



YVCOG EXECUTIVE COMMITTEE AGENDA

Wednesday, February 20, 2019
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
Sherry Raymond, Member-at-Large, City of Selah

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

- ❖ **CALL TO ORDER** – The February 20, 2019 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

Larry Mattson, Executive Director

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

1. Approval of Minutes: January 14, 2019 YVCOG Executive Committee Meeting *pp. 3-4*
2. Approval of Payroll: As of January 31, 2019, approve payroll voucher JAN-19-001 in the amount of \$93,180.22 through electronic fund transfers. *p.5*
3. Approval of Accounts Payable Vouchers: As of January 31, 2019, approve claim vouchers numbered JAN-19-002 through JAN-19-039 in the total amount of \$304,571.22. *pp. 5-8*

Action: *Discuss and approve*

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

OLD BUSINESS

None.

NEW BUSINESS

1. Executive Director's Correspondence
Larry Mattson, Executive Director
 - YVCOG Exec. Comm. Letter of Support re: Yakima Valley Comm. Foundation strategic grant application *p.9*
 - Census 2020 – Complete Count Committee *pp. 10-11*
 - Center for Sustainable Infrastructure – Better returns on infrastructure *p.12*

Action: *Information*
2. YVCOG Policies *p.13*
 - POL-110: Paying for Meals and Incidental Business Expenses
Chris Wickenhagen, Deputy Director

Action: *Discussion and approve.*
"I move to approve and authorize chair to sign YVCOG Policy 110."

3. YVCOG Bylaws Revision pp. 14 - 17

Larry Mattson, Executive Director

- Revisions to YVCOG bylaws for General Membership meeting date change.

Action: Discuss and approve. "I move to approve sending the meeting date revision to the General Membership for their discussion and approval."

- Revisions to YVCOG bylaws to update public notice requirements per the Open Public Meetings Act.

Action: Discuss and approve. "I move to approve sending the public notice requirements bylaw revisions to the General Membership for their discussion and approval."

4. Staff Reports

- Homeless Housing & Assistance Program– Crystal Testerman, Program Manager
- Land Use Planning Program – Mike Shuttleworth, Program Manager
- Regional Plan Update - Mike Shuttleworth, Program Manager
- Member Interviews Update – Esther Magasis, Program Manager
- Budget Report – Chris Wickenhagen, Deputy Director pp. 18 - 21

Action: Information

5. 2019 Regional Summit p. 22

Larry Mattson, Executive Director

Action: Information

6. 2019 YVCOG General Membership Meetings

Larry Mattson, Executive Director

- February 20th: Toppenish hosting at Mount Adams Country Club
Program: Lilian Bravo, Yakima Health District – Communicable Diseases
- March 20th: Selah hosting at Nana Kate's
Program: Adverse Childhood Experiences – ACES
- May 15th: Looking for host
Program: Priorities Spokane

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
January 14, 2019

CALL TO ORDER Chair John Hodkinson called the January 14, 2019 meeting of the YVCOG Executive Committee to order at 2:27 p.m.

**ROLL CALL &
INTRODUCTIONS**

- Members present: John Hodkinson, Bill Moore, Sherry Raymond, Janice Gonzales,
- Members present via teleconference: Jim Restucci
- Members absent: Brad Hill*, Mike Leita*
- YVCOG staff present: Larry Mattson, Chris Wickenhagen, Crystal Testerman, Mike Shuttleworth, Esther Magasis and Jodi Smith
- Others present: None.
- 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: December 17, 2018 YVCOG Executive Committee Meetings
- B. Approval of Payroll in the amount of \$88,742.28.
- C. Approval of Accounts Payable Vouchers in the total amount of \$178,024.46.

Bill Moore moved to approve the Consent Agenda. Janice Gonzales seconded. The motion carried.

OLD BUSINESS

*Continuance of
Executive Session
from November
AND/OR Executive
Director's 2019
Compensation*

John Hodkinson, Vice Chair. Motion to approve a 3% compensation raise for Executive Director Larry Mattson was made by Bill Moore and seconded by Janice Gonzales. *Motion carried.*

Motion to approve a 3% raise, retroactive to January 1, 2019 made by Janice Gonzales and seconded by Bill Moore also *carried.*

The Executive Committee thanked Larry for moving the organization forward. For 2019, Executive Committee will conduct confidential interviews with staff. They ask that Executive Director evaluation practices be discussed at next month's meeting.

NEW BUSINESS

*Executive Director's
Correspondence**

Larry Mattson, Executive Director. Updated YVCOG Organizational Chart for 2019. Primary change is that Larry and Chris will now divide the managers for direct reporting responsibilities. *Action: Information*

*Staff Reports**

Homeless Housing and Assistance Program – Crystal Testerman

- Yakima County requested assistance in preparing the application for Consolidated Homeless Grant (CHG)
- Recruiting members for the new taskforce, the Yakima Homeless Coalition (YHC). Priorities include updating the local 5-year Homeless Plan.
- Also working with the County on recruiting for the YHC Executive Committee. Liaison between coalition and commissioners. Priorities include providing strategic oversight and accountability to the YHC, as well as the liaison between YHC and Board of County Commissioners (BOCC). Providing admin for the meetings.
- New partnership with Yakama Nation's Village of Hope for HMIS
- Point in Time (PIT) count is January 24th. Yakama Nation will be participating. Project Homeless connect at their Winter Lodge. Homeless Network will post on their website.

