



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, October 15, 2018
1:30 p.m.

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

YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, City of Sunnyside
Janice Gonzales, Council Member, City of Zillah
Mike Leita, Commissioner, Yakima County
Vacant, Member-at-Large

John Hodkinson, Vice-Chair, City of Union Gap
Brad Hill, Council Member, City of Yakima
Bill Moore, Council Member, City of Grandview

- ❖ **CALL TO ORDER** – The October 15, 2018 meeting of the YVCOG Executive Committee will come to order at ____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **PUBLIC COMMENT POLICY** – *It is the policy of the YVCOG Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting*

CONSENT AGENDA

Chris Wickenhagen, Deputy Director

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

1. Approval of Minutes: September 17, 2018 YVCOG Executive Committee Meetings pp 3-4
2. Approval of Payroll: As of October 12, 2018, approve payroll vouchers OCT-18-001 through OCT-18-006 in the amount of \$91,235.00 through electronic fund transfers. pp 5-7a
3. Approval of Accounts Payable Vouchers: As of October 12, 2018, approve claim vouchers numbered OCT-18-007 through OCT-18-051 in the total amount of \$272,425.84. pp. 5-7a

Action: *Approve Consent Agenda.*

Motion: *"I move to approve the Consent Agenda."*

OLD BUSINESS

None.

NEW BUSINESS

1. Executive Director's Correspondence
Chris Wickenhagen, Deputy Director
Action: *Information*

2. Homeless Program
Chris Wickenhagen, Deputy Director p. 8
Contract Modification – YNHS contract period modification to February 28, 2019. Funding for a sprinkler system and furnishings of the YNHS Community Services Resource Center.

Action: *Approval*

Motion: *"I move to Approve the Chair to sign contract 17-18 PSA YNHS-MOD1 to extend the contract end date to February 28, 2019".*

3. Staff Reports

- A. Budget Report – Chris Wickenhagen, Deputy Director pp. 9-16
Action: Information
- B. Planning Program – Mike Shuttleworth, Planning Manager
Action: Information
- C. Homeless Program– Chris Wickenhagen, Deputy Director
Action: Information

4. October 17, 2018 YVCOG General Membership Meeting

Jodi Smith, Office & Communications Specialist

- Location: Naches Train Depot
- Business: 2019 YVCOG Budget Approval
- Program – Steve Maher, “Our Valley, Our Future”

Action: Information

OTHER BUSINESS

PUBLIC COMMENT

ADJOURN

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

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

YVCOG EXECUTIVE COMMITTEE
MEETING MINUTES
September 17, 2018

- CALL TO ORDER** Chair Jim Restucci called the September 17, 2018 meeting of the YVCOG Executive Committee to order at 2:30 p.m.
- ROLL CALL & INTRODUCTIONS**
- Members present: Jim Restucci, John Hodkinson, Bill Moore, Mike Leita and Brad Hill
 - Members present via teleconference: none
 - Members absent: Janice Gonzales*
 - YVCOG staff present: Larry Mattson, Mike Shuttleworth, Crystal Testerman and Jodi Smith,
 - Others present: Joan Davenport and Sara Watkins
 - A quorum was present.
- *Indicates notice of absence received prior to meeting.*
- PUBLIC COMMENT POLICY** It is the policy of the Yakima Valley Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting.
- Consent Agenda***
- A. Approval of Minutes: August 20, 2018 YVCOG Executive Committee Meetings
 - B. Approval of Payroll: As of September 14, 2018, approve payroll vouchers SEP-18-001 through AUG-18-006 in the amount of \$91,235.00 through electronic fund transfers.
 - C. Approval of Accounts Payable Vouchers: As of September 17, 2018, approve claim vouchers numbered SEP-18-007 through SEP-18-054 in the total amount of \$281,305.94.
 - D. Approval of application for Associate Membership for Yakima County Development.
- John Hodkinson moved to approve the Consent Agenda. Brad Hill seconded the motion. The motion passed.*
- OLD BUSINESS**
- Executive Committee Amended 5/21/18 Minute** Larry Mattson discussed clarification of Minutes from the May 21, 2018 meeting of the Executive Committee.
Motion to approve the amendment to the May 21, 2018 Minutes made by Bill Moore. Seconded by John Hodkinson. Motion passed.
- NEW BUSINESS**
- Executive Director's Correspondence* Mr. Mattson presented information on:
- YVCOG technical assistance discussion with the City of Yakima.
 - Letter to Councilwoman Kay Funk reiterates in writing information presented at Yakima City Council on 9/11/18.
 - "Valley Vision" regional plan invited Steve Maher to General Membership meeting in October.
 - 2018 performance review form sent out for Executive Director Larry Mattson. Please reply directly to Chair Jim Restucci.
- Action: Informational.*
- 2019 YVCOG Preliminary Budget** Larry Mattson provided information on the Preliminary Budget as presented to the Executive Committee last month.
Motion to approve and forward the 2019 Preliminary Budget to General Membership for Review made by John Hodkinson. Seconded by Bill Moore. Motion passed.
- YVCOG Revised* Larry Mattson provided information on an update to the YVCOG Procurement Policies.

*Procurement Policies and Procedures** Primary changes include protest procedures for RFP/RFQs. Added thresholds for \$50,000 contracts per MRSC.
Motion to approve the revised YVCOG Procurement Policies and Procedures made by Brad Hill. Seconded by Bill Moore. Motion passed.

*Homeless Program Sole Source Award** Crystal Testerman reported on the Sole Source award of \$50,000 to the City of Yakima.
Motion to authorize the Chair to sign the contract after signatures, for \$50,000.00 Phase I electrical service installation at the homeless shelter site made by Bill Moore. Seconded by John Hodkinson. Motion passed.

