



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, November 16, 2015
1:30 p.m.

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

YVCOG EXECUTIVE COMMITTEE MEMBERS:

- Jim Restucci, Chair, Mayor, City of Sunnyside
- John Hodkinson, Vice-Chair, Member-at-Large
- Mike Leita, Commissioner, Yakima County
- Maureen Adkison, Council Member, City of Yakima
- Dan Olson, Council Member, City of Union Gap – Area 1 Representative
- Loren Belton, Mayor, City of Toppenish – Area 2 Representative
- Mario Martinez, Mayor, City of Mabton – Area 3 Representative

- ❖ **CALL TO ORDER** – The November 16, 2015 meeting of the YVCOG Executive Committee will come to order at ____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – *October 19, 2015* pg. 4-7
- ❖ **PUBLIC COMMENT POLICY** – *It is the policy of the YVCOG Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting*

NEW BUSINESS

1. Correspondence
Larry Mattson, Executive Director
2016 Rural Communities Development Initiative grant cycle
Training & Technical Assistance application – Potential “Pay for Success” project (Urban Institute) pg. 8.
Small works roster
Action: Informational
2. Human Resources Employee Manual
Chris Wickenhagen, Deputy Director
Employee Manual review / WCIA legal currently reviewing
Action: Informational
3. 2016 Outstanding Service Award
Larry Mattson, Executive Director
Action: Informational
4. Contracts
Larry Mattson, Executive Director
Granger PSA for GMA Updates (\$22,290.00)
Mabton PSA for GMA Updates (\$14,550.00)
Action: Approve and authorize Chair to sign.

5. Program Updates
Shawn Conrad, Senior Planner
Action: Informational
6. Homeless Program
Tim Sullivan, Manager
 Emergency Winter Weather Shelters pg. 9-18
Action: Approve and Authorize Yakima County Board of County Commissioners to sign
 CoC Grant Application
Action: Approve and Authorize Yakima County Board of County Commissioners to sign
7. Authorize Participation in the Washington Public Employee's Retirement System (PERS), by Resolution 2015-6
Chris Wickenhagen, Deputy Director
 Authorize participation in the Washington Public Employee's Retirement System effective January 1, 2016
Action: Approve and authorize Chairman to sign. pg. 19-21
8. Authorizing Obtaining 'Absolute' Social Security Coverage, by Resolutions 2015-7
Chris Wickenhagen, Deputy Director pg. 21-22
 Authorize the Executive Director to execute an agreement with the State of Washington to secure Social Security coverage of eligible employees.
Action: Approve and authorize Chairman to sign.
9. Authorizing the Executive Director to sign an Interlocal Agreement and join AWC Benefit Trust, by Resolution 2015-8
Chris Wickenhagen, Deputy Director pg. 23-24
 Authorize the Executive Director to enter into an Interlocal agreement with The Association of Washington Cities Employee Benefit Trust creating a joint self-insure health benefit plan and programs.
Action: Approve and authorize the Chair to sign.
10. Authorizing Opening a Business Account to be held at Keybank, by Resolution 2015-9 pg. 25
Chris Wickenhagen, Deputy Director
 Authorize Christina Wickenhagen to open the Yakima Valley Conference of Governments business account at Keybank.
Action: Approve and authorize the Chair to sign.
11. Appointing an Auditing Officer and alternate Auditing Officer for Yakima Valley Conference of Governments' Business Banking Accounts, by Resolution 2015-10
Chris Wickenhagen, Deputy Director pg. 26
 Authorize Auditing Officer and alternate Auditing Officers at Keybank
Action: Approve and authorize the Chair to sign.
12. Authorizing the closing of Yakima Valley Conference of Governments Advance Travel Account, by Resolution 2015-11
Chris Wickenhagen, Deputy Director pg. 27
 Authorize Lauris Mattson, Executive Director to close the Advanced Travel Fund held at American West Bank
Action: Approve and authorize the Chair to sign.
13. Authorizing Yakima Valley Conference of Governments to enter into the Deferred Compensation Program, by Resolution 2015-13
Chris Wickenhagen, Deputy Director pg. 28
 Authorize Yakima Valley Conference of Governments enter into the Deferred Compensation Program through Department of Retirement Systems.
Action: Approve and authorize the Chair to sign.

14. Articles of Association - Proposed Amendment

pg 29

Larry Mattson, Executive Director

Article VIII: Remove Yakima County as the Fiscal Agent of Yakima Valley Conference of Governments

Action: Approve recommendation to General Membership for their consideration Dec. 9.

15. Monthly Budget Report

Chris Wickenhagen, Deputy Director

pg. 31 - 34

- October 2015 Budget Report.

Action: Approval.

- October 2015 Cash Flow Statement.

Action: Information.

16. Approval Of Vouchers

Action: Review, approval and authorization of signatures

17. 2016 Technical Assistance Contracts

pg. 35 - 36

Jessica Hansen, Office and Communication Specialist

Consideration of pre-approved Technical Assistance Contracts with member jurisdictions.

Action: Approve and authorize Chair to sign contracts when initiated by members.

18. December 9, 2015 General Membership Meeting

Jessica Hansen, Office and Communication Specialist

Location: Yakima – The Hilton Garden Inn – 401 E. Yakima Ave

Larry Mattson, Executive Director

- Program:

- i. Yakima Basin Watershed Improvement Plan – Mike Leita, Yakima County Commissioner
- ii. LEAD – Law Enforcement Against Drugs; Kal Fuller, Grandview Chief of Police, and Orest Wilson, Sergeant, Washington State Patrol

- 2016 Budget

Action: Adopt 2016 budget

- 2015 Outstanding Service Award

❖ **OLD BUSINESS**

❖ **OTHER BUSINESS**

❖ **PUBLIC COMMENT**

❖ **ADJOURN** at _____ p.m.

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
October 19, 2015

CALL TO ORDER

Mr. Hodkinson, Vice Chairman, called the October 19, 2015 meeting of the YVCOG Executive Committee to order at 2:32 p.m.

ROLL CALL &
INTRODUCTIONS

Members present: John Hodkinson, Mario Martinez, Loren Belton, Dan Olson, Mike Leita, and Jim Restucci (by phone).

Members Absent: Maureen Adkinson

YVCOG staff present: Larry Mattson, Chris Wickenhagen, Tim Sullivan, Shawn Conrad, Avery Zoglman, Tami Hayward and Jessica Hansen

Others present: Mark Foutch and Lloyd Flem, (All Aboard Washington) Madelyn Carlson (People for People) Alvie Maxey (Yakima Transit) Brian White (WSDOT) A quorum was present.

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

APPROVAL OF MINUTES

Mr. Belton moved to approve the minutes* of the September 21, 2015 meeting. Mr. Olson seconded. The motion carried.

PUBLIC COMMENT
POLICY

It is the policy of the Yakima Valley Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting.

OLD BUSINESS

None.

NEW BUSINESS

Correspondence

Mr. Mattson informed the Executive Committee that he attended the Washington Youth & Families Fund Leadership Committee meeting in Seattle. The Gates Foundation supports this group and it also participates in the Building Changes program, which is another non-profit, centered in the Seattle Urban area. This Leadership Committee is statewide and this specific meeting was dedicated to the recent governors and legislatures focus on youth homelessness. November 1st the new Office of Youth Homelessness will open. Mr. Mattson was able to meet the new director of that program, Kim Justice, and is hoping to strengthen that connection. Here in the Valley, Rod's House is the only local homeless youth provider. There will be funding opportunities in the future so continuing connections will be beneficial and Mr. Mattson will keep the board posted as those mature.