- Davis HS civics class has volunteered for PIT.
- Upcoming: Tiny Homes project summary and final outcomes report, Mental Health First Aid training in partnership with the Department of Commerce.

Land Use Planning Program - Mike Shuttleworth reported on Grandview annexation, Mabton urban growth expansion and annexation; Granger has short plats, multi-family and other development; UG public hearing on rezone, comp plan amendment, short plats, sepa review for industrial and commercial projects, finish park plan projects and budget. Other: Solar workshop in Grandview on January 30th; UG Community Development group weekly meetings; budget for long range regional plan.

Regional Plan for Gaps and Overlaps Update – Larry Mattson. Working on a Community Foundation grant to complete this project. Will help jurisdictions, non-profits. For example, a Mabton Clinic increases accessibility to healthcare, removing barriers. Is it near a park? Are there road, sidewalk improvements?

- Inviting an elected to serve on the Gaps and Overlaps committee

Budget Report – Chris Wickenhagen, Deputy Director. For the month of December 2018. Revenue balance at end of the year is higher than anticipated due to unreimbursed expenses not being submitted before the end of the year. This will balance when expenses are received. Cash basis means we pay out before we are reimbursed.

Action: Information

March 20, 2019
General Membership

Larry Mattson, Executive Director. January General Membership: Community Health Needs Assessment. March; education (ACES).

- Location: Selah?
- Business:
- Program:

Action: Information

OTHER BUSINESS None

PUBLIC COMMENT None.

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

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jodi Smith, Communications Specialist

VOUCHER REGISTER AND APPROVAL

We the undersigned representatives of the Yakima Valley Conference of Governments; Yakima County Washington; do hereby certify the merchandise or services hereinafter specified have been paid, in the total amount of \$397,751.44, and approved this 20th day of February, 2019.

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 Sherry Raymond - Member-at-Large

VOUCHER #	PAYEE	PURCHASE	AMOUNT	WARRANT #
JANUARY 2019				
JAN-19-001	YVCOG	Payroll; January 2019	\$93,180.22	ACH
JAN-19-002	Key Bank	Monthly Banking Services; January 2019	\$44.69	ACH
JAN-19-003	Association of Washington Cities	2019 Membership Dues and Annual Assessment	\$1,235.90	2472
JAN-19-004	Graf Investments	January 2019 Janitorial Service/Office Space Rental	\$6,650.35	2473
JAN-19-005	Greater Yakima	2019 Membership Dues - tiered system	\$300.00	2474
JAN-19-006	National Association of Regional Councils	2019 Membership Dues	\$1,245.00	2475
JAN-19-007	Vision Municipal Solutions, LLC	Software Assurance (Vision Software Technical Support - 2019)	\$2,472.00	2476
JAN-19-008	Washington Cities Insurance Authority	2019 WCIA Liability Assessment	\$9,990.00	2477
JAN-19-009	Alliant Communications, Corp	Phone System - Voice Partner Plan; January	\$172.04	2478
JAN-19-010	Allstream Business US, Inc.	DSL/Phone Services; January	\$872.86	2479
JAN-19-011	Environmental Systems Research Institute, Inc	ArcGIS Registration 3/17/19-3/16/20	\$5,301.80	2480
JAN-19-012	LiftForward Inc	Surface Pro Computer leases	\$350.01	2481
JAN-19-013	Nuestra Casa	Solarize S. Yakima County - Spanish translation (flyer, powerpoint, etc.)	\$714.85	2482
JAN-19-014	Office Depot Inc	Miscellaneous Office Supplies	\$188.92	2483
JAN-19-015	Washington State Ridesharing Organization	2019 Dues - A. Adolf (WSRO)	\$125.00	2484
JAN-19-016	Yakima County Tech Services	Technology Support, Licenses, Bandwidth 100x100, Backups	\$1,217.04	2485
JAN-19-017	Yakima Herald Republic	January M/RTIP Amendment legal notices	\$290.88	2486
JAN-19-018	Yakima Waste Systems, Inc	Acct 2195-105634	\$13.22	2487
JAN-19-019	Alan Adolf	Travel & Registration Reimbursement; January	\$15.66	2488
JAN-19-020	Catholic Charities of the Diocese of Yakima	Homeless Services - December 2018	\$9,335.43	2489
JAN-19-021	Conference of Governments	Petty Cash Account Reimbursement	\$158.04	2490
JAN-19-022	Crystal Testerman	Travel & Registration Reimbursement; January	\$25.87	2491
JAN-19-023	ESTHER MAGASIS	Travel & Registration Reimbursement; January	\$11.60	2492
JAN-19-024	Graf Investments	February 2019 Janitorial Service/Office Space Rental	\$6,914.03	2493
JAN-19-025	Lauris C Mattson	Travel & Registration Reimbursement; January	\$40.60	2494
JAN-19-026	Lower Valley Crisis & Support Services	Homeless Services - December 2018	\$3,558.71	2495
JAN-19-027	Michael Shuttleworth	Travel & Registration Reimbursement; January	\$268.54	2496
JAN-19-028	Mt. Adams County Club	GM Meeting Cancellation Fee - Inclement Weather	\$940.00	2497
SUB TOTAL			\$145,633.26	