*Staff Reports** Planning Program – Mike Shuttleworth reported on a busy month, including community assistance to Granger rezone and conditional use permit, Hearing Examiner recommendation on rezone and conditional use permit for a horse arena/event facility, preliminary plat. Grandview rezone and preliminary plat. Mabton UGA expansion. Union Gap comprehensive plan amendment and class 2 review. Other projects include South County Solar, Healthy Valley, Healthy Cities in Granger, long range regional plan, small cell project regulations. Training includes the Planning Directors’ Conference.

Homeless Program – Crystal Testerman.

- 2018 Annual Report on Homelessness in Yakima summarizes funding processes, sources, compliance, RFP scoring process and committee membership. Copies available on the YVCOG website and sent to elected, city managers and administrators, homeless providers and the public
- Letter to City of Yakima answering the request for 10 items of information reiterating verbal response given at 9/11/18 City Council meeting sent by Executive Director Larry Mattson.
- Received data quality score from Commerce of 87%. 99% for Annual Report score, 3rd highest in the State
- Community engagement includes:
 - Attending the City of Yakima’s HCNB Committee meetings.
 - Youth Homelessness conference with Trudy Inslee where Josh Jackson/Rod’s House awarded 1 of 4 anchor projects aimed at addressing youth homelessness.
 - WFOA conference in Vancouver this week.

September 19, 2018 General Membership Zillah Civic Center. Program – Legislative Update from local representatives.

OTHER BUSINESS

PUBLIC COMMENT None.

ADJOURN With no other business, Jim Restucci adjourned the meeting at 2:58 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jodi Smith, Office Specialist

YVCOG Executive Committee Minutes
September 17, 2018

VOUCHER REGISTER AND APPROVAL

We the undersigned representatives of the Yakima Valley Conference of Governments; Yakima County Washington; do hereby certify the merchandise or services hereinafter specified have been approved for payment in the total amount of \$363,660.84 this 15th day of October, 2018.

Mike Leita - Yakima County	Bradley Hill - Yakima	James A. Restucci - Sunnyside	John P. Hodkinson, Jr. - Area 1
Janice Gonzales - Area 2	Bill Moore - Area 3	Vacant - Member-at-Large	

VOUCHER #	PAYEE	PURCHASE	AMOUNT	WARRANT #
2018				
OCT-18-001	YVCOG	Salaries & Wages, *October*	\$67,000.00	
OCT-18-002	YVCOG	Retirement, *October*	\$8,510.00	
OCT-18-003	YVCOG	Social Security / Medicare, *October*	\$4,800.00	
OCT-18-004	YVCOG	Medical, *October*	\$9,900.00	
OCT-18-005	YVCOG	Worker's Compensation, *October*	\$210.00	
OCT-18-006	YVCOG	Unemployment, *October*	\$815.00	
OCT-18-007	Catholic Charities	Homeless Services	\$20,400.00	
OCT-18-008	City of Yakima	Homeless Services	\$100.00	
OCT-18-009	Generating Hope	Homeless Services	\$9,000.00	
OCT-18-010	Lower Valley Crisis Service	Homeless Services	\$4,000.00	
OCT-18-011	People for People	Homeless Services	\$200.00	
OCT-18-012	Rod's House	Homeless Services	\$5,650.00	
OCT-18-013	Transform Yakima Together	Homeless Services	\$66,000.00	
OCT-18-014	Yakima Neighborhood Health Svcs.	Homeless Services	\$89,000.00	
OCT-18-015	Yakima Valley Farmworkers/NCAC	Homeless Services	\$37,000.00	
OCT-18-016	YWCA	Homeless Services	\$100.00	
OCT-18-017	Alliant Communications	Phone System - Voice Partner Plan	\$172.04	
OCT-18-018	Allstream (formerly Integra Telecom)	DSL/Phone Service	\$1,000.00	
OCT-18-019	Conference of Governments	Petty Cash reimbursement	\$200.00	
OCT-18-020	Graf Investments	Rent/Janitorial Services	\$6,650.35	
OCT-18-021	Key Bank	Bank Fees	\$100.00	
OCT-18-022	LiftForward - Microsoft Surface Plus for Business	Surface Pro Computer - Business Membership (5)	\$350.01	
OCT-18-023	Meyer, Fluegge & Tenney	Professional Legal Services	\$1,000.00	
OCT-18-024	Printing Department	Purchasing Support, Printing	\$200.00	
OCT-18-025	US Bank (JR)	P-card Purchases	\$2,500.00	
OCT-18-026	US Bank (LM)	P-card Purchases	\$5,000.00	
OCT-18-027	US Bank (TH)	P-card Purchases	\$10,000.00	
OCT-18-028	USPS	Postage	\$100.00	
OCT-18-029	Xerox Corp	Copier Lease & Maintenance Agmt	\$700.00	
OCT-18-030	Yakima County	Technology Support, etc.	\$1,217.04	
OCT-18-031	Yakima Waste Systems	Recycle service	\$24.00	
OCT-18-032	Alan Adolf	Registration/Travel Reimbursement	\$300.00	
OCT-18-033	Brian Galloway	Registration/Travel Reimbursement	\$50.00	
OCT-18-034	Chris Wickenhagen	Registration/Travel Reimbursement	\$50.00	
OCT-18-035	Crystal Testerman	Registration/Travel Reimbursement	\$200.00	
OCT-18-036	Jodi Smith	Registration/Travel Reimbursement	\$50.00	
OCT-18-037	Lance Larsen	Registration/Travel Reimbursement	\$50.00	
OCT-18-038	Lauris Mattson	Registration/Travel Reimbursement	\$300.00	
OCT-18-039	Mike Shuttleworth	Registration/Travel Reimbursement	\$300.00	
OCT-18-040	Tamara Hayward	Registration/Travel Reimbursement	\$50.00	
OCT-18-041	Advanced Travel Fund	A. Adolf - 2018 WA State Good Roads - Spokane	\$500.00	
OCT-18-042	Advanced Travel Fund	B. Galloway - WSRO Conf - Bellingham - 10/14-16/18	\$400.00	
OCT-18-043	Advanced Travel Fund	C. Testerman - CHG Forum - Spokane, - 10/15/18	\$220.18	
OCT-18-044	Advanced Travel Fund	C. Testerman - WFOA Conf - Vancouver - 9/18-9/21/18	\$732.68	
OCT-18-045	Advanced Travel Fund	M. Shuttleworth - Collaborative Innovation training - Seattle - 10/23-10/26/18	\$960.00	
OCT-18-046	Meyer, Fluegge & Tenney	Professional Legal Services through August	\$1,566.00	
OCT-18-047	Office Depot	Miscellaneous Office Supplies	\$500.00	
OCT-18-048	PTV America Inc	Annual PTV Vision Traffic Suite Software Maint.	\$2,191.06	
OCT-18-049	WP Engine	Webpage hosting renewal (11/1/18 - 10/31/19)	\$350.00	
OCT-18-050	Washington State Ridesharing (WSRO)	Wheel Options participation	\$492.48	
SUB TOTAL			\$361,160.84	