Mr. Mattson would like to work with the Association of Washington Cities and their legislative priorities group. Although he is not he is not an elected official, he has talked with AWC to see if he can at least participate specifically in the area of restoring or replacing the public works trust fund. It was a fund that was highly successful but no longer has funding as Mayor Martinez has said previously. Peter King, AWC's new executive director, comes from a previous background of infrastructure (American Public Works Association).

The employee manual, currently being drafted by Chris Wickenhagen, will be reviewed by WCIA (Washington Cities Insurance Authority.) Currently, there is a draft copy of the manual on the O drive, if the board would like to review it this month. Next month the board will be given a hard copy, in draft form, with the goal to adopt it in December. This will be a new Human Resources / Employee Manual for YVCOG.

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

Contracts

Mr. Mattson is seeking approval, from the board, to authorize the chairman or his designee to sign the Department of Health contract in the amount of \$60,000 for the Terrace Heights Water System Consolidation feasibility study grant. The study will allow the County to determine if it would be feasible to consolidate these smaller Class A systems and the estimated costs to do so. It will also determine whether the systems meet fire flow requirements. This feasibility study will include a rate analysis.

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

Program Updates

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

Homeless Assistance Program

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

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

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

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

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

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

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

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

Approval of Vouchers

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

As of this date, the Executive Committee approved for payment those claims and payroll vouchers in the list as follows: payroll vouchers numbered Oct-15-001 through OCT-15-006 in the total amount of \$84,145.00, and claim vouchers numbered OCT-15-007 through OCT-15-036 in the total amount of \$18,675.52. Mr. Belton moved to approve the October Vouchers;* Mr. Olson seconded this motion. The motion carried.

Monthly Budget Report

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

October 19, 2015 General Membership Meeting

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

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

OTHER BUSINESS

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

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

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

PUBLIC COMMENT

None.

ADJOURN

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

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

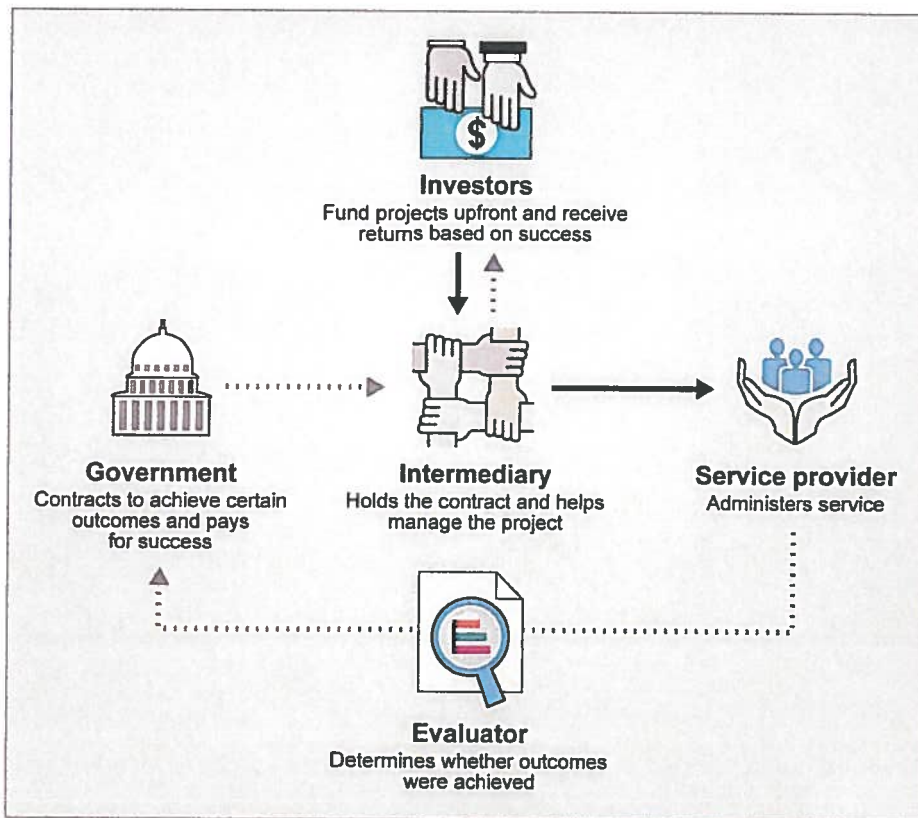
ATTEST:

Jessica Hansen, Executive Committee Secretary

An individual PFS project comprises a series of contracts and other vehicles, such as loan and grant agreements, that defines entities' roles in the project and identifies the risks they each agree to assume and the benefits they each stand to receive by virtue of their participation.

Although individual PFS projects may vary in terms of roles and responsibilities for the parties to the contract, there are five main types of organizations that commonly participate in a PFS project: government, intermediaries, investors, service providers, and evaluators (see figure 1).

Figure 1: Types of Organizations Most Commonly Involved in Pay For Success Projects and the Roles They Play



← Flow of upfront funding and project implementation
 ←..... Potential flow of achieved outcomes and outcome payments

Source: GAO analysis. | GAO-15-646

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**PROFESSIONAL SERVICES AGREEMENT
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: PSA EWW NCAC 15-16
1. NAME/ADDRESS: Juan Carlos Olivares, Exec. Director Yakima Valley Farm Workers Clinic 601 N. Keys Road Yakima, WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$30,000	5. PREVIOUS CONTRACT AMOUNT:
	3. CASH MATCH REQUIREMENT: \$0	6. MODIFICATION AMOUNT:
	4. TOTAL CONTRACT AMOUNT: \$30,000	7. NEW TOTAL CONTRACT AMOUNT:
8. CONTACT INFO: Rodona Marquez, Planning & Development Director (509) 865-6175 ext. 2913 Phone RodonaS@yvfwc.org	9. COUNTY PROGRAM CONTACT INFO: Yakima Valley Conference of Governments Tim Sullivan, Housing & Homeless Mgr 311 N. 4th Street, Suite 204 Yakima, WA 98901 (509) 949-1287 Tim.Sullivan@yvcog.org	10. COUNTY FISCAL CONTACT INFO: Yakima County Financial Services Patricia Waterhouse, Accountant 128 N 2nd Street, Room 231 Yakima, WA 98901-2639 (509) 574-1369 Patricia.Waterhouse@co.yakima.wa.us
11. CONTRACT START DATE: November 10, 2015	12. CONTRACT END DATE: March 31, 2016	
13. FUNDING AUTHORITY: Local Dollars, Fund 184		
14. CFDA NUMBER(S): N/A	15. CFDA TITLE(S): N/A	
16. PURPOSE: The Contractor shall perform professional services as defined by the Statement of Work incorporated herein.		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C – Budget		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
YAKIMA VALLEY FARM WORKERS CLINIC NCAC		BOARD OF YAKIMA COUNTY COMMISSIONERS
_____	_____	_____
Juan Carlos Olivares, Executive Director	J. Rand Elliott, Chairman	
_____	_____	_____
Date	Michael D. Leita, Commissioner	
	_____	_____
	Kevin J. Bouchey, Commissioner <i>Constituting the Board of County Commissioners for Yakima County, Washington</i>	
Attest:	Approved as to form:	
_____	_____	_____
Tiera L. Girard, Clerk of the Board	Deputy Prosecuting Attorney WSBA#	

SCOPE OF WORK

PURPOSE

The purpose of this agreement is to provide Extreme Winter Weather Shelter services for the homeless during the months of November 2015 through March 2016 through the dispersement of vouchers for motel stays within all areas of Yakima County to serve those who are otherwise unable to access temporary emergency shelter resources.