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 **\$144,424.72**

Auditing Officer

VENDOR

INVOICE #

AMOUNT

WARRANT #

January 2019

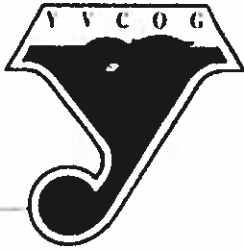
1	Payroll, *January*	JAN-19-001	\$93,180.22	ACH
2	Key Bank - Monthly Bank Service Fee, *January*	JAN-19-002	\$44.69	ACH
3	Association of Washington Cities	JAN-19-003	\$1,235.90	2472
4	Graf Investments - January Janitorial	JAN-19-004	\$2,197.28	2473
5	Graf Investments - Office Space Rental	JAN-19-004	\$4,453.07	2473
6	Greater Yakima - 2019 Membership Dues	JAN-19-005	\$300.00	2474
7	National Association of Regional Councils - 2019 Dues	JAN-19-006	\$1,245.00	2475
8	Vision Municipal Solutions, LLC - 2019	JAN-19-007	\$2,472.00	2476
9	Washington Cities Insurance Authority	JAN-19-008	\$9,990.00	2477
10	Alliant Communications, Corp	JAN-19-009	\$172.04	2478
11	Allstream Business US, Inc.	JAN-19-010	\$872.86	2479
12	Environmental Systems Research Institute, Inc	JAN-19-011	\$5,301.80	2480
13	LiftForward Inc	JAN-19-012	\$350.01	2481
14	Nuestra Casa	JAN-19-013	\$714.85	2482
15	Office Depot Inc	JAN-19-014	\$11.23	2483
16	Office Depot Inc	JAN-19-014	\$177.69	2483
17	Washington State Ridesharing Organization	JAN-19-015	\$125.00	2484
18	Yakima County Tech Services	JAN-19-016	\$1,217.04	2485
19	Yakima Herald Republic - January M/RTIP (Spanish)	JAN-19-017	\$95.70	2486
20	Yakima Herald Republic - January M/RTIP (English)	JAN-19-017	\$195.18	2486
21	Yakima Waste Systems, Inc	JAN-19-018	\$13.22	2487
22	Alan Adolf	JAN-19-019	\$15.66	2488
23	Catholic Charities of the Diocese of Yakima	JAN-19-020	\$9,335.43	2489
24	Conference of Governments	JAN-19-021	\$158.04	2490
25	Crystal Testerman	JAN-19-022	\$25.87	2491
26	ESTHER MAGASIS	JAN-19-023	\$11.60	2492
27	Graf Investments - February Janitorial/January difference	JAN-19-024	\$2,460.96	2493
28	Graf Investments - February Office Space Rental	JAN-19-024	\$4,453.07	2493
29	Lauris C Mattson	JAN-19-025	\$40.60	2494
30	Lower Valley Crisis & Support Services	JAN-19-026	\$3,558.71	2495
	Sub Total		\$144,424.72	

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 **\$253,326.72**

Auditing Officer

	VENDOR	INVOICE #	AMOUNT	WARRANT #
31	Michael Shuttleworth	JAN-19-027	\$268.54	2496
32	Mt. Adams County Club	JAN-19-028	\$940.00	2497
33	Office Depot Inc - Miscellaneous Office Supplies	JAN-19-029	\$27.04	2498
34	Office Depot Inc - Miscellaneous Office Supplies	JAN-19-029	\$117.84	2498
35	People for People - Homeless Services	JAN-19-030	\$70.21	2499
36	Printing Department	JAN-19-031	\$237.23	2500
37	Rod's House - Homeless Services	JAN-19-032	\$18,852.98	2501
38	Transform Yakima Together - Homeless Services	JAN-19-033	\$40,003.35	2502
39	US Bank Corporate Payment Systems	JAN-19-034	\$1,658.34	2503
40	WSACRPD - 2019 Membership Dues	JAN-19-035	\$100.00	2504
41	Xerox Corporation - Copier Lease & Maintenance	JAN-19-036	\$413.80	2505
42	Xerox Corporation - Copier Lease & Maintenance	JAN-19-036	-\$163.78	2505
43	Xerox Corporation - Copier Lease & Maintenance	JAN-19-036	\$172.44	2505
44	Yakima County Treasurer's Office - Banking Services	JAN-19-037	\$690.35	2506
45	Yakima Neighborhood Health Services - Homeless Svcs.	JAN-19-038	\$158,616.17	2507
46	Yakima Valley Farmworkers Clinic - Homeless Svcs.	JAN-19-039	\$31,322.21	2508
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	Sub Total		\$253,326.72	
	January 2019 GRAND TOTAL		\$397,751.44	



YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

311 North 4th Street, Suite 204 • Yakima, Washington 98901
509-574-1550 • FAX 574-1551
website: www.yvcog.org

January 30, 2019

FILE COPY

Sharon Miracle, President and CEO
Yakima Valley Community Foundation
111 University Parkway, Suite 102
Yakima, WA 98901

RE: YVCOG's 2019 Strategic Grant Application

Dear Ms. Miracle:

I write to you on behalf of the Executive Committee of the Yakima Valley Conference of Governments, to voice our enthusiastic support the regional planning effort outlined in our attached strategic grant application.