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INVOICE REGISTER AND APPROVAL

I certify under penalty of perjury under the laws of the State of Washington that the materials have been furnished, the services rendered or the labor performed as described herein, and that I am authorized to authenticate and certify said claims in the amount of **\$352,298.44**

		Auditing Officer		
	VENDOR	INVOICE #	AMOUNT	WARRANT #
	2018			
1	Salaries & Wages, *October*	OCT-18-001	\$67,000.00	
2	Retirement, *October*	OCT-18-002	\$8,510.00	
3	Employment Security Dept/Social Security, *October*	OCT-18-003	\$4,800.00	
4	Employee Benefit Trust/Medical, *October*	OCT-18-004	\$9,900.00	
5	Worker's Compensation/Worker's Comp, *October*	OCT-18-005	\$210.00	
6	Employment Security Dept/Unemployment, *October*	OCT-18-006	\$815.00	
7	Catholic Charities - Homeless services	OCT-18-007	\$20,400.00	
8	City of Yakima - Homeless services	OCT-18-008	\$100.00	
9	Generating Hope - Homeless services	OCT-18-009	\$9,000.00	
10	Lower Valley Crisis Service - Homeless services	OCT-18-010	\$4,000.00	
11	People for People - Homeless services	OCT-18-011	\$200.00	
12	Rod's House - Homeless services	OCT-18-012	\$5,650.00	
13	Transform Yakima Together - Homeless services	OCT-18-013	\$66,000.00	
14	Yakima Neighborhood Health - Homeless services	OCT-18-014	\$89,000.00	
15	Yakima Valley Farmworkers/NCAC - Homeless services	OCT-18-015	\$37,000.00	
16	YWCA - Homeless services	OCT-18-016	\$100.00	
17	Alliant Communications - Phone System Service & Support	OCT-18-017	\$172.04	
18	Allstream - DSL/Phone Service	OCT-18-018	\$1,000.00	
19	Conference of Governments - petty cash reimbursement	OCT-18-019	\$200.00	
20	Graf Investments - Rent/Janitorial, *October*	OCT-18-020	\$2,197.28	
21	Graf Investments - Rent/Janitorial, *October*	OCT-18-020	\$4,453.07	
22	Key Bank - Monthly banking fees	OCT-18-021	\$100.00	
23	LiftForward - Microsoft Surface Plus for Business - monthly computer business membership	OCT-18-022	\$350.01	
24	Meyer, Fluegge, & Tenney - Professional Legal Services	OCT-18-023	\$1,000.00	
25	Printing Department - Purchasing support / printing	OCT-18-024	\$200.00	
26	US Bank (JR) - P-card	OCT-18-025	\$2,500.00	
27	US Bank (LM) - P card	OCT-18-026	\$5,000.00	
28	US Bank (TH) - P-card	OCT-18-027	\$10,000.00	
29	USPS - Postage reimbursement	OCT-18-028	\$100.00	
30	Xerox Corp / Copier Lease	OCT-18-029	\$700.00	
31	Yakima County Technology Services	OCT-18-030	\$1,217.04	
32	Yakima Waste Systems	OCT-18-031	\$24.00	
33	Alan Adolf, *October*	OCT-18-032	\$300.00	
34	Brian Galloway, *October*	OCT-18-033	\$50.00	
35	Chris Wickenhagen, *October*	OCT-18-034	\$50.00	
	Sub Total		\$352,298.44	P.6

INVOICE REGISTER AND APPROVAL

I certify under penalty of perjury under the laws of the State of Washington that the materials have been furnished, the services rendered or the labor performed as described herein, and that I am authorized to authenticate and certify said claims in the amount of **\$11,362.40**