PROGRAM GOALS

The contractor shall, at a minimum:

1. Provide voucher countywide to homeless individuals and families referred by service agencies duration possible based on negotiations with participating hotels. Vouchers may be used for room rental costs only. The Contractor may exercise discretion in the standard term of vouchers based on household composition and negotiated rates, but no more than 25% of households served should receive an extension into a second voucher over the course of the shelter season.
2. Give priority access to vouchers to unsheltered households, and the Contractor is expected to provide extensions primarily to households who were lacking any form of shelter upon receiving an initial voucher.
3. Provide vouchers when and if weather conditions are deemed to negatively affect the health and safety of an unsheltered person.
4. Comply with the following reporting requirements:
 - A. Participate fully and completely in the County's online Homeless Management and Information System (HMIS) for all persons receiving assistance funded under the terms of this contract.
 - B. Completely enter a client record within HMIS upon provision of funded services.
 - C. The County may provide training and technical assistance as necessary.
 - D. The County and Contractor will be required to enter into and maintain data sharing and client confidentiality agreements.
 - E. The Contractor must have at least one primary and one trained backup data entry operator and one designated HMIS lead.
 - F. Participation shall include prompt and orderly entry and submission of all data, completed in detail and submitted in the manner and periods prescribed by local HMIS Data Quality Standards.
 - G. In the event the Contractor fails to maintain its reporting obligations, the County reserves the right to withhold reimbursement or order payment stopped in an amount proportional to the data estimated to be outstanding until the data is current, accurate, and complete.
5. Comply with **Exhibit C – Budget** line items and their uses as follows:
 - A. Hotel/Motel Vouchers & Operations – Cost of vouchered motel stays and associated fees for homeless clients provided with temporary emergency shelter.

EXHIBIT B

- B. Operations – Costs specifically associated with the delivery of shelter vouchers. May include but is not limited to staff time for intake, assessment, data entry, and referral for other services. Includes costs incurred specifically for the support and operation of this agreement only.
 - C. Administration – General costs for the support of the Contractor’s organizational needs.
6. Complete and provide within 45 days after the end of the contract terms a detailed report of actual expenditures and services provided under this agreement.
 7. Perform other related responsibilities as required.

BUDGET

EXTREME WINTER WEATHER - MOTEL VOUCHERS
Northwest Community Action Center

<i>Line Item</i>	<i>Amount</i>
Hotel/Motel Vouchers	\$24,000
Operations	\$4,500
Administration	\$1,500
TOTAL	\$30,000

Invoicing Provisions:

- A. Monthly invoices and documentation must be submitted in both the following two ways:
- Electronically: Submitted electronic invoices must be provided concurrently to your program manager at the Yakima County Department of Financial Services and to your fiscal contact in Financial Services. Electronic invoices must be submitted no later than the 8th of the month. If the 8th falls on a Saturday, invoices must be received by close of business the preceding Friday. If the 8th falls on a Sunday, invoices must be received by close of business the following Monday.
 - Original invoice via delivery: A signed original hard copy of the invoice must be submitted to Financial Services. The signed original invoice must be received no later than the 10th of the month to be paid on the County's next scheduled warrant date at the following address:

Yakima County Financial Services
 128 N. 2nd Street, Room 231
 Yakima, WA 98901-2639

- B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. must accompany the first invoice before payment will be made.
- C. All late invoices will not be paid until the following month; the decision to approve or deny payment of claims for services submitted more than 45 days after the end of the end of the invoice period shall rest solely with the Financial Services Director; the Director's decision shall be final and not capable of right to appeal.
- D. Submitted invoices must explicitly allocate costs by contracted line items. The Contractor is responsible for ensuring submitted cost documentation is clearly associated with contracted line items. Invoices not meeting this requirement will be returned for correction (All submission deadlines still apply to invoices in need of correction).
- E. Submitted costs ineligible for reimbursement or not properly supported will be deducted from the Contractor's reimbursement. Contractor will be provided a summary of deductions and may opt to submit a supplemental invoice providing additional documentation before the next month's invoicing deadline for these costs only. Should a contractor opt not to re-invoice, these costs will be considered void as of the close of the next invoicing period.
- F. Contractor may request a budget line item be adjusted by up to 10% of the total annual amount between line items. Unless otherwise restricted by funding authorities, the contractor may request costs be moved between existing contractual line items, but may not deviate from the contractual budget by more than 10%. This request must be made in writing, is subject to approval by the Yakima Valley Conference of Governments Services Program Manager, and shall not be construed to allow any modification contrary to other contract requirements in the General Terms, Special Terms, or referenced contractual documents.
- G. All program or billing related questions must be submitted to your agency's designated program manager directly at the Yakima Valley Conference of Governments.

**PROFESSIONAL SERVICES AGREEMENT
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: PSA EWW YNHS 15-16
1. NAME/ADDRESS: Anita Monoian, CEO Yakima Neighborhood Health Service PO Box 2605 Yakima, WA 98907-2605	2. ORIGINAL CONTRACT AMOUNT: \$101,500	5. PREVIOUS CONTRACT AMOUNT:
	3. CASH MATCH REQUIREMENT: \$0	6. MODIFICATION AMOUNT:
	4. TOTAL CONTRACT AMOUNT: \$101,500	7. NEW TOTAL CONTRACT AMOUNT:
8. CONTACT INFO: Rhonda Hauff, Chief Operating Officer/Deputy CEO (509) 574-5552 Phone rhonda.hauff@ynhs.org	9. COUNTY PROGRAM CONTACT INFO: Yakima Valley Conference of Governments Tim Sullivan, Housing & Homeless Mgr 311 N. 4th Street, Suite 204 Yakima, WA 98901 (509) 949-1287 Tim.Sullivan@yvcog.org	10. COUNTY FISCAL CONTACT INFO: Yakima County Financial Services Patricia Waterhouse, Accountant 128 N 2nd Street, Room 231 Yakima, WA 98901-2639 (509) 574-1369 Patricia.Waterhouse@co.yakima.wa.us
11. CONTRACT START DATE: November 10, 2015	12. CONTRACT END DATE: March 31, 2016	
13. FUNDING AUTHORITY: Local Dollars, Fund 184		
14. CFDA NUMBER(S): N/A	15. CFDA TITLE(S): N/A	
16. PURPOSE: The Contractor shall perform professional services as defined by the Statement of Work incorporated herein.		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C – Budget		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
YAKIMA NEIGHBORHOOD HEALTH SERVICES		BOARD OF YAKIMA COUNTY COMMISSIONERS
_____	_____	_____
Anita Monoian, CEO		J. Rand Elliott, Chairman
_____	_____	_____
Date		Michael D. Leita, Commissioner
_____	_____	_____
Attest:		Kevin J. Bouchey, Commissioner <i>Constituting the Board of County Commissioners for Yakima County, Washington</i>
_____	_____	Approved as to form:
Tiera L. Girard, Clerk of the Board	_____	Deputy Prosecuting Attorney WSBA#

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SCOPE OF WORK

PURPOSE

The purpose of this agreement is to provide Extreme Winter Weather Shelter services for the homeless during the months of November 2015 through March 2016. Shelter shall be provided via coordination, recruitment, staffing, and support of season shelter space and through the dispersement of vouchers for motels stays within all areas of Yakima County to serve those who are otherwise unable to access temporary emergency shelter resources.

