Extra Help	\$ -	\$ -
Total Salaries	\$ 837,000	\$ 839,000
Personnel Benefits		
Benefits-Direct	\$ 287,000	\$ 290,000 *
Benefits-Bank Accruals	\$ -	\$ -
Total Personnel Benefits	\$ 287,000	\$ 290,000
Supplies		
Office & Operating Supplies	\$ 44,000	\$ 44,000
Small Tools and Minor Equip	\$ 19,000	\$ 19,000
Computer Software	\$ 8,000	\$ - **
Small & Attractive Items	\$ 5,000	\$ 3,000 **
Total Supplies	\$ 76,000	\$ 66,000
Other Services-Charges		
Homeless Provider Contracts	\$ -	\$ 40,000 **
Professional Services	\$ 99,093	\$ 99,866 *
Prof Serv-Indirect Costs	\$ 5,110	\$ - *
Prof Serv-Auditor	\$ 2,000	\$ - *
Prof Serv-Purchasing Serv	\$ 2,363	\$ - *
Prof Serv-Tech Services	\$ 16,000	\$ 14,500 *
Communications-Telephone	\$ 10,800	\$ 10,800
Communication-Postage	\$ 3,500	\$ 3,500
Travel	\$ 80,000	\$ 55,000 **
Advertising	\$ 12,000	\$ 12,000
Operating Rentals and Leases	\$ 94,000	\$ 97,000 *
Insurance	\$ 6,100	\$ 6,100
Utility Services	\$ 150	\$ 250 *
Repair and Maintenance	\$ 3,400	\$ 5,500 *
Misc. (registrations, dues, subscriptions)	\$ 80,500	\$ 75,500 **
Total Other Services - Charges	\$ 415,016	\$ 420,016
Capital Outlay		
Capital Expenditure	\$ -	\$ -
Total Capital Outlay	\$ -	\$ -
Debt Services-Interest		
Interest	\$ 200	\$ 200
Total Debt Service - Interest	\$ 200	\$ 200
Total	\$ 1,615,216	\$ 1,615,216

Provider PSA's 2016

* Amendment 2/17/16

** Proposed Amendment 10/17/16

15

YVCOG Code of Conduct

YVCOG Executive Committee members and staff will conduct themselves according to the following rules of conduct as they pertain to work for, and on behalf of, the Conference of Governments:

1. Maintain decorum and set an example for conduct when representing the Conference, and endeavor not to disgrace or embarrass the Conference while acting in an official capacity;
2. Represent that opinions stated are their own and do not necessarily represent those of the YVCOG unless the stated policy or position has been adopted by the Executive Committee or General Membership;
3. Not divulge information discussed in executive session;
4. Make public any conflict of interest s/he has with respect to any issue under consideration by the Executive Committee. The Executive Committee Member shall not participate in discussions of the subject nor vote on the subject if the Executive Committee Member has a personal, financial or property interest in the subject;
5. Not use their position or Conference resources for personal or professional gain, especially financial gain, including the acceptance of gifts and gratuities, and
6. Shall not make knowingly and intentionally false statements on which the Executive Committee, YVCOG staff or Conference Members rely to establish policy or make important decisions.

DEFINITIONS

Code of Conduct – Officials and employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the Conference.

While it is not possible to develop a comprehensive detailed set of rules to address every situation, the Conference does adhere to and will strictly enforce any applicable laws or regulations relating to conflicts of interest, appearance of fairness and ethics that apply to the employees and officials of Yakima Valley Conference of Governments. The statutes provide detailed outlines of what constitutes ethical and appropriate behavior while holding office or employed with the Yakima Valley Conference of Governments.

PROCEDURE

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

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

CONFLICT OF INTEREST DISCLOSURE FORM

PURPOSE

To document the policy of Yakima Valley Conference of Governments to assure that the YVCOG Executive Committee and Policy Board and other individual(s) acting on behalf or for the Conference is in compliance with the laws of the state of Washington.

A. REVISED CODE OF WASHINGTON

1. Chapter 42.23, Code of Ethics for Municipal Officers - Contract Interests, includes the following RCW Sections:

- 42.23.010 Declaration of purpose
- 42.23.020 Definitions
- 42.23.030 Interest in contracts prohibited - Exceptions
- 42.23.040 Remote interests
- 42.23.050 Prohibited contracts void - Penalties for violation of chapter
- 42.23.060 Local charter controls chapter
- 42.23.070 Prohibited acts
- 42.23.900 Construction - Chapter applicable to state registered domestic partnerships

B. PUBLIC TRUST: Yakima Valley Conference of Governments, as a local government, operates according to the Revised Code of Washington and is subject to scrutiny by, and accountable to, the governmental authorities thereof as well as to members of the general public.