Auditing Officer

	VENDOR	INVOICE #	AMOUNT	WARRANT #
36	Crystal Testerman, *October*	OCT-18-035	\$200.00	
37	Jodi Smith, *October*	OCT-18-036	\$50.00	
38	Lance Larsen, *October*	OCT-18-037	\$50.00	
39	Larry Mattson, *October*	OCT-18-038	\$300.00	
40	Mike Shuttleworth, *October*	OCT-18-039	\$300.00	
41	Tamara Hayward, *October*	OCT-18-040	\$50.00	
42	Advanced Travel - A. Adolf - 2018 Washington State Good Roads & Transp. Conf. - Spokane, WA - 9/18-19/2018	OCT-18-041	\$500.00	
43	Advanced Travel - B. Galloway - WSRO Conference - Bellingham, WA - 10/14-16/2018	OCT-18-042	\$400.00	
44	Advanced Travel - C. Testerman - CHG Forum - Spokane, WA - 10/15/18 (mileage)	OCT-18-043	\$220.18	
45	Advanced Travel - C. Testerman - 2018 WFOA Conference - Vancouver, WA 9-18-9/21/18	OCT-18-044	\$732.68	
46	Innovation Essentials training - Seattle, WA - 10/23-10/26/18	OCT-18-045	\$960.00	
47	Meyer, Fluegge, & Tenney - Professional Legal Services through August, 2018	OCT-18-046	\$1,566.00	
48	Office Depot - Miscellaneous Office Supplies	OCT-18-047	\$500.00	
49	PTV America Inc - annual PTV Vision Traffic Suite Software Maintenance	OCT-18-048	\$2,191.06	
50	WP Engine - webpage hosting renewal (11/1/18 - 10/31/19)	OCT-18-049	\$350.00	
51	Washington State Ridesharing Organization - Wheel Options jurisdictional participation invoice	OCT-18-050	\$492.48	
52	Brad Hill - Travel Expense Reimbursement - NARC Conference - Cleveland, OH - 9/29-10/3/2018	OCT-18-051	\$2,500.00	
53				
54				
55				
56				
57				
	Sub Total		\$11,362.40	
	October 2018 GRAND TOTAL		\$363,660.84	

**PROFESSIONAL SERVICE AGREEMENT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 PSA YNHS (mod1)
1. NAME/ADDRESS: Anita Monoian, President & CEO Yakima Neighborhood Health Services 12 South 8th Street Yakima, WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$ 120,000.00	5. PREVIOUS CONTRACT AMOUNT: \$ 0.00
	3. CASH MATCH REQUIREMENT: \$ 0.00	6. MODIFICATION AMOUNT: \$ 0,000
	4. TOTAL CONTRACT AMOUNT: \$ 120,000.00	7. NEW TOTAL CONTRACT AMOUNT: \$ 0.00
8. CONTACT INFO: Rhonda Huff, COO/Deputy CEO (509)574-5552 Rhonda.hauff@ynhs.org	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman 509-424-4695 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen 509-574-7986 chris.wickenhagen@yvcog.org
11. CONTRACT START DATE: July 1, 2017	12. CONTRACT END DATE: February 28, 2019	
13. FUNDING AUTHORITY: 2163 Local Funds – Homeless Program		
14. STATE AND FEDERAL "BARS" CODE:	15. CFDA NUMBER(S): n/a	
16. PURPOSE: This modification is for the purpose of extending the contract end date through February 2019. 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		
FILE COPY		
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 YNHS	YAKIMA VALLEY CONFERENCE OF GOVERNMENTS	
_____	_____	
Anita Monoian, CEO	James A Restucci, Chairman	
_____	_____	
Date	Lauris C Mattson, Executive Director	
Attest:	Approved as to form:	
_____	_____	
Jodi Smith	YVCOG Attorney WSBA#	

**YVCOG Executive Committee Meeting October 15, 2018
BUDGET REPORT
Aug-18**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:		2017	2018
January		\$ 687,448.01	\$ 804,908.24
February		\$ 222,612.72	\$ 168,643.34
March		\$ 143,691.60	\$ 215,224.77
April		\$ 360,562.37	\$ 549,587.75
May		\$ 153,282.29	\$ 296,490.49
June		\$ 219,035.19	\$ 495,068.52
July		\$ 432,976.93	\$ 177,916.72
August		\$ 162,880.55	\$ 196,495.71
September		\$ 288,891.74	\$ -
October		\$ 227,803.38	\$ -
November		\$ 182,735.23	\$ -
December		\$ 497,649.16	\$ -
Total Revenue MTD (through August)		\$ 2,382,489.66	\$ 2,936,520.16
Total Revenue YTD		\$ 3,579,569.17	\$ 2,936,520.16
EXPENDITURES:			
Salaries	January	\$ 61,841.37	\$ 63,578.97
	February	\$ 63,175.58	\$ 64,026.97
	March	\$ 57,893.72	\$ 64,026.97
	April	\$ 60,751.40	\$ 64,026.97
	May	\$ 64,794.44	\$ 64,359.97
	June	\$ 63,815.35	\$ 64,472.00
	July	\$ 64,471.15	\$ 65,812.97
	August	\$ 63,344.89	\$ 66,036.97
	September	\$ 63,782.99	\$ -
	October	\$ 60,278.48	\$ -
	November	\$ 58,075.18	\$ -
	December	\$ 60,464.71	\$ -
Total Current Salaries		\$ 63,344.89	\$ 66,036.97
Total Salaries YTD		\$ 742,689.26	\$ 516,341.79
Vouchers	January	\$ 70,136.49	\$ 352,453.50
	February	\$ 318,813.00	\$ 261,837.78
	March	\$ 243,468.95	\$ 268,900.96
	April	\$ 276,628.38	\$ 371,713.11
	May	\$ 254,611.89	\$ 260,113.70
	June	\$ 258,527.85	\$ 268,314.70
	July	\$ 180,564.54	\$ 216,499.00
	August	\$ 204,038.24	\$ 235,299.83
	September	\$ 197,116.80	\$ -
	October	\$ 232,648.43	\$ -
	November	\$ 213,241.70	\$ -
	December	\$ 218,074.16	\$ -
Total Current Vouchers		\$ 204,038.24	\$ 235,299.83
Total Vouchers YTD		\$ 2,667,870.43	\$ 2,235,132.58
TOTAL EXPENDITURES AUGUST		\$267,383.13	\$301,336.80
TOTAL EXPENDITURES YTD		\$3,410,559.69	\$2,751,474.37
Revenue Balance		\$169,009.48	\$185,045.79