PROGRAM GOALS

The contractor shall, at a minimum:

- **Staff, supervise, and manage the creation and availability of seasonal shelter space(s) within the city of Yakima subject to the following expectations:**
 1. Maintain all shelter space as safe, secure, and respectful facilities for clients accessing services.
 2. Coordinate the donation and distribution of supplies, money, food, and other necessities for the operation of shelter projects.
 3. Provide a project level coordinator to conduct necessary volunteer training, site management, monitoring, data entry and reporting, and other duties as required.
 4. Recruit, train and supervise consistent lead volunteer(s) or staff at each shelter site to monitor program quality, internal controls, client safety, and other routine site management activities as required.
 5. Recruit, train, retain, schedule and supervise volunteers necessary to conduct shelter operations.
 6. Create all required operational guidelines, policies and procedures, client standards, etc., and provide Yakima County and/or its contracted agents with such documents.
 7. Enter into written agreements with any participating parties (i.e. churches) offering donated space for the provision of services establishing clear terms of use, including any usage restrictions and liability responsibilities. Copies of such agreements should be provided to Yakima County staff or contracted agents prior to the delivery of services at each site.
 8. Conduct random on site visitations, reviews, and other interventions as necessary to ensure client safety and adherence to policy.
 9. Create a means of tracking, summarizing, and reporting incidents occurring on site at the shelters and their resolution and provide Yakima County staff and their contracted agent's regular and complete summaries of any such incidents.
 10. Provide a confidential and anonymous means for clients to register grievances, complaints, safety concerns, etc. regarding the operations of shelters, Contractor staff or volunteers, or any other element of the EWW Shelter project. Provide a means for following up on these grievances that is NOT conducted by an involved Contractor staff person or volunteer or their direct reports.

EXHIBIT B

- **Provide motel vouchers to households unable to access seasonal or year-round emergency shelters.**
 1. Provide voucher countywide to homeless individuals and families referred by service agencies duration possible based on negotiations with participating hotels. Vouchers may be used for room rental costs only. The Contractor may exercise discretion in the standard term of vouchers based on household composition and negotiated rates, but no more than 25% of households served should receive an extension into a second voucher over the course of the shelter season.
 2. Give priority access to vouchers to unsheltered households, and the Contractor is expected to provide extensions primarily to households who were lacking any form of shelter upon receiving an initial voucher.
 3. Provide vouchers when and if weather conditions are deemed to negatively affect the health and safety of an unsheltered person.
- **Conduct both seasonal shelter and motel voucher programs subject to the following conditions:**
 1. Comply with the following reporting requirements:
 - A. Participate fully and completely in the County's online Homeless Management and Information System (HMIS) for all persons receiving assistance funded under the terms of this contract.
 - B. Completely enter a client record within HMIS upon provision of funded services.
 - C. The County may provide training and technical assistance as necessary.
 - D. The County and Contractor will be required to enter into and maintain data sharing and client confidentiality agreements.
 - E. The Contractor must have at least one primary and one trained backup data entry operator and one designated HMIS lead.
 - F. Participation shall include prompt and orderly entry and submission of all data, completed in detail and submitted in the manner and periods prescribed by local HMIS Data Quality Standards.
 - G. In the event the Contractor fails to maintain its reporting obligations, the County reserves the right to withhold reimbursement or order payment stopped in an amount proportional to the data estimated to be outstanding until the data is current, accurate, and complete.
 - H. Provide monthly reports on services provided to stakeholders with the assistance of Yakima County staff or contracted agents.
 2. Comply with **Exhibit C – Budget** line items and their uses as follows:
 - A. Hotel/Motel Vouchers & Operations – Cost of vouchered motel stays and associated fees for homeless clients provided with temporary emergency shelter.
 - B. Operations – Costs specifically associated with the delivery of shelter vouchers. May include but is not limited to staff time for intake, assessment, data entry, and referral for other services. Includes costs incurred specifically for the support and operation of this agreement only.

EXHIBIT B

- C. Administration – General costs for the support of the Contractor’s organizational needs.
3. Complete and provide within 45 days after the end of the contract terms a detailed report of actual expenditures and services provides under this agreement.
 4. Perform other related responsibilities as required.

BUDGET

Yakima Neighborhood Health Services

EXTREME WINTER WEATHER - MOTEL VOUCHERS

<i>Line Item</i>	<i>Amount</i>
Hotel/Motel Vouchers	\$24,000
Operations	\$4,500
Administration	\$1,500
TOTAL	\$30,000

EXTREME WINTER WEATHER – SEASONAL SHELTER OPERATIONS

<i>Line Item</i>	<i>Amount</i>
Shelter Operations	\$66,000
Administration	\$5,500
TOTAL	\$71,500

Invoicing Provisions:

- A. Monthly invoices and documentation must be submitted in both the following two ways:
 - Electronically: Submitted electronic invoices must be provided concurrently to your program manager at the Yakima County Department of Financial Services and to your fiscal contact in Financial Services. Electronic invoices must be submitted no later than the 8th of the month. If the 8th falls on a Saturday, invoices must be received by close of business the preceding Friday. If the 8th falls on a Sunday, invoices must be received by close of business the following Monday.
 - Original invoice via delivery: A signed original hard copy of the invoice must be submitted to Financial Services. The signed original invoice must be received no later than the 10th of the month to be paid on the County’s next scheduled warrant date at the following address:

Yakima County Financial Services
128 N. 2nd Street, Room 231
Yakima, WA 98901-2639
- B. Under “General Terms and Conditions,” documentation of Insurance as reflected section 16. must accompany the first invoice before payment will be made.
- C. All late invoices will not be paid until the following month; the decision to approve or deny payment of claims for services submitted more than 45 days after the end of the invoice period shall rest solely with the Financial Services Director; the Director’s decision shall be final and not capable of right to appeal.
- D. Submitted invoices must explicitly allocate costs by contracted line items. The Contractor is responsible for ensuring submitted cost documentation is clearly associated with contracted line items. Invoices not meeting this requirement will be returned for correction (All submission deadlines still apply to invoices in need of correction).
- E. Submitted costs ineligible for reimbursement or not properly supported will be deducted from the Contractor’s reimbursement. Contractor will be provided a summary of deductions and may opt to submit a supplemental invoice providing additional documentation before the next month’s invoicing deadline for these costs only. Should a contractor opt not to re-invoice, these costs will be considered void as of the close of the next invoicing period.

EXHIBIT C

- F. Contractor may request a budget line item be adjusted by up to 10% of the total annual amount between line items. Unless otherwise restricted by funding authorities, the contractor may request costs be moved between existing contractual line items, but may not deviate from the contractual budget by more than 10%. This request must be made in writing, is subject to approval by the Yakima Valley Conference of Governments Services Program Manager, and shall not be construed to allow any modification contrary to other contract requirements in the General Terms, Special Terms, or referenced contractual documents.
- G. All program or billing related questions must be submitted to your agency's designated program manager directly at the Yakima Valley Conference of Governments.

RESOLUTION NO. 2015-6
Authorizing and Approving Participation in the
Washington Public Employees' Retirement System (PERS)

Yakima Valley Conference of Governments, a political subdivision of the State of Washington, authorizes and approves the following:

1. Its eligible employees shall participate in PERS, as allowed by RCW 41.40.062;
2. The necessary funds shall be made available to cover its proportionate share for participation in PERS; and
3. PERS membership shall begin on **January 1, 2016**.

Tax Status (select one)

- Will submit tax-deferred member contributions.
- Will not submit tax-deferred member contributions.