Our vision, mission, and philosophy guiding our work in the Yakima Valley is strikingly similar to the Foundation's. Our focus has always been on helping the Valley's communities leverage their scarce resources together for the common good. We serve as a regional forum making those crucial conversations possible.

With this application, we'll begin a regional planning process that brings together Yakima Valley communities, businesses, the health and education sectors, non-profits and residents to address socioeconomic issues that are impacting our region. We envision sustainable, resilient neighborhoods and cities, creating a prosperous and healthy Yakima Valley. Specifically, working together we can better deploy our built-environment investments to address the avoidable differences in health status we see within Yakima County. Thoughtful, well-planned infrastructure investments should improve long-term health outcomes for people *and* reduce short-term capital and long-term operating costs for cities.

This proposed regional planning process aims to nurture a collaborative process to discover gaps and overlaps in service. Local governments and community organizations struggle with limited resources spread across ever-growing demands for more services and a wide range of projects. Identifying those gaps and overlaps is a crucial part of working together to complete projects that a single organization may not be able to finish on its own.

Sincerely,

James A. Restucci
Councilman, City of Sunnyside
Chair, Yakima Valley Conference of Governments

MEMBER JURISDICTIONS

Grandview • Granger • Harrah • Mabton • Moxee • Naches • Selah
Sunnyside • Tieton • Toppenish • Union Gap • Wapato • Yakima • Yakima County • Zillah

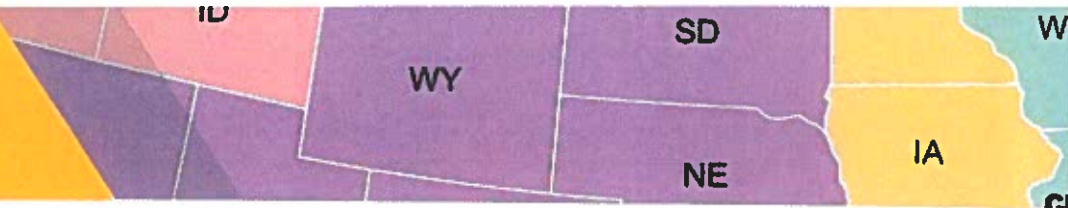
P.9



NARC

Building Regional Communities

National Association of Regional Councils



Making the Census Count:

How You Can Help Prepare Your Region for the 2020 Census



As our U.S. regions grow and increase in diversity, we need more than ever to have a decennial census that effectively counts the population.

The decennial census determines:

- How more than \$600 billion in federal financial assistance is dispersed annually for state, regional, and local government programs and services.
- How many representatives will represent each of our regions in the U.S. House of Representatives.
- Key decisions that regional leaders make regarding long-term planning initiatives.



Although census accuracy has increased over time, undercounting of specific subgroups – including rural, minority, and highly-transient individuals – remains a challenge.

Census inaccuracies cause:

- Unequal distributions of federal assistance for localities.
- Added stress on limited local government resources to make up the difference and meet the needs of their regions.
- Inefficient approval of projects – including those related to infrastructure, human services, and community development – that may not have the most regional impact.



NARC

Building Regional Communities

National Association of Regional Councils



Census Day (April 1, 2020) is Right Around the Corner.

Because the stakes are so high, regional councils need to prepare their communities now for a fair and accurate census.



Talk to your federal representatives. Inform them of the impact of federal dollars on your region and urge them to support robust funding for the preparations and rollout of the census in fiscal years 2019 and 2020.



Participate in the Census Bureau's Participant Statistical Areas Program (PSAP). If your organization has received an invitation, review and update selected statistical boundaries for 2020 census data tabulation for your region.



Engage with the workforce boards in your region to help promote job openings for temporary employees hired by the Census Bureau during the peak operation period.



Form a Complete Count Committee (CCC) or connect with those existing in your region. Bring together regional stakeholders and trusted community voices through CCCs to identify hard-to-count populations and create strategies to encourage their likelihood of participation in the census.

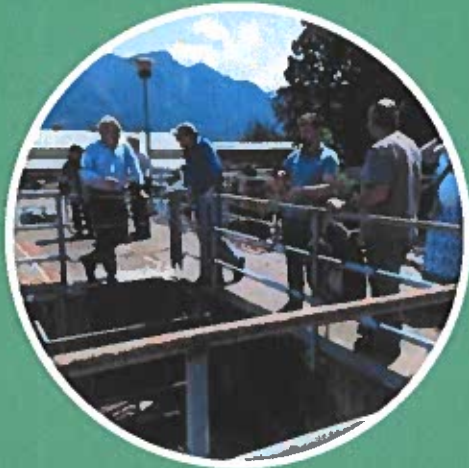


Spread the word! Use your position in the region to amplify 2020 census messaging from the Census Bureau, your local government membership, and trusted advocates in the community.

For additional information please contact Maci Morin at maci.morin@narc.org.

p.11

INFRASTRUCTURE INVESTMENT VALUE PLANNING SERVICE



HELPING NW MUNICIPALITIES INVEST SMART

The CSI Innovation Lab provides technical assistance to communities actively working through innovative infrastructure investments - like industrial water reuse, developing a smarter power grid, or rethinking transportation systems.

The Innovation Lab's assessment, value planning and value strategy tools help communities rethink projects, plan smarter, and build capacity.

WE HELP YOU GET BETTER RETURN ON YOUR BIG INFRASTRUCTURE INVESTMENT

What it is: Value Planning is an essential step in early stage project planning that defines the right problem; finds an array of options, brings original thinkers and experts and establishes an integrated approach from the start.