2018
Yakima Valley Conference of Governments
Revenue Budget

67%

Grants/Contracts	August	YTD Actual Revenue	2018 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000.00 **		
Administration					
Admin-Gen'l Assessment	-	109,064.00	121,440.00	12,376.00	90%
Admin-Misc Revenue (copies, posters)	-	54.71	300.00	245.29	18%
Admin-Assoc Membership Fees	1,000.00	2,500.00	2,000.00	-500.00	125%
Admin-Gen'l Ala Carte	-	15,000.00	140,000.00	125,000.00	11%
Other Income (Rebates)	-	134.27	200.00	65.73	67%
Community Services	325.00	11,446.00	6,000.00	-5,446.00	191%
			400.00	400.00	0%
Total Administration	1,325.00	138,198.98	270,340.00	132,141.02	51%
Intergov-Local Match WSDOT	-	42,933.00	43,831.00	898.00	98%
Intergov -Local Transit	-	6,000.00	6,000.00	0.00	100%
Total Intergov-Local	-	48,933.00	49,831.00	898.00	98%
CTR - Plans & Progr WSDOT	-	46,011.02	75,000.00	28,988.98	61%
CMAQ Grant	-	45,155.43	103,750.00	58,594.57	44%
Human Services Transp Plan	-	24,291.73	12,000.00	-12,291.73	202%
FHWA-DOT-Metro Plan (PL)	25,489.91	149,146.66	350,000.00	200,853.34	43%
FTA-DOT-Metro Plan Grant	-	70,000.03	70,000.00	-0.03	100%
RTPO-WSDOT	7,367.01	63,655.25	96,996.00	33,340.75	66%
Total TRANSPORTATION	32,856.92	398,260.12	707,746.00	309,485.88	56%
Homeless Local Fees	-	1,076,645.64	1,258,510.00	181,864.36	86%
CHG State Grant	41,252.80	488,248.31	693,000.00	204,751.69	70%
TANF State Grant	2,284.55	29,726.06	55,000.00	25,273.94	54%
HEN State Grant	118,456.44	715,880.29	765,345.00	49,464.71	94%
HUD CoC Federal Grant	-	8,719.83	25,000.00	16,280.17	35%
Total HOMELESS	161,993.79	2,319,220.13	2,796,855.00	477,634.87	83%
Intergov-Scholarship	320.00	2,218.00	500.00	-1,718.00	444%
Member TA's 2017					
Grandview	-	7,400.18			
Granger	-	1,730.81			
Harrah	-	6,393.77			
Mabton	-	1,025.94			
Moxee	-	59.53			
Naches	-				
Selah	-				
Sunnyside	-				
Tieton	-				
Toppenish	-				
Union Gap	-	13,079.70			
Wapato	-				
Zillah	-				
Intergov Serv-Exec Boards (TA Contr)	-	29,689.93	114,000.00	84,310.07	26%
Total Revenue	196,495.71	2,936,520.16	3,939,272	1,002,751.84	75%

2018
Yakima Valley Conference of Governments
EXPENDITURE Budget

67%

	August	YTD Actual	2018 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 66,036.97	\$ 516,229.76	\$ 870,000	59%	\$ 353,770.24
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0%	\$ 8,000.00
Total Salaries and Wages	\$ 66,036.97	\$ 516,229.76	\$ 878,000	59%	\$ 361,770.24
Personnel Benefits					
Benefits-Direct	\$ 23,117.32	\$ 181,942.89	\$ 310,000	59%	\$ 128,057.11
Total Benefits	\$ 23,117.32	\$ 181,942.89	\$ 310,000	59%	\$ 128,057.11
Supplies					
Office & Operating Supplies	\$ 1,448.25	\$ 5,926.23	\$ 32,000	19%	\$ 26,073.77
Small Tools and Minor Equip	\$ 400.00	\$ 6,482.08	\$ 12,000	54%	\$ 5,517.92
Small & Attractive Items	\$ -	\$ -	\$ 5,000	0%	\$ 5,000.00
Total Supplies	\$ 1,848.25	\$ 12,408.31	\$ 49,000	25%	\$ 36,591.69
Other Services-Charges					
Professional Services	\$ 4,304.78	\$ 59,756.46	\$ 88,000	68%	\$ 28,243.54
Prof Serv-Tech Services	\$ 1,217.04	\$ 9,736.32	\$ 16,000	61%	\$ 6,263.68
Community Services	\$ -	\$ -	\$ 500	0%	\$ 500.00
Communications-Telephone	\$ 1,060.01	\$ 8,820.08	\$ 11,000	80%	\$ 2,179.92
Communication-Postage	\$ 17.65	\$ 214.30	\$ 700	31%	\$ 485.70
Travel	\$ 4,969.27	\$ 24,033.16	\$ 64,000	38%	\$ 39,966.84
Advertising	\$ 401.65	\$ 5,793.68	\$ 15,000	39%	\$ 9,206.32
Operating Rentals and Leases	\$ 4,594.48	\$ 45,849.71	\$ 190,000	24%	\$ 144,150.29
Insurance	\$ -	\$ 9,667.00	\$ 9,000	107%	\$ (667.00)
Utility Services	\$ 13.22	\$ 103.51	\$ 275	38%	\$ 171.49
Repair and Maintenance/Copies	\$ 426.07	\$ 2,843.01	\$ 5,500	52%	\$ 2,656.99
Homeless Provider Contracts	\$ 191,045.89	\$ 1,825,355.59	\$ 2,243,510	81%	\$ 418,154.41
Misc. (registrations, dues, subscriptions)	\$ 2,284.20	\$ 48,720.59	\$ 58,587	83%	\$ 9,866.41
Total Services	\$ 210,334.26	\$ 2,040,893.41	\$ 2,702,072	76%	\$ 661,178.59
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
Total Expenditures	\$ 301,336.80	\$ 2,751,474.37	\$ 3,939,272	70%	\$ 1,187,797.63

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

August 2018

For the Mo Ended:

(Cash Basis Accounting)	August	September	October	November	December	January	February	March	April	May	June	July	August
Beginning cash	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$848,064.37	\$690,712.32	\$573,009.16	\$686,856.83	\$658,873.65	\$821,267.50	\$716,872.25
Fed Hwy Admin-WSDOT STP													
CTR - Grant					31,968.38	6,411.02		13,200.00	6,600.00		13,200.00		
CMAQ Plans & Programs	8,392.42		2,689.65		10,076.32	5,610.75		9,055.17	9,190.70		11,405.25	9,893.56	
Human Svs Trasp Plan Grant	530.28					2,034.32	4,676.40	3,930.59	3,677.59		5,295.71		
FHWA DOT-Metro Plan Grant		51,053.80		24,462.87	52,054.92	33,547.62				38,067.41	25,379.57	26,662.15	25,489.91
FTA-DOT-Metro Plan Grant		4,735.94						52,065.61		17,934.42			
DOT-RTPO & RTPO Long Range		7,780.59		5,386.83	11,126.02	4,817.83		20,063.83	313,495.64	31,406.58	288,700.00		7,367.01
Homeless 2163 Local Fees	127,925.00				203,842.00	494,450.00							
STATE FUNDS - Homeless Grant		178,957.54	107,188.47	121,501.50	159,675.55	165,636.72	160,717.30	114,317.61	167,647.82	182,677.76	160,087.11	120,776.55	161,993.79
HUD CoC Grant		12,325.64			9,948.09						8,719.83		
FEDERAL FUNDS - Homeless Grant		28,400.38	95,808.58		13,265.46								
Intergov-Ala Carte						2,500.00			3,966.00	12,500.00			
Technical Assistance Members	12,765.85	5,137.85	11,384.68	985.53	5,692.42	6,865.77		2,583.26	4,475.73	6,084.32	2,281.05	7,891.46	
Intergov-County/City Share-gen assi	10,742.00		10,742.00	19,115.50		55,134.50	1,875.00		19,879.00			11,288.00	
Intergov-Local Match WSDOT				1,283.00		17,491.00	1,244.00		13,823.00				
Intergov-Local FTA (Yakima Transit)									6,000.00				
YV Community Foundation Grant				10,000.00						5,620.00			
Misc Revenue-copies, posters	25.00	500.00				33.71		8.70	134.27	500.00		925.00	325.00
Associate Membership Fees												500.00	1,000.00
Scrap & Junk													
Scholarship										198.00			320.00
Expense Revenue Netted Back													
Total Receipts	\$160,380.55	\$288,891.74	\$227,803.38	\$182,735.23	\$497,649.16	\$794,533.24	\$168,512.70	\$215,224.77	\$549,587.75	\$296,490.49	\$485,068.52	\$177,916.72	\$196,495.71
Available Cash	\$644,298.74	\$666,072.66	\$632,976.25	\$521,770.19	\$748,102.47	\$1,264,096.84	\$1,016,577.07	\$805,937.09	\$1,122,596.91	\$983,347.32	\$1,153,942.17	\$988,184.22	\$913,367.96
Use of Funds													
Salaries	63,079.58	63,782.99	60,618.74	58,075.18	60,464.71	63,578.97	64,026.97	64,026.97	64,026.97	64,359.97	64,359.97	65,812.97	66,036.97
Personnel Benefits	21,979.28	21,784.20	20,507.04	20,474.70	21,699.30	22,457.31	22,638.57	22,653.18	22,615.24	22,693.41	22,723.15	23,044.71	23,117.32
Supplies	1,934.41	429.40	1,569.28	451.51	882.21	3,473.28	1,970.26	955.39	1,938.78	501.49	778.25	1,478.70	1,848.25
Other Services	180,124.55	174,903.20	211,246.23	192,315.49	195,492.65	326,522.91	237,228.95	245,292.39	347,159.09	236,918.80	244,813.30	191,975.59	210,334.26
Total Cash Out	267,117.82	260,899.79	283,941.29	271,316.88	278,538.87	416,032.47	325,864.75	332,927.93	435,740.08	324,473.67	332,674.67	282,311.97	301,336.80
Net Cash Flow	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$848,064.37	\$690,712.32	\$573,009.16	\$686,856.83	\$658,873.65	\$821,267.50	\$716,872.25	\$612,031.16

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**YVCOG Executive Committee Meeting October 15, 2018
BUDGET REPORT
Sep-18**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:		2017	2018
January		\$ 687,448.01	\$ 804,908.24
February		\$ 222,612.72	\$ 168,643.34
March		\$ 143,691.60	\$ 215,224.77
April		\$ 360,562.37	\$ 549,587.75
May		\$ 153,282.29	\$ 296,490.49
June		\$ 219,035.19	\$ 495,068.52
July		\$ 432,976.93	\$ 177,916.72
August		\$ 162,880.55	\$ 196,495.71
September		\$ 288,891.74	\$ 361,289.63
October		\$ 227,803.38	\$ -
November		\$ 182,735.23	\$ -
December		\$ 497,649.16	\$ -
Total Current Revenue		\$ 288,891.74	\$ 361,289.63
Total Revenue YTD		\$ 3,579,569.17	\$ 3,297,809.79
EXPENDITURES:			
Salaries	January	\$ 61,841.37	\$ 63,578.97
	February	\$ 63,175.58	\$ 64,026.97
	March	\$ 57,893.72	\$ 64,026.97
	April	\$ 60,751.40	\$ 64,026.97
	May	\$ 64,794.44	\$ 64,359.97
	June	\$ 63,815.35	\$ 64,472.00
	July	\$ 64,471.15	\$ 65,812.97
	August	\$ 63,344.89	\$ 66,036.97
	September	\$ 63,782.99	\$ 66,834.90
	October	\$ 60,278.48	\$ -
	November	\$ 58,075.18	\$ -
	December	\$ 60,464.71	\$ -
Total Current Salaries		\$ 63,782.99	\$ 66,834.90
Total Salaries YTD		\$ 742,689.26	\$ 583,176.69
Vouchers	January	\$ 70,136.49	\$ 352,453.50
	February	\$ 318,813.00	\$ 261,837.78
	March	\$ 243,468.95	\$ 268,900.96
	April	\$ 276,628.38	\$ 371,713.11
	May	\$ 254,611.89	\$ 260,113.70
	June	\$ 258,527.85	\$ 268,314.70
	July	\$ 180,564.54	\$ 216,499.00
	August	\$ 204,038.24	\$ 235,299.83
	September	\$ 197,116.80	\$ 269,029.53
	October	\$ 232,648.43	\$ -
	November	\$ 213,241.70	\$ -
	December	\$ 218,074.16	\$ -
Total Current Vouchers		\$ 197,116.80	\$ 269,029.53
Total Vouchers YTD		\$ 2,667,870.43	\$ 2,504,162.11
TOTAL EXPENDITURES SEPTEMBER		\$260,899.79	\$301,336.80
TOTAL EXPENDITURES YTD		\$3,410,559.69	\$3,087,338.80
Revenue Balance		\$169,009.48	\$210,470.99