Purchase of Previous Service (select one)

- Not applicable.** Check this box if your agency is newly created *and* the effective date of PERS participation is equal to the date of hire of first employee(s).
- Option A** Employer pays all previous service costs (both member and employer contributions). Payment must be completed within 15 years from entry into PERS.
- Option B** Employer and member share previous service cost. Payment must be completed within five years from entry into PERS. **Indicate one of the variations below:**
- B1 Member pays member contributions.
Employer pays employer contributions.
- B2 Member pays 00% of previous service cost.
Employer pays 00% of previous service cost.
- Option C** Member pays all previous service costs (both member and employer contributions). Payment must be completed within five years from entry into PERS.

RESOLUTION NO. 2015-6
Authorizing and Approving Participation in the
Washington Public Employees' Retirement System (PERS)

Passed this 16th day of November, 2015.

Authorizing Signatures:

_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____

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RESOLUTION NO. 2015-7

FOR OBTAINING 'ABSOLUTE' SOCIAL SECURITY COVERAGE

WHEREAS, Yakima Valley Conference of Governments desires to offer Social Security coverage to its employees,

NOW THEREFORE, be it resolved that the Yakima Valley Conference of Governments Executive Committee does hereby adopt the following resolution:

SECTION 1. It is hereby declared to be the policy and purpose of the Executive Committee to extend the provisions of RCW 41.48.030, providing Social Security coverage to eligible employees of the Yakima Valley Conference of Governments.

SECTION 2. The Executive Director is authorized and directed to execute an agreement with the State of Washington to secure Social Security coverage of eligible employees as provided in Section 1.

SECTION 3. The coverage of eligible employees shall be effective as of December 31, 2015.

SECTION 4. Withholdings from salaries or wages of employees for the purposes provided in Section 1 of this Resolution are hereby authorized to be made in the amounts and at such times as may be required by applicable State and Federal laws and regulations, and shall be paid to the Internal Revenue Service, in such amounts and at such times as are designated in IRS Code 3121(b)(7)(E) and 3126.

SECTION 5. Employer contributions shall be paid from amounts appropriated for such purposes to the Internal Revenue Service in accordance with applicable Federal laws.

SECTION 7. The Yakima Valley Conference of Governments shall maintain such records and submit such reports as may be required by applicable State and Federal laws or regulations.

SECTION 8. This resolution shall take effect and be in full force from and after its passage.

Passed this 16th day of November, 2015. Authorizing Signatures:

_____ Title: Chairman, Executive Committee

_____ Title: Vice Chairman, Executive Committee

_____ Title: Executive Committee Member

_____ Title: Executive Committee Member

_____ Title: Executive Committee Member

_____ Title: Executive Committee Member

_____ Title: Executive Committee Member

CERTIFICATION:

I, Lauris C Mattson, Executive Director, do hereby certify that the foregoing is a true and correct copy of Resolution passed by the Yakima Valley Conference of Governments Executive Committee on the _____ day of _____, 20__.

**YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
RESOLUTION NO. 2015-8**

WHEREAS, the Association of Washington Cities Employee Benefit Trust (the "Trust") is an entity to which contributions by cities and towns and non-city entities organized and existing under the Constitution or laws of the State of Washington and who are members of the Trust ("Participating Cities and Towns," and "Participating Non-City Entities") and their employees can be paid and through which the Board of Trustees of the Trust ("Trustees") provides one or more insured health and welfare benefit plans or programs to Participating Cities and Towns' and Non-City Entities' employees, their dependents and other beneficiaries ("Beneficiaries"), on whose behalf the contributions were paid; and

WHEREAS, the Trust qualifies as a voluntary employee beneficiary association within the meaning of Section 501(c)(9) of the Internal Revenue Code, providing for the payment of life, sick, accident or other benefits to Beneficiaries; and

WHEREAS, the Trust and Participating Cities and Towns and Non-City Entities have determined that it is in the best interest of Participating Cities and Towns and Non-City Entities to jointly self-insure certain health benefit plans and programs for Beneficiaries through a designated account within the Trust, while at the same time having the Trust continue as the entity to which other insured health and welfare benefit program contributions are paid and through which insured health and welfare benefit plans and programs are provided to Beneficiaries; and

WHEREAS, it appears economically feasible and practical for the parties to do so; and

WHEREAS, Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under chapter 39.34 RCW, jointly self-insure health benefit plans and programs, and/or jointly hire risk management services for such plans or programs by any one or more of certain specified methods; and

WHEREAS, the Association of Washington Cities Employee Benefit Trust Interlocal Agreement (the "Interlocal Agreement") attached hereto creates a joint self-insured health and welfare benefit program (the "Health Care Program") to be administered by the Trustees for the purposes of providing self-insured health benefits to Beneficiaries; and

WHEREAS, WAC 200-110-030 requires every local government entity participating in a joint self-insurance health and welfare benefit program to adopt such program by resolution; and

WHEREAS, Chapter 48.62 requires Health Care Program assets to be managed consistent with existing authority over use of municipal funds in RCW 35.39.030. The Trust will manage Health Care Program reserves in compliance with Chapter 48.62 RCW; RCW 35.39.030, and the Health Care Program Investment Policy; and

WHEREAS, all premium contributions for use in the Health Care Program are deposited into a designated account within the Trust, the Health Care Program Account (the "HCP Account"), and the HCP Account represents a pool of funds that is independent of all other Trust or AWC funds; and

WHEREAS, the Trust intends to manage the HCP Account assets in compliance with federal and state laws and the Interlocal Agreement; and

WHEREAS, **Yakima Valley Conference of Governments** believes it is in the best interest of the Health Care Program to allow the Trust to manage the HCP Account;

NOW THEREFORE RESOLVED, that the Interlocal Agreement creating the Health Care Program is hereby adopted.

RESOLVED, that by adopting such Agreement, **Yakima Valley Conference of Governments** acknowledges that it shall be subject to assessments as required by the Health Care Program.

DATED, this 16th day of November 2015

By: James A. Restucci, Chair

ATTEST:

Lauris C. Mattson, Executive Director

Dated: _____

RESOLUTION 2015-9

**A RESOLUTION TO OPEN
YAKIMA VALLEY CONFERENCE OF GOVERNMENTS'
GOVERNMENT BUSINESS BANKING ACCOUNT**

WHEREAS, it has come to the attention of the Yakima Valley Conference of Governments Executive Committee that there is a need to open a government business account for the Yakima Valley Conference of Governments, currently held by Yakima County Treasurer, by resolution,

WHEREAS, The State Treasurer's requirement is that public funds be in an approved depositories, in compliance with RCW 39.58; and Key Bank National Association qualifies as a public depository;

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Yakima Valley Conference of Governments that Christina Wickenhagen, Deputy Director of the Yakima Valley Conference of Governments, be, and hereby is, appointed to open the Yakima Valley Conference of Governments business account at Key Bank, and

THEREFORE, BE IT RESOLVED that the Yakima Valley Conference of Governments shall implement this resolution effective November 16, 2015.

ADOPTED this 16th day of November 2015.