For: Rethinking Infrastructure Investments including: Transportation/Roads; Energy; Water/Waste Water Treatment/Stormwater.

Why? Before jumping into a major investment in infrastructure - it's important to plan smarter, more efficiently and maximize the opportunity.

For Example: How can you upgrade your wastewater system while reducing the cost of energy and O&M in the future?

BENEFITS THAT KEEP ON PAYING OFF FOR YOUR COMMUNITY.

- **Recognized Expert Guidance**
- **Develop Robust Solution Suite Find Hidden Assets**
- **Rank Projects**
- **Create Realistic Timelines**
- **Realistic Financial Budgets**
- **We Bring Federal Funding Sources**
- **Reports That Work for You**
- **Maximum Value for Investment**

Contact:

Lisa McCrummen
206 321 9461
lisa@centerforsi.org
centerforsi.org



Effective Date:

Replaces:

See Also:

POLICY

Approved by:

POL -110 PAYING FOR MEALS AND INCIDENTAL BUSINESS EXPENSES

This policy applies to all employees in Non-Overnight Travel. Each Employee Must Submit Their Own Reimbursement Request

The Executive Director approves reimbursement for Reasonable and Necessary Meals and Incidental Expense

- Directly related to the conduct of YVCOG business
- Consistent with state law
- Related to YVCOG public purpose
- Adequate, itemized documentation for the expenditure

YVCOG Does Not Pay For Certain Expenses

- Liquor or tobacco
- Spouses of staff attending a business event
- Regular or routine staff meetings
- Staff lunches that are primarily social in nature
- Birthday parties, prize drawings, greeting cards or flowers purchase for employees
- Payment of parking tickets, traffic citations, fines or penalties

Reasonable gratuity (15% to 20%) as part of a reimbursable meal expense to Reimburse Individual Meal Expenses at Actual Cost when on non-travel status is allowed

- Lunch or breakfast meeting necessary to accommodate scheduling conflicts
- Business meeting with an individual when the meal represents de facto payment for services
- Recruitment meetings with candidates for YVCOG positions

Other Eligible Incidental Business Expenses

- Mileage and parking
- Event amenities such as, equipment rental, disposable tableware
- Training materials
- Gifts for dignitaries consistent with the standards in 1 above

BYLAWS

of the

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

SECTION I - MEETINGS. Business portion of the General Membership will begin at 6:30 p.m., on the third Wednesday of ~~January~~ February, March, May, September, October, and the second Wednesday of December at alternating locations throughout the County. The meeting held in ~~January~~ February of each year shall be considered as the annual meeting. Special meetings of the general membership may be called by action of the Executive Committee. Written notice of any special meeting shall be given to each member at least ~~seven (7) days~~ 24 hours prior to said meeting.

Meetings of the Executive Committee each year shall be held at 1:30 p.m. on the third Wednesday of January and February and on the third Monday of each month thereafter at a place to be agreed upon by members of the Executive Committee. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. All meetings of the Executive Committee shall be open to members of the Conference and all other interested persons. A copy of the agenda shall be ~~made available or~~ sent to all members of the Conference at least ~~seven (7) days~~ 24 hours prior to the meeting. Any regular meeting of the Executive Committee canceled due to lack of a quorum will be rescheduled for the following week, with adequate notice provided to all concerned.

SECTION II - QUORUM.

a. Executive Committee

Unless otherwise specified herein, a majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of any business that may come before any meeting of the Executive Committee.

b. General Membership

Unless otherwise specified herein, seven (7) voting members of the General Membership of the Conference shall constitute a quorum for any transaction of business that may come before any General Membership meeting of the Conference.

SECTION III - VOTING.

a. Executive Committee

Each member of the Executive Committee shall be entitled to one (1) vote on any matter that comes before the Executive Committee. A vote of the majority of the quorum present at any of the Executive Committee meetings shall be required to decide any question.

b. General Membership

Each member of the Conference shall be entitled to one (1) vote on any matter which comes before the General Membership. A vote of at least seven (7) members of the quorum present at any General Membership meeting of the Conference shall be required to decide any question; provided, that when fourteen (14) or more members of the Conference are present, a majority shall be required to decide any question.

A list of all names of the members and appointed alternates of each governmental unit shall be submitted to the Chair ten (10) days prior to the ~~January~~ February annual meeting each year. At that annual meeting only appointed members or alternates shall vote.

Each General Membership member shall be entitled to have an alternate appointed by the respective legislative body which they represent; provided, that the alternate shall be an elected or appointed official. The legislative body of towns/code cities with population under 3,000 shall be entitled to appoint an employee of the city empowered to vote by proxy in the event their regular representative or alternate cannot attend a meeting, provided that said employee may not sit or vote on the Executive Committee.

SECTION IV - ELECTION OF EXECUTIVE COMMITTEE OFFICERS.