1. Consequently, there exists between Yakima Valley Conference of Governments, its YVCOG Executive Committee and Policy Board and its management employees and the general public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity.
2. The YVCOG Executive Committee and Policy Board and management employees have the responsibility of administering the affairs of Yakima Valley Conference of Governments honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Yakima Valley Conference of Governments. These persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Yakima Valley Conference of Governments, or knowledge gained therefrom, for their personal benefit. The interests of the Conference must be the first priority in all decisions and actions.
3. If an issue is to be decided by the YVCOG Executive Committee and Policy Board that involves potential conflict of interest for an individual, it is the responsibility of that person to:
 - a. Identify the potential conflict of interest
 - b. Not participate in discussion of the program or motion being considered
 - c. Not vote on the issue
4. It is the responsibility of the YVCOG Executive Committee and Policy Board to:
 - a. Only decide to contract with that individual if he or she is the best qualified individual available, and willing to provide the goods or services needed at the best price
 - b. Record in the minutes of the meeting of the YVCOG Executive Committee and Policy Board the potential conflict of interest, and the use of procedures and criteria contained in this policy
5. It is not a conflict of interest to reimburse YVCOG Executive Committee and Policy Board for expenses incurred (such as the purchase of supplies, as one example).

C. EXAMPLES OR AREAS where conflicts of interest may arise with third parties are:

1. Persons and firms supplying goods or services to Yakima Valley Conference of Governments
2. Persons from whom Yakima Valley Conference of Governments leases property and equipment
3. Persons with whom Yakima Valley Conference of Governments is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
4. Competing interests or affinity with individuals, firms or organizations
5. Donors and others supporting Yakima Valley Conference of Governments
6. Agencies, organizations, and associations which affect the operations of the Yakima Valley Conference of Governments
7. Family members, friends, and other employees
8. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Yakima Valley Conference of Governments
9. Receiving remuneration for services with respect to individual transactions involving Yakima Valley Conference of Governments
10. Using Yakima Valley Conference of Governments' time, personnel, equipment supplies, or good will for other than Yakima Valley Conference of Governments' approved activities, programs and purposes
11. Receiving personal gifts or loans from third parties dealing or competing with Yakima Valley Conference of Governments. The receipt of any gift is disapproved except gifts of a value less than \$50 which could not be refused without discourtesy. No personal gift of money should ever be accepted.
12. Refrain from obtaining any list of Yakima Valley Conference of Governments' clients for personal or private purposes

D. A LETTER OF UNDERTAKING shall be signed by any individual who is elected or appointed as a member of the YVCOG Executive Committee and Policy Board which shall be considered to be in full force and effect until the expiration of his or her term of office. Refer to Exhibit A.

E. INTERPRETATION OF THIS STATEMENT OF POLICY: The examples and areas of possible conflicts of interest in Section C are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the YVCOG Executive Committee and Policy Board and employees will recognize such areas and relations by analogy.

LETTER OF UNDERTAKING

YVCOG Executive Committee, Policy Board members and staff will conduct themselves according to the following rules of conduct as they pertain to work for, and on behalf of, the Conference of Governments

Officials and employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the Conference.

While it is not possible to develop a comprehensive detailed set of rules to address every situation, the Conference does adhere to and will strictly enforce any applicable laws or regulations relating to conflicts of interest, appearance of fairness and ethics that apply to the employees and officials of Yakima Valley Conference of Governments. The statutes provide detailed outlines of what constitutes ethical and appropriate behavior while hold office or employed with the Yakima Valley Conference of Governments.

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

A potential or actual conflict of interest will be disclosed if the Official or employee has an economic interest in or any personal, business or volunteer affiliations that may give rise to a real or apparent conflict of interest.

I have no conflict of interest to report

I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit business for which you or an immediate family member are an officer or direct, or a majority shareholder, and the name of your employer and any business you or a family member own:

1. _____

2. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Printed name: _____

Signature: _____ Date: _____

Last Updated Approved

2-20-13

2-20-13

10-17-16

submitted for review