Signed:

Dated: November _____, 2015

James A. Restucci, Chair
Yakima Valley Conference of Governments

Attest:

Lauris C. Mattson, Executive Director

Tamara Hayward, Office Specialist

RESOLUTION 2015-10

**A RESOLUTION APPOINTING AN AUDITING OFFICER AND ALTERNATE
AUDITING OFFICER FOR YAKIMA VALLEY CONFERENCE OF GOVERNMENTS'
BUSINESS BANKING ACCOUNTS**

WHEREAS, it has come to the attention of the Yakima Valley Conference of Governments Executive Committee that there is a need to appoint an Auditing Officer and alternate Auditing Officers for the Yakima Valley Conference of Governments Business Account, held at Key Bank, by resolution,

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Yakima Valley Conference of Governments that Lauris Mattson, Executive Director of the Yakima Valley Conference of Governments, be, and hereby is, appointed to serve as Auditing Officer with signing authority for the Yakima Valley Conference of Governments Advance Travel Account, and

BE IT FURTHER RESOLVED that Christina Wickenhagen, Deputy Director and Tamara Hayward, Office Specialist of the Yakima Valley Conference of Governments, as Alternate Auditing Officers, be, and hereby are appointed to perform the duties of the YVCOG Auditing Officer in the absence of the Executive Director, to sign and perform any routine tasks associated with the payroll, claims, and advanced travel fund that would normally be signed by Lauris Mattson, YVCOG Executive Director.

THEREFORE, BE IT RESOLVED that the Yakima Valley Conference of Governments shall implement this resolution effective November 16, 2015.

ADOPTED this 16th day of November 2015.

Signed:

Dated: November _____, 2015

James A. Restucci, Chair
Yakima Valley Conference of Governments

Attest:

Christina Wickenhagen, Deputy Director

Tamara Hayward, Office Specialist

RESOLUTION 2015-11

A RESOLUTION TO CLOSE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS' ADVANCE TRAVEL ACCOUNT

WHEREAS, it has come to the attention of the Yakima Valley Conference of Governments Executive Committee that there is a need to close the Yakima Valley Conference of Governments Advance Travel Account 4200605677, held at American West Bank, by resolution,

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Yakima Valley Conference of Governments that Lauris Mattson, Executive Director of the Yakima Valley Conference of Governments, be, and hereby is, appointed to close the Yakima Valley Conference of Governments Advance Travel Account, and

THEREFORE, BE IT RESOLVED that the Yakima Valley Conference of Governments shall implement this resolution effective December 31, 2015.

ADOPTED this 16th day of November 2015.

Signed:

Dated: November _____, 2015

James A. Restucci, Chair
Yakima Valley Conference of Governments

Attest:

Lauris C. Mattson, Executive Director

Tamara Hayward, Office Specialist



RESOLUTION

DEFERRED COMPENSATION PROGRAM

PO Box 40931 Olympia, WA 98504-0931 • www.drs.wa.gov/dcp
Toll Free: 1-888-327-5596 • TTY: 1-877-847-6041

DCP

RESOLUTION NO. 2015-13

WHEREAS, the Yakima Valley Conference of Governments (YVCOG) was formed in accordance with RCW 36.70.060 on December 28, 1966; and,

WHEREAS, the Department of Retirement Systems, Deferred Compensation Program in accordance with RCW 41.50.770; administers the deferred compensation plan for the employees of the State of Washington as outlined in WAC Chapter 415- 501; and,

WHEREAS, RCW 41.50.770 permits Counties, Municipalities, and other political subdivisions to participate in the State of Washington Employee's Deferred Compensation Plan; and,

WHEREAS, the YVCOG Executive Committee, has reviewed the State plan and agrees to accept all terms and conditions of the State plan as established and as hereafter amended; and,

WHEREAS, the YVCOG Executive Committee, understands and agrees that all monies deferred by its employees are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

NOW, THEREFORE, BE IT RESOLVED, that the YVCOG Executive Committee requests approval by the Department of Retirement Systems, Deferred Compensation Program to participate in the aforementioned deferred compensation plan for the employees of the Yakima Valley Conference of Governments, subject to the requirements of RCW 41.50.770 and WAC Chapter 415-501.

Dated at, Yakima, State of Washington, this 16th day of November 2015.

BY: _____

ATTEST: _____

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Proposed Amended ARTICLE VIII

Our articles of association (Article VIII) need to be modified to reflect that after December 31st, Yakima County will no longer act as the fiscal agent for the Conference. I've pasted Article VIII below. The suggested change is shown in strikethrough.

Our amendment process (Article XI) requires that 2/3 of a majority of members approve the amendment at a regular or special meeting. We can hold this vote during our Dec. 9 General Membership meeting. We'll provide you with paper copies of the amendment at the Dec. 9 meeting. If you approve, the amendment is then forwarded to each member jurisdiction for your respective council's/commission's approval. Approval by 2/3 of the member jurisdictions then ratifies the amendment.

ARTICLE VIII

Finances

The sources of funding for operation of the Conference shall be the following:

- (a) Annual assessment to member agencies.
- (b) Contracted fees.
- (c) Grants, donations, or other sources.

The Executive Committee shall annually, prior to October 1, prepare a recommended balanced budget for the ensuing calendar year in the form provided for County budgets. The budget shall include income from recommended assessment of member agencies, anticipated contract fees, grants, donations and other sources.

The budget shall be submitted to each representative of the member jurisdictions within seven days of the Executive Committee's action for the purpose of preliminary review.

At the October General Membership meeting a balanced budget will be adopted, by Resolution, by the Conference and recommended back to the member jurisdictions within seven days. After reviewing the work program and the assessments, each member jurisdiction shall notify the Conference in writing by December 31 of their intent to continue participation in the Conference at the specified assessment or to terminate their participation.

~~Yakima County, through its Auditor and Treasurer, shall act as the fiscal agent for the Conference. All funds shall be deposited with the Treasurer and disbursed by warrants issued by the Auditor pursuant to vouchers approved by the Conference.~~ The financial operation of the Conference shall be subject to all applicable State statutes governing budgeting and auditing procedures.