A nominating committee shall be appointed by the Chair at the December meeting of odd-numbered years. The nominating committee shall meet prior to the annual meeting to nominate candidates for the Executive Committee, choosing from names of officials as specified in Article VI of the Articles of Association. At the annual meeting of even-numbered years, which is the ~~January~~ February meeting of each year, the Conference shall elect seven (7) members of the Executive Committee as specified in Article VI of the Articles of Association. Executive Committee members shall serve for a two-year term. Each of these seats for the Executive Committee will be decided by individual ballot or voice vote dependent upon the wishes of the Chair. After the nominating committee gives its report, nominations for the position will be opened from the floor. After all nominations are received a vote will be taken. Chair and Vice Chair will be selected by the newly seated Executive Committee at their first meeting as the first order of business. All persons considered for Chair or Vice-Chair must be members of the newly seated Executive Committee.

SECTION V - VACANCIES. In the event of a vacancy in the office of Chair, the Vice-Chair shall succeed to said office. In the event of a vacancy in the office of Vice-Chair, the Executive Committee shall elect a new Vice-Chair from the Executive Committee. In the event of a vacancy in the Executive Committee, the Executive Committee shall elect a new member from the Conference membership in whatever manner the Executive Committee shall determine.

SECTION VI - DUTIES OF OFFICERS, EXECUTIVE COMMITTEE, AND GENERAL MEMBERSHIP. The duties of the officers shall be those usually pertaining to their respective offices.

The Executive Committee shall have the authority to decide upon all matters affecting the internal administration, procedures, practices and programming of the Conference; processing and review of all programs or projects which may be submitted to the Conference for comment and recommendations; and coordination of intergovernmental relations and activities including the interchange or exchange of information among the governmental units or agencies concerned. These duties include:

(a) The Executive Committee is authorized to accept and/or authorize contracts and contract revisions in line with the annual budget and the Conference's work program, including allocating revenue made available through new or revised contracts.

(b) The Executive Committee is responsible to direct staff activities.

(c) The Executive Committee is responsible for developing an annual balanced budget for recommendation to the General Membership and is authorized to make routine revisions to any budget category within the adopted balanced budget, so long as individual expenditure and/or revenue revisions are in keeping with the overall work program of the Conference.

(d) The Executive Committee may assume other responsibilities in keeping with their station and the efficient day to day operation of the Conference.

All matters relating to fiscal policy, organization or re-organization and/or public policy, as distinguished from matters of internal administration, shall be processed through the Executive Committee for their review and recommendation to the Conference. All matters of public policy as distinguished from matter of internal administration, procedures, practices and programming, shall have consent of member legislative bodies affected by such policy. The General Membership will be responsible for adopting, by Resolution, an annual budget and work program and setting forth appropriate policies to guide the Executive Committee's activities.

SECTION VII - COMMITTEES. Committees may be established and appointed by the Chair of the Conference to assist the Conference in the performance of its functions. Committees may be composed of Conference members, other elected or appointed official governmental employees or citizens with particular knowledge or talent to contribute to the work of the committee.

SECTION VIII - AMENDMENTS. These Bylaws may be amended at any regular or special meeting of the General Membership by a majority vote of members constituting a quorum; provided, however, that a copy of the proposed amendment has been ~~mailed~~ provided to each member at least ~~fourteen (14) days~~ 24-hours prior to the meeting at which the vote to amend is taken.

Revised January 18, 1989
Revised September 20, 1989
Revised December 17, 1997
Revised December 13, 2000
Revised September 19, 2001
Revised March 20, 2002
Revised December 13, 2006
Revised October 17, 2007
Revised December 12, 2012
Revised March??, 2019??

**YVCOG Executive Committee Meeting February 20, 2019
BUDGET REPORT
Jan-19**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:

	2018	2019
January	\$ 804,908.24	\$ 310,139.21
February	\$ 168,643.34	\$ -
March	\$ 215,224.77	\$ -
April	\$ 549,587.75	\$ -
May	\$ 296,490.49	\$ -
June	\$ 495,068.52	\$ -
July	\$ 210,101.34	\$ -
August	\$ 196,495.71	\$ -
September	\$ 361,289.63	\$ -
October	\$ 609,828.36	\$ -
November	\$ 91,476.53	\$ -
December	\$ 355,732.39	\$ -

Monthly Revenue	\$ 804,908.24	\$ 310,139.21
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Total Revenue YTD	\$ 4,354,847.07	\$ 310,139.21
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EXPENDITURES:

Salaries	January	\$ 63,578.97	\$ 69,459.42
	February	\$ 64,026.97	\$ -
	March	\$ 64,026.97	\$ -
	April	\$ 64,026.97	\$ -
	May	\$ 64,359.97	\$ -
	June	\$ 64,359.97	\$ -
	July	\$ 65,812.97	\$ -
	August	\$ 66,036.97	\$ -
	September	\$ 66,834.90	\$ -
	October	\$ 62,833.75	\$ -
	November	\$ 62,833.75	\$ -
	December	\$ 65,640.82	\$ -

Total Current Salaries	\$ 63,578.97	\$ 69,459.42
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Total Salaries YTD	\$ 774,372.98	\$ 69,459.42
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Vouchers	January	\$ 352,453.50	\$ 328,232.62
	February	\$ 261,837.78	\$ -
	March	\$ 268,900.96	\$ -
	April	\$ 371,713.11	\$ -
	May	\$ 260,113.70	\$ -
	June	\$ 268,426.73	\$ -
	July	\$ 216,499.00	\$ -
	August	\$ 235,299.83	\$ -
	September	\$ 289,074.34	\$ -
	October	\$ 272,222.66	\$ -
	November	\$ 263,806.49	\$ -
	December	\$ 203,284.40	\$ -