2018
Yakima Valley Conference of Governments
Revenue Budget

75%

Grants/Contracts	September	YTD Actual Revenue	2018 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000.00 **		
Administration					
Admin-Gen'l Assessment	-	109,064.00	121,440.00	12,376.00	90%
Admin-Misc Revenue (copies, posters)	-	54.71	300.00	245.29	18%
Admin-Assoc Membership Fees	-	2,500.00	2,000.00	-500.00	125%
Admin-Gen'l Ala Carte	-	15,000.00	140,000.00	125,000.00	11%
Other Income (Rebates)	-	134.27	200.00	65.73	67%
Community Services	900.00	12,346.00	6,000.00	-6,346.00	206%
			400.00	400.00	0%
Total Administration	900.00	139,098.98	270,340.00	131,241.02	51%
Intergov-Local Match WSDOT	-	42,933.00	43,831.00	898.00	98%
Intergov -Local Transit	-	6,000.00	6,000.00	0.00	100%
Total Intergov-Local	-	48,933.00	49,831.00	898.00	98%
CTR - Plans & Progr WSDOT	11,600.00	57,611.02	75,000.00	17,388.98	77%
CMAQ Grant	7,443.54	52,598.97	103,750.00	51,151.03	51%
Human Services Transp Plan	3,302.88	27,594.61	12,000.00	-15,594.61	230%
FHWA-DOT-Metro Plan (PL)	23,062.66	172,209.32	350,000.00	177,790.68	49%
FTA-DOT-Metro Plan Grant	-	70,000.03	70,000.00	-0.03	100%
RTPO-WSDOT	11,426.60	75,081.85	96,996.00	21,914.15	77%
Total TRANSPORTATION	56,835.68	455,095.80	707,746.00	252,650.20	64%
Homeless Local Fees	116,900.00	1,193,545.64	1,258,510.00	64,964.36	95%
CHG State Grant	69,699.48	557,947.79	693,000.00	135,052.21	81%
TANF State Grant	3,508.00	33,234.06	55,000.00	21,765.94	60%
HEN State Grant	110,903.33	826,783.62	765,345.00	-61,438.62	108%
HUD CoC Federal Grant	-	8,719.83	25,000.00	16,280.17	35%
Total HOMELESS	301,010.81	2,620,230.94	2,796,855.00	176,624.06	94%
Intergov-Scholarship	-	2,218.00	500.00	-1,718.00	444%
Member TA's 2017	-	7,400.18			
Grandview	-	1,730.81			
Granger	1,533.49	7,927.26			
Harrah	-				
Mabton	-	1,025.94			
Moxee	-	59.53			
Naches	-				
Selah	-				
Sunnyside	-				
Tieton	-				
Toppenish	-				
Union Gap	1,009.65	14,089.35			
Wapato	-				
Zillah	-				
Intergov Serv-Exec Boards (TA Contr)	2,543.14	32,233.07	114,000.00	81,766.93	28%
Total Revenue	361,289.63	3,297,809.79	3,939,272	641,462.21	84%

2018
Yakima Valley Conference of Governments
EXPENDITURE Budget

75%

	September	YTD Actual	2018 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 66,834.90	\$ 583,064.66	\$ 870,000	67%	\$ 286,935.34
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0%	\$ 8,000.00
Total Salaries and Wages	\$ 66,834.90	\$ 583,064.66	\$ 878,000	66%	\$ 294,935.34
Personnel Benefits					
Benefits-Direct	\$ 22,528.33	\$ 204,471.22	\$ 310,000	66%	\$ 105,528.78
Total Benefits	\$ 22,528.33	\$ 204,471.22	\$ 310,000	66%	\$ 105,528.78
Supplies					
Office & Operating Supplies	\$ 458.56	\$ 6,384.79	\$ 32,000	20%	\$ 25,615.21
Small Tools and Minor Equip	\$ 350.11	\$ 6,832.19	\$ 12,000	57%	\$ 5,167.81
Small & Attractive Items	\$ -	\$ -	\$ 5,000	0%	\$ 5,000.00
Total Supplies	\$ 808.67	\$ 13,216.98	\$ 49,000	27%	\$ 35,783.02
Other Services-Charges					
Professional Services	\$ 8,484.78	\$ 68,241.24	\$ 88,000	78%	\$ 19,758.76
Prof Serv-Tech Services	\$ 1,217.04	\$ 10,953.36	\$ 16,000	68%	\$ 5,046.64
Community Services	\$ -	\$ -	\$ 500	0%	\$ 500.00
Communications-Telephone	\$ 1,048.77	\$ 9,868.85	\$ 11,000	90%	\$ 1,131.15
Communication-Postage	\$ 20.00	\$ 234.30	\$ 700	33%	\$ 465.70
Travel	\$ 3,144.32	\$ 27,177.48	\$ 64,000	42%	\$ 36,822.52
Advertising	\$ 331.03	\$ 6,124.71	\$ 15,000	41%	\$ 8,875.29
Operating Rentals and Leases	\$ 4,703.09	\$ 50,552.80	\$ 190,000	27%	\$ 139,447.20
Insurance	\$ -	\$ 9,667.00	\$ 9,000	107%	\$ (667.00)
Utility Services	\$ 13.22	\$ 116.73	\$ 275	42%	\$ 158.27
Repair and Maintenance/Copies	\$ 220.24	\$ 3,063.25	\$ 5,500	56%	\$ 2,436.75
Homeless Provider Contracts	\$ 224,962.39	\$ 2,050,317.98	\$ 2,243,510	91%	\$ 193,192.02
Misc. (registrations, dues, subscriptions)	\$ 1,547.65	\$ 50,268.24	\$ 58,587	86%	\$ 8,318.76
Total Services	\$ 245,692.53	\$ 2,286,585.94	\$ 2,702,072	85%	\$ 415,486.06
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
Total Expenditures	\$ 335,864.43	\$ 3,087,338.80	\$ 3,939,272	78%	\$ 851,933.20