**YVCOG Executive Committee Meeting November 16, 2015
PRELIMINARY BUDGET REPORT
Oct-15**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:		2014	YVCOG 2015	Homeless Program	2015 TOTAL
January		\$ 136,397.75	\$ 139,242.72	\$ -	\$ 139,242.72
February		\$ 16,271.78	\$ 8,458.67	\$ -	\$ 8,458.67
March		\$ 96,237.46	\$ 122,787.20	\$ -	\$ 122,787.20
April		\$ 68,817.66	\$ 88,696.32	\$ -	\$ 88,696.32
May		\$ 53,265.46	\$ 73,382.91	\$ -	\$ 73,382.91
June		\$ 49,677.21	\$ 27,377.24	\$ -	\$ 27,377.24
July		\$ 62,434.49	\$ 153,299.59	\$ -	\$ 153,299.59
August		\$ 14,011.30	\$ 18,103.44	\$ -	\$ 18,103.44
September		\$ 56,655.80	\$ 76,710.24	\$ 34,680.94	\$ 111,391.18
October		\$ 48,735.55	\$ 69,018.54	\$ 27,551.96	\$ 96,570.50
November		\$ 52,712.46			
December		\$ 51,734.93			
Total Revenue MTD (through October)		\$ 602,504.46	\$ 777,076.87	\$ 62,232.90	\$ 839,309.77
Total Revenue YTD		\$ 706,951.85	\$ 777,076.87	\$ 62,232.90	\$ 839,309.77
EXPENDITURES:					
Salaries	January	\$ 36,171.80	\$ 44,902.46	\$ -	\$ 44,902.46
	February	\$ 36,024.11	\$ 44,973.88	\$ -	\$ 44,973.88
	March	\$ 36,142.51	\$ 45,466.69	\$ -	\$ 45,466.69
	April	\$ 36,274.46	\$ 45,405.04	\$ -	\$ 45,405.04
	May	\$ 36,866.00	\$ 45,262.88	\$ -	\$ 45,262.88
	June	\$ 29,060.27	\$ 45,405.04	\$ -	\$ 45,405.04
	July	\$ 29,949.67	\$ 37,482.01	\$ 19,426.70	\$ 56,908.71
	August	\$ 29,725.34	\$ 39,802.56	\$ 17,452.90	\$ 57,255.46
	September	\$ 29,586.90	\$ 36,403.52	\$ 20,129.42	\$ 56,532.94
	October	\$ 29,740.24	\$ 38,198.98	\$ 22,593.28	\$ 60,792.26
	November	\$ 35,221.53			
	December	\$ 34,265.93			
Total Salaries MTD (through October)		\$ 329,541.30	\$ 423,303.06	\$ 79,602.30	\$ 502,905.36
Total Salaries YTD		\$ 399,028.76	\$ 423,303.06	\$ 79,602.30	\$ 502,905.36
Vouchers	January	\$ 31,042.82	\$ 37,102.55	\$ -	\$ 37,102.55
	February	\$ 25,676.82	\$ 27,281.15	\$ -	\$ 27,281.15
	March	\$ 25,927.10	\$ 28,564.67	\$ -	\$ 28,564.67
	April	\$ 23,260.02	\$ 25,014.46	\$ -	\$ 25,014.46
	May	\$ 22,484.02	\$ 37,301.64	\$ -	\$ 37,301.64
	June	\$ 17,282.84	\$ 33,450.80	\$ -	\$ 33,450.80
	July	\$ 19,420.69	\$ 10,627.02	\$ 15,254.24	\$ 25,881.26
	August	\$ 17,167.92	\$ 20,792.30	\$ 10,099.06	\$ 30,891.36
	September	\$ 23,769.36	\$ 15,626.24	\$ 12,638.83	\$ 28,265.07
	October	\$ 22,346.83	\$ 24,068.76	\$ 14,316.63	\$ 38,385.39
	November	\$ 20,634.07			
	December	\$ 22,871.42			
Total Vouchers MTD (through October)		\$ 228,378.42	\$ 259,829.59	\$ 52,308.76	\$ 312,138.35
Total Vouchers YTD		\$ 271,883.91	\$ 259,829.59	\$ 52,308.76	\$ 312,138.35
TOTAL EXPENDITURES MTD (through October)		\$557,919.72	\$683,132.65	\$131,911.06	\$815,043.71
TOTAL EXPENDITURES YTD		\$670,912.67	\$683,132.65	\$131,911.06	\$815,043.71
Revenue Balance		\$36,039.18	\$93,944.22	-\$69,678.16	\$24,266.06

MONTHLY CASH FLOW (estimate)

Salaries	\$ 60,792.26	REIMB (SAL)	\$54,175.92	ADMIN	\$6,616.34
Vouchers	\$ 38,385.39	REIMBURSED	\$32,593.94	ADMIN	\$5,791.45

Yakima Valley Conference of Governments Preliminary REVENUE Budget

83%

Homeless Homeless
Year-to-Date Year-to-Date
% Variance \$ Variance

195,000.00

**

Homeless
Budget

2015
Budget

YTD Actual
Revenue

October

Sub-Departments
Grants/Contracts
Beginning Fund Bal-Designated **

	October	2015 Budget	Homeless Budget	Year-to-Date \$ Variance	Year-to-Date % Variance	Homeless Year-to-Date \$ Variance	Homeless Year-to-Date % Variance
Administration							
Admin-Gen'l Assessment	10,471.50	111,960.00		-1.00	100%		
Admin-Misc Revenue (copies, posters)	-	500.00		457.24	9%		
Admin-Assoc Membership Fees	-	300.00		0.00	100%		
Total Administration	10,471.50	112,760.00		456.24	100%		
Intergov-Local Match WSDOT	-	41,642.00		901.00	98%		
Intergov -Local Transit	-	3,000.00		0.00	100%		
Total Intergov-Local	-	44,642.00		901.00	98%		
STP - Fed Hwy Admin WSDOT	10,144.07	50,000.00		39,855.93	20%		
MPO/RTPO 14/15							
FHWA-DOT-Metro Plan (PL)		217,051.00		0.74	100%		
FTA-DOT-Metro Plan Grant	-	42,658.00		13.02	100%		
RTPO-WSDOT	-	82,958.00		34.02	100%		
Total MPO/RTPO	-	342,667.00		47.78	100%		
MPO/RTPO 15/16							
FHWA-DOT-Metro Plan (PL)	23,074.41	132,949.00		52,867.62	60%		
RTPO-WSDOT	5,298.24	35,756.00		25,655.29	28%		
Total MPO/RTPO	28,372.65	168,705.00		78,522.91	53%		
ACE - DOH	-	2,477.00		200.30	92%		
CTR - Plans & Progr WSDOT 14/15	-	75,405.00		0.17	100%		
CMAQ Grant 14/15	-	15,899.00		1.90	100%		
CTR - Plans & Progr WSDOT 15/16	12,361.81	38,000.00		25,638.19	33%		
CMAQ Grant 15/16	-	49,446.00		32,390.72	34%		
Homeless Assistance & Prevention	27,551.96		295,400	233,167.10		233,167.10	21%
Intergov-Scholarship		1,500.00		1,500.00	0%		

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Intergov Serv-Exec Boards (TA Contr)

83,000.00

Number TA's 2014	-	1,141.82	-	-	66%
Grandview GMA PSA 2015	-	8,563.38	-	-	
Grandview TA 2015	-	1,473.51	-	-	
Granger TA 2015	-	4,678.02	-	-	
Harrah PSA 2014	-	5,830.82	-	-	
Mabton TA 2015	769.77	932.04	-	-	
Moxee TA 2015	-	-	-	-	
Naches PSA	-	648.05	-	-	
Selah TA 2015	-	-	-	-	
Selah PSA 2015	346.26	1,116.81	-	-	
Tieton TA 2015	-	1,012.34	-	-	
Toppenish TA 2015	-	-	-	-	
Union Gap TA 2015	-	-	-	-	
Wapato TA 2015	452.08	3,056.48	-	-	
Wapato PSA 2015	-	2,129.75	-	-	
Yakima Community Foundation	3,000.00	3,000.00	-	-	
YC HOME Cons PSA 14-15	-	4,725.25	-	-	
YC HOME Cons PSA 15-19	-	269.89	-	-	
Yakima Health Dist PSA 2015	3,100.40	16,512.85	-	-	
Total TA Contracts	7,668.51	55,091.01	83,000.00	27,908.99	66%
Junk & Scrap			5,000.00	5,000.00	0%
Total Revenue	96,570.50	839,309.77	989,501.00	\$ 309,039.41	85% 233,167.10 0.27

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2015
 Yakima Valley Conference of Governments
PRELIMINARY EXPENDITURE Budget

