



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, August 19, 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 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 August 19, 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

James Restucci, YVCOG Executive Committee Chair

“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: July 15, 2019 YVCOG Executive Committee Meeting pp. 4-5
2. Approval of Payroll: As of July 31, 2019, approve payroll voucher JUL-19-001 in the amount of \$77,043.65 through electronic fund transfers. p. 6
3. Approval of Accounts Payable Vouchers: As of July 31, 2019, approve claim vouchers numbered JUL-19-002 through JUL-19-025 in the total amount of \$235,143.22. pp. 6-7

Action: Discuss and approve

Motion: “I move to approve the Consent Agenda.”

OLD BUSINESS

1. 2019 Accountability Audit
Chris Wickenhagen, Executive Director
Action: Information

NEW BUSINESS

1. Executive Director’s Correspondence
Chris Wickenhagen, Executive Director
 - Regional Summit 2020

- Jurassic Parliament
- Action: Information**
2. 2020 YVCOG Budget Development pp. 8-9
Chris Wickenhagen, Executive Director
 - 2020 Budget Subcommittee Report
 - Review 2020 Draft Budget

Action: Information
 3. Appoint 2019 Auditing Officer and Alternate Auditing Officer, by Resolution 2019-1 p.10
Chris Wickenhagen, Executive Director
 - Appoint Christina Wickenhagen as 2019 Auditing & Investing Officer and Tamara Hayward as alternate Auditing Officer, effective August 1, 2019

Action: Approve and authorize Chair to sign
"I move to authorize the chair to sign Resolution 2019-1 appointing 2019 auditing & investing officer".
 4. Appoint Official Federal Reimbursement Certification and Signature Officer, by Resolution 2019-2
Chris Wickenhagen, Executive Director pp. 11-12
 - Uniform Guidance 2 CRF 200.415(a) requires a resolution to appoint an official(s) who is authorized to legally bind the Non-Federal Agency for federal reimbursement
 - Appoint Christina Wickenhagen authority to legally bind YVCOG for federal reimbursements and Tamara Hayward as an alternate, effective August 1, 2019

Action: Approve and authorize Chair to sign
"I move to authorize the chair to sign Resolution 2019-2 authorizing Christina Wickenhagen to legal bind YVCOG for the sole purpose of requesting federal reimbursements and Tamara Hayward as an alternate".
 5. Appoint WCIA Full Board Delegate and Alternate Delegate p.13
Chris Wickenhagen, Executive Director
 - Appoint Chris Wickenhagen as Delegate and Tamara Hayward as Alternate Delegate to WCIA Full Board.

Action: Approve and Authorize Chair to sign.
"I move to authorize the Chair to sign Chris Wickenhagen as YVCOG's Delegate and Tamara Hayward as Alternate Delegate to WCIA Full Board."
 6. Staff Reports
 - Budget Report – Chris Wickenhagen, Executive Director pp. 14-17
 - Land Use Planning Program – Mike Shuttleworth, Program Manager

Action: Information
 7. YVCOG General Membership Meeting
Jodi Smith, Communications Specialist
September 18, 2019
 - Location: Grandview Community Center
 - Program – Our Local Legislators: 2019 Session Wrap-up & 2020 Session Look-Ahead

October 16, 2019

 - Location: Selah, Nana Kate's Catering.
 - Program – 2020 Census. Lisa McLean, OFM and Yakama/Yakima Census 2020
Do we need to move to a larger space?

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
July 15, 2019

CALL TO ORDER Vice Chair John Hodkinson called the July 15, 2019 meeting of the YVCOG Executive Committee to order at 1:55 p.m.