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

September 2018

For the Mo Ended:

(Cash Basis Accounting)

	September	October	November	December	January	February	March	April	May	June	July	August	September
Beginning cash	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$848,064.37	\$690,712.32	\$573,009.16	\$686,856.83	\$658,873.65	\$821,267.50	\$716,872.25	\$612,031.16
Fed Hwy Admin-WSDOT STP													
CTR - Grant				31,968.38	6,411.02		13,200.00	6,600.00		13,200.00			11,600.00
CMAQ Plans & Programs		2,699.65		10,076.32	5,610.75		9,055.17	9,190.70		11,405.25	9,893.56		7,443.54
Human Sys Trasp Plan Grant					2,034.32	4,676.40	3,930.59	3,677.59		5,295.71			3,302.88
FHWA DOT-Metro Plan Grant	51,053.80		24,462.87	52,054.92	33,547.62				38,067.41	25,379.57	26,662.15	25,489.91	23,062.66
FTA-DOT-Metro Plan Grant	4,735.94						52,065.61		17,934.42				
DOT-RTPO & RTPO Long Range	7,780.59		5,386.83	11,126.02	4,817.83		20,063.83	313,495.64	31,406.58	268,700.00		7,367.01	11,426.60
Homeless 2163 Local Fees				203,842.00	494,450.00								116,900.00
STATE FUNDS - Homeless Grant	178,957.54	107,168.47	121,501.50	159,675.55	165,636.72	160,717.30	114,317.61	167,647.82	182,677.76	160,087.11	120,776.55	161,993.79	184,110.81
HUD CoC Grant	12,325.64			9,948.09						8,719.83			
FEDERAL FUNDS - Homeless Grant	28,400.38	95,808.58		13,265.46									
Intergov-Ala Carte					2,500.00			3,966.00	12,500.00				
Technical Assistance Members	5,137.85	11,384.68	985.53	5,692.42	6,865.77		2,583.26	4,475.73	6,084.32	2,281.05	7,891.46		2,543.14
Intergov-County/City Share-gen assess		10,742.00	19,115.50		55,134.50	1,875.00	19,879.00				11,268.00		
Intergov-Local Match WSDOT			1,283.00		17,491.00	1,244.00		13,823.00					
Intergov-Local FTA (Yakima Transit)								6,000.00					
YV Community Foundation Grant			10,000.00						5,620.00				
Misc Revenue-copies, posters					33.71		8.70	134.27			925.00	325.00	900.00
Associate Membership Fees	500.00							500.00	500.00		500.00	1,000.00	
Scrap & Junk													
Scholarship								196.00	1,700.00			320.00	
Expense Revenue Netted Back													
Total Receipts	\$288,891.74	\$227,803.38	\$182,735.23	\$497,649.16	\$794,533.24	\$168,512.70	\$215,224.77	\$549,587.75	\$296,490.49	\$495,068.52	\$177,916.72	\$196,495.71	\$361,289.63
Available Cash	\$666,072.66	\$632,976.25	\$521,770.19	\$748,102.47	\$1,264,096.84	\$1,016,577.07	\$905,937.09	\$1,122,596.91	\$983,347.32	\$1,153,942.17	\$969,184.22	\$913,367.96	\$973,320.79
Use of Funds													
Salaries	63,782.99	60,618.74	59,075.18	60,464.71	63,578.97	64,026.97	64,026.97	64,026.97	64,359.97	64,359.97	65,812.97	66,036.97	66,834.90
Personnel Benefits	21,784.20	20,507.04	20,474.70	21,699.30	22,457.31	22,638.57	22,653.18	22,615.24	22,693.41	22,723.15	23,044.71	23,117.32	22,528.33
Supplies	429.40	1,569.28	451.51	882.21	3,473.28	1,970.26	955.39	1,938.78	501.49	778.25	1,478.70	1,848.25	808.67
Other Services	174,903.20	211,246.23	192,315.49	195,492.65	326,522.91	237,228.95	245,292.39	347,159.09	236,918.80	244,813.30	191,975.59	210,334.26	245,692.53
Total Cash Out	260,899.79	293,941.29	271,316.88	278,538.87	416,032.47	325,864.75	332,927.93	435,740.08	324,473.67	332,674.67	282,311.97	301,336.80	335,864.43
Net Cash Flow	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$848,064.37	\$690,712.32	\$573,009.16	\$686,856.83	\$658,873.65	\$821,267.50	\$716,872.25	\$612,031.16	\$637,456.36

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