83%

GL Code & Description	October	YTD Actual	2015 Budget	Annual \$ Variance	YTD % Variance
Salaries					
615 1001 Salaries and Wages	\$ 60,433.10	\$ 499,256.58	\$ 690,000.00	\$ 72%	\$ 190,743.42
615 1002 Salaries-Overtime	\$ 359.16	\$ 2,821.07	\$ 7,200.00	\$ 39%	\$ 4,378.93
615 1003 Salaries-Extra Help	\$ -	\$ -	\$ -	\$ 0%	\$ -
Salaries	\$ 60,792.26	\$ 502,077.65	\$ 697,200.00	\$ 72%	\$ 195,122.35
Personnel Benefits					
615 2002 Benefits-Direct	\$ 22,833.86	\$ 163,213.89	\$ 238,000.00	\$ 69%	\$ 74,786.11
615 2004 Benefits-Bank Accruals	\$ 438.60	\$ 111.05	\$ -	\$ -	\$ -
Personnel Benefits	\$ 23,272.46	\$ 163,324.94	\$ 238,000.00	\$ 69%	\$ 74,786.11
Supplies					
615 3101 Office & Operating Supplies	\$ 568.42	\$ 11,473.87	\$ 36,400.00	\$ 32%	\$ 24,926.13
615 3501 Small Tools and Minor Equip	\$ 1,181.53	\$ 3,667.64	\$ 7,500.00	\$ 49%	\$ 3,832.36
615 3502 Computer Software	\$ -	\$ -	\$ 3,000.00	\$ 0%	\$ 3,000.00
615 3590 Small & Attractive Items	\$ -	\$ -	\$ -	\$ 0%	\$ -
Supplies	\$ 1,749.95	\$ 15,141.51	\$ 46,900.00	\$ 32%	\$ 31,758.49
Other Services-Charges					
615 4101 Professional Services	\$ 528.42	\$ 28,369.21	\$ 74,199.00	\$ 38%	\$ 45,829.79
615 4125 Prof Serv-Indirect Costs	\$ 405.58	\$ 4,055.80	\$ 4,867.00	\$ 83%	\$ 811.20
615 4191 Prof Serv-Purch Services	\$ 172.50	\$ 2,025.00	\$ 2,250.00	\$ 90%	\$ 225.00
615 4192 Prof Serv-Tech Services	\$ 1,166.83	\$ 4,817.32	\$ 8,000.00	\$ 60%	\$ 3,182.68
615 4201 Communications-Telephone	\$ 784.29	\$ 7,630.93	\$ 9,550.00	\$ 80%	\$ 1,919.07
615 4202 Communication-Postage	\$ 92.02	\$ 550.38	\$ 2,000.00	\$ 28%	\$ 1,449.62
615 4301 Travel	\$ 1,326.94	\$ 18,182.87	\$ 60,000.00	\$ 30%	\$ 41,817.13
615 4401 Advertising	\$ 1,078.66	\$ 6,146.93	\$ 6,000.00	\$ 102%	\$ (146.93)
615 4501 Operating Rentals and Leases	\$ 4,910.77	\$ 52,461.58	\$ 86,000.00	\$ 61%	\$ 33,538.42
615 4601 Insurance	\$ -	\$ 5,608.00	\$ 6,100.00	\$ 92%	\$ 492.00
615 4701 Utility Services	\$ 10.91	\$ 108.74	\$ 135.00	\$ 81%	\$ 26.26
615 4801 Repair and Maintenance	\$ 80.11	\$ 2,162.04	\$ 2,500.00	\$ 86%	\$ 337.96
615 4901 Misc. (registrations, dues, subscriptions)	\$ 2,805.95	\$ 19,300.14	\$ 41,000.00	\$ 47%	\$ 21,699.86
Other Services - Charges	\$ 13,362.98	\$ 151,418.94	\$ 302,601.00	\$ 50%	\$ 151,182.06
Capital Outlay					
615 6401 Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Services-Interest					
615 8101 Interest	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Debt Service - Interest	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Total Expenditure	\$ 99,177.65	\$ 831,963.04	\$ 1,284,901.00	\$ 65%	\$ 452,937.96

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2014-'15 Cash Flow Statement
Yakima Valley Conference of Governments
FINAL

October 2015

(Cash Basis Accounting)

For the Mo Ended:

	October	November	December	January	February	March	April	May	June	July	August	September	October
Beginning cash	\$280,070.83	\$276,719.31	\$273,576.17	\$318,981.24	\$325,411.46	\$261,615.10	\$310,370.94	\$328,647.76	\$319,466.15	\$267,987.55	\$332,563.73	\$262,761.99	\$278,127.63
Fed Hwy Admin-WSDOT STP													10,144.07
FHWA DOT-Metro Plan Grant		17,645.31	27,398.05	23,317.89		46,880.65	28,876.01	36,673.59		81,302.12		57,006.97	23,074.41
FTA-DOT-Metro Plan Grant						19,019.16	23,625.82						
DOT-RTPO & RTPO Long Range	23,269.32	8,742.52		8,985.70		32,209.81	6,743.98	13,462.08		21,522.41		4,802.47	5,298.24
CMAQ Plans & Programs		17,851.72	6,386.57	5,455.72					3,824.62	6,616.76	9,559.83	7,495.45	
DOT - CTR	10,732.91	4,153.48	1,996.75						12,596.91	9,106.42			
Active Communities Grant	346.20		1,042.50	623.13	2,851.47	20,367.23	12,914.13	17,568.67					12,381.81
Intergov Serv-Exec Boards (TA Co	5,108.48	4,311.53	14,876.06	682.28	665.20	2,721.98	6,014.88	5,628.57	10,905.71	4,904.92	8,493.61	42,086.29	35,220.47
Intergov-County/City Share-gen ad	9,262.00			58,901.00	2,428.00		10,471.50			29,689.00			10,471.50
Intergov-Local Match WSDOT				38,277.00	2,464.00								
Intergov -Local FTA (Yakima Transit)				3,000.00									
Intergov -Scholarship			35.00										
Misc Revenue-copies, posters		7.90				18.38				24.38			
Associate Membership Fees					50.00		50.00	50.00	50.00	50.00	50.00		
Expense Revenue Netted Back										1,756.99			
Total Receipts	\$48,735.55	\$52,712.46	\$51,734.93	\$139,242.72	\$8,458.67	\$122,787.20	\$88,696.32	\$73,382.91	\$27,377.24	\$155,056.58	\$18,103.44	\$111,391.18	\$96,570.50
Available Cash	\$328,806.38	\$329,431.77	\$325,311.10	\$458,223.96	\$333,870.13	\$384,402.30	\$399,067.26	\$402,030.67	\$346,843.39	\$423,044.13	\$350,667.17	\$374,153.17	\$374,698.13
Use of Funds													
Salaries	29,740.24	35,221.53	0.00	81,074.26	44,973.88	45,466.69	45,405.04	45,262.88	45,405.04	56,908.71	57,255.46	55,705.23	60,792.26
Personnel Benefits	9,300.73	10,986.22	0.00	24,277.94	14,088.09	14,178.90	14,170.51	14,059.39	14,125.08	18,416.00	17,719.09	19,430.49	23,272.46
Supplies	3,692.28	355.20	868.82	69.25	1,221.96	883.44	2,089.04	1,253.70	1,116.88	1,784.89	2,012.65	4,360.39	1,749.95
Other Services	9,353.82	9,292.65	5,461.04	27,391.05	11,971.10	13,502.33	8,754.91	21,988.55	18,208.84	13,370.80	10,917.98	16,529.43	9,940.17
Capital Outlay													
Debt Service - Interest													
Total Cash Out	52,087.07	55,955.60	6,329.86	132,812.50	72,255.03	74,031.36	70,419.50	82,564.52	78,855.84	90,480.40	87,905.18	96,025.54	95,754.84
Net Cash Flow	\$276,719.31	\$273,576.17	\$318,981.24	\$325,411.46	\$261,615.10	\$310,370.94	\$328,647.76	\$319,466.15	\$267,987.55	\$332,563.73	\$262,761.99	\$278,127.63	\$278,943.29

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CITY OF GRANDVIEW
TECHNICAL ASSISTANCE CONTRACT NO. 010116GV

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 Grandview, 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 _____, 2016 and shall end on _____, 2016.
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 GRANDVIEW
YAKIMA COUNTY

BY: _____
Conference Chair

BY: _____
Mayor

ATTEST: _____
Secretary

ATTEST: _____