Monthly Vouchers	\$ 203,284.40	\$ 328,232.62
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Total Vouchers YTD	\$ 3,263,632.50	\$ 328,232.62
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TOTAL MONTHLY EXPENDITURES	\$ 266,863.37	\$ 397,692.04
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TOTAL EXPENDITURES YTD	\$ 4,038,005.48	\$ 397,692.04
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Revenue Balance	\$ 316,841.59	\$ -87,552.83
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2019
Yakima Valley Conference of Governments
Revenue Budget

8%

Grants/Contracts	JANUARY	YTD Actual Revenue	2019 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000 **		
Administration					
Admin-Gen'l Assessment	101,305.50	101,305.50	123,433	22,127.50	82%
Admin-Misc Revenue (copies, posters)	476.77	476.77	300	-176.77	159%
Admin-Assoc Membership Fees	-	-	2,000	2,000.00	0%
Admin-Gen'l Ala Carte	-	-	140,000	140,000.00	0%
Other Income (Rebates)	1,124.90	1,124.90	200	-924.90	562%
Community Services	-	-	6,000	6,000.00	0%
Sale of Scrap & Junk	-	-	400	400.00	0%
Total Administration	102,907.17	102,907.17	272,333	169,425.83	38%
Intergov-Local Match WSDOT	29,238.50	29,238.50	44,757	15,518.50	65%
Intergov -Local Transit	6,000.00	6,000.00	6,000	0.00	100%
Total Intergov-Local	35,238.50	35,238.50	50,757	15,518.50	1.65
CTR - Plans & Progr WSDOT	13,200.00	13,200.00	75,000	61,800.00	18%
CMAQ Grant	10,212.37	10,212.37	103,750	93,537.63	10%
Human Services Transp Plan	1,021.45	1,021.45	10,000	8,978.55	10%
FHWA-DOT-Metro Plan (PL)	-	-	350,000	350,000.00	0%
FTA-DOT-Metro Plan Grant	-	-	70,000	70,000.00	0%
RTPO-WSDOT	29,339.74	29,339.74	121,996	92,656.26	24%
Total TRANSPORTATION	53,773.56	53,773.56	730,746	676,972.44	0.62
Homeless Local Fees	-	-	1,050,000	1,050,000.00	0%
CHG State Grant	57,098.75	57,098.75	940,000	882,901.25	6%
TANF State Grant	3,648.82	3,648.82	70,000	66,351.18	5%
HEN State Grant	52,239.90	52,239.90	765,000	712,760.10	7%
Total HOMELESS	112,987.47	112,987.47	2,825,000	2,712,012.53	4%
Intergov-Scholarship	-	-	500	500.00	0%
Member TA's 2018	1,232.51	1,232.51			
Grandview	-	-	7,500.00	7,500.00	0%
Granger	-	-	8,000.00	8,000.00	0%
Harrah	-	-			
Mabton	-	-	5,000.00	5,000.00	0%
Moxee	-	-			
Naches	-	-			
Selah	-	-	5,000.00	5,000.00	0%
Sunnyside	-	-			
Tieton	-	-			
Toppenish	-	-			
Union Gap	-	-	20,000.00	20,000.00	0%
Wapato	-	-	5,000.00	5,000.00	0%
Zillah	-	-			
Sparks NW	4,000.00	4,000.00	8,000.00	4,000.00	50%
Intergov Serv-Exec Boards (TA Contr)	5,232.51	5,232.51	114,000	108,767.49	5%
Total Revenue	310,139.21	310,139.21	3,993,336	3,683,196.79	8%

2019
Yakima Valley Conference of Governments
EXPENDITURE Budget

8%

	January	YTD Actual	2019 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 69,459.42	\$ 69,459.42	\$ 880,700	8%	\$ 811,240.58
Salaries-Overtime	\$ -	\$ -	\$ 6,000	0%	\$ 6,000.00
Total Salaries and Wages	\$ 69,459.42	\$ 69,459.42	\$ 886,700	8%	\$ 817,240.58
Personnel Benefits					
Benefits-Direct	\$ 23,661.40	\$ 23,661.40	\$ 323,100	7%	\$ 299,438.60
Total Benefits	\$ 23,661.40	\$ 23,661.40	\$ 323,100	7%	\$ 299,438.60
Supplies					
Office & Operating Supplies	\$ 660.78	\$ 660.78	\$ 25,000	3%	\$ 24,339.22
Small Tools and Minor Equip	\$ 350.01	\$ 350.01	\$ 17,000	2%	\$ 16,649.99
Total Supplies	\$ 1,010.79	\$ 1,010.79	\$ 42,000	2%	\$ 40,989.21
Other Services-Charges					
Professional Services	\$ 8,535.44	\$ 8,535.44	\$ 90,000	9%	\$ 81,464.56
Prof Serv-Tech Services	\$ 1,217.04	\$ 1,217.04	\$ 16,800	7%	\$ 15,582.96
Community Services	\$ -	\$ -	\$ 500	0%	\$ 500.00
Communications-Telephone	\$ 1,053.62	\$ 1,053.62	\$ 13,000	8%	\$ 11,946.38
Communication-Postage	\$ 158.04	\$ 158.04	\$ 500	32%	\$ 341.96
Travel	\$ 1,380.07	\$ 1,380.07	\$ 64,000	2%	\$ 62,619.93
Advertising	\$ 290.88	\$ 290.88	\$ 15,000	2%	\$ 14,709.12
Operating Rentals and Leases	\$ 9,156.16	\$ 9,156.16	\$ 160,000	6%	\$ 150,843.84
Insurance	\$ 9,990.00	\$ 9,990.00	\$ 10,700	93%	\$ 710.00
Utility Services	\$ 13.22	\$ 13.22	\$ 275	5%	\$ 261.78
Repair and Maintenance	\$ 172.44	\$ 172.44	\$ 5,500	3%	\$ 5,327.56
Homeless Provider Contracts	\$ 261,759.06	\$ 261,759.06	\$ 2,280,000	11%	\$ 2,018,240.94
Misc. (registrations, dues, subscriptions)	\$ 9,834.46	\$ 9,834.46	\$ 85,061	12%	\$ 75,226.54
Total Services	\$ 303,560.43	\$ 303,560.43	\$ 2,741,336	11%	\$ 2,437,775.57
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
Total Expenditures	\$ 397,692.04	\$ 397,692.04	\$ 3,993,336	10%	\$ 3,595,643.96

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2018-19 Cash Flow Statement
Yakima Valley Conference of Governments

January 2019

For the Mo Ended:

(Cash Basis Accounting)

	January	February	March	April	May	June	July	August	September	October	November	December	January
Beginning cash	\$469,563.60	\$948,064.37	\$690,712.32	\$573,009.16	\$686,856.83	\$658,873.65	\$821,267.50	\$716,872.25	\$612,031.16	\$637,456.96	\$912,228.31	\$677,064.60	\$763,871.77
CTR - Grant	6,411.02		13,200.00	6,600.00		13,200.00			11,600.00		5,000.00	6,600.00	13,200.00
CHQA Plans & Programs	5,610.75		9,055.17	9,190.70		11,405.25	9,893.56		7,443.54	4,501.31	7,412.51		10,212.37
Human Svs Trasp Plan Grant	2,034.32	4,676.40	3,930.59	3,677.59		5,295.71			3,302.88		351.74	933.98	1,021.45
FHWA DOT-Metro Plan Grant	33,547.62				38,067.41	25,379.57	26,662.15	25,489.91	23,062.66		50,206.21	28,549.33	
FTA-DOT-Metro Plan Grant			52,065.61	17,934.42				7,367.01			21,914.10		29,339.74
DOT-RTPO & RTPO Long Range	4,817.83		20,063.83	31,406.58		268,700.00			11,426.60	408,510.00			
Homeless 2163 Local Fees	494,450.00					160,087.11	120,776.55	161,993.79	184,110.81	176,745.46		315,044.58	112,987.47
STATE FUNDS - Homeless Grant	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	176,745.46			
HUD CoC Grant						8,719.83							
Intergov-Ala Carte	2,500.00			3,966.00	12,500.00						1,225.00		
Technical Assistance Members	6,865.77		2,563.26	4,475.73	6,084.32	2,281.05	7,891.46		2,543.14	5,047.59	5,067.50	4,604.50	5,232.51
Intergov-County/City Share-gen asse	55,134.50	1,875.00		19,879.00			11,268.00			12,376.00			101,305.50
Intergov-Local Match WSDOT	17,491.00	1,244.00		13,823.00						898.00			29,238.50
Intergov-Local FTA (Yakima Transit)				6,000.00									6,000.00
YV Community Foundation Grant					5,620.00								
Misc Revenue-copies, posters	33.71		8.70	134.27			925.00	325.00	900.00	1,750.00	138.15		1,601.67
Associate Membership Fees				500.00	500.00		500.00	1,000.00					
Scrap & Junk													
Scholarship				198.00	1,700.00			320.00					
Expense Revenue Netted Back													
Total Receipts	\$794,533.24	\$1,016,577.07	\$215,224.77	\$549,587.75	\$296,490.49	\$495,068.52	\$177,916.72	\$196,495.71	\$361,289.63	\$609,828.96	\$91,476.53	\$355,732.39	\$310,139.21
Available Cash	\$1,264,096.84	\$1,016,577.07	\$905,937.09	\$1,122,596.91	\$983,347.32	\$1,153,942.17	\$999,184.22	\$913,367.96	\$973,320.79	\$1,247,284.72	\$1,003,704.84	\$1,032,796.99	\$1,074,010.98
Use of Funds													
Salaries	63,576.97	64,026.97	64,026.97	64,026.97	64,359.97	64,359.97	65,812.97	66,036.97	66,834.90	62,833.75	62,833.75	65,640.82	69,459.42
Personnel Benefits	22,457.31	22,636.57	22,653.18	22,615.24	22,693.41	22,723.15	23,044.71	23,117.32	22,528.33	21,672.79	21,633.18	23,101.46	23,661.40
Supplies	3,473.28	1,970.26	955.39	1,938.78	501.49	778.25	1,478.70	1,848.25	808.67	3,012.29	1,538.44	3,200.12	1,010.79
Other Services	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	247,537.58	240,634.87	176,982.82	303,560.43
Total Cash Out	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	335,056.41	326,640.24	288,925.22	397,692.04
Net Cash Flow	\$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	\$912,228.31	\$677,064.60	\$763,871.77	\$676,318.94

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Yakima Valley Conference of Governments

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