ROLL CALL & INTRODUCTIONS

- Members present: John Hodkinson, Bill Moore, Mike Leita, Sherry Raymond
- Members present via teleconference: Brad Hill
- Members absent: Jim Restucci*, Janice Gonzales
- YVCOG staff present: Larry Mattson, Chris Wickenhagen, Mike Shuttleworth 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*

1. Approval of Minutes: June 17, 2019 YVCOG Executive Committee Meeting
2. Approval of Payroll: As of June 30, 2019, approve payroll voucher JUN-19-001 in the amount of \$83,060.98 through electronic fund transfers.
3. Approval of Accounts Payable Vouchers: As of June 30, 2019, approve claim vouchers numbered JUN 19-002 through JUN-19-030 in the total amount of \$303,011.08

Action: *Bill Moore moved to approve the Consent Agenda. Mike Leita seconded. The motion carried.*

OLD BUSINESS
Executive Session

John Hodkinson, Vice Chair, called for an Executive Session to discuss the performance of an employee. "The Yakima Valley Conference of Governments shall convene an Executive Session, pursuant to RCW 42.30.110(1)(g) for the purpose of reviewing the performance of a public employee. This session will begin at 1:57 p.m. and will be concluded at 2:05 p.m.."

Action: *Information*

NEW BUSINESS
Personnel

John Hodkinson asked for consideration of a replacement for Executive Director Larry Mattson, effective August 1, 2019.

Action: *Discussion and motion to hire Chris Wickenhagen as Executive Director at salary Level 1, effective August 1, 2019 made by Bill Moore. Seconded by Mike Leita. Motion carried. Chris Wickenhagen accepted the position.*

Executive Director's Correspondence*

Larry Mattson, Executive Director, presented information on:

- Northwest Harvest –planning to open a Central Washington Center
- 2019 Accountability Audit by State Auditor's office. They were on site for about 10 days. Exit interview on Thursday. All Executive Committee members invited. Please let Jodi know attendance so that we can publish notice if we have a quorum.
- Reciprocal membership in Yakima County Development Association. Would encourage mutual attendance at meetings.

Action: *Information*

- City of Wapato: Letter of non-payment of annual assessment. Every member needs to be in good standing.

Motion to authorize the Chair to sign the letter of non-payment to the City of Wapato annual assessment dated July 15, 2019, made by Mike Leita. Seconded by Sherry Raymond. The motion carried.

2020 YVCOG Budget Process*

Larry Mattson presented the 2020 Budget Schedule for discussion and approval. First meeting on August 9th.

P.4

Action: Motion to approve the 2020 budget schedule made by Mike Leita. Seconded by Bill Moore. Motion carried.

Larry Mattson asked for 3 Members to serve on the 2020 Budget Subcommittee.

Action: Motion to appoint Sherry Raymond, Brad Hill and John Hodkinson to the 2020 Budget Subcommittee made by Bill Moore. Seconded by Brad Hill. Motion carried.

*Staff Reports**

Budget Report – Chris Wickenhagen, Deputy Director reported.

Revenues of \$388,202.35. Expenditures of \$386,072.06. Revenue balance of -\$284,359.29. 50% of way through the 2019 calendar year with total revenue at 42% and 49% for expenditures.

Land Use Planning Program - Mike Shuttleworth, Program Manager

- Mabton completed annexation of 10 acres for medical clinic.
- Granger: Working with Hearing Examiner on rezone. Public comments received. Will be doing a contract rezone so that developer complies with community requests. Multi-Family design standards. Yakima Housing Authority for more farmworker housing in Granger
- Sunnyside: annexation has code enforcement issues, short plat, and assisting staff
- Toppenish planner has retired. YVCOG has assisted with several permit and business licenses
- Harrah: Comprehensive Plan amendment and annexation into the Urban Growth Area for a proposed school
- Union Gap: staff report for a Class 3 review for a communication tower
- Solar workshops with City of Yakima on August 15th at the Harman Center, September 25th in Spanish at the Henry Beauchamp Community Center and October: to be determined.

Action: Information

*September 18, 2019
General Membership
Meeting*

Larry Mattson gave information on our September General Membership meeting in Grandview at the Community Center. Program will be presentations from our local and national legislators on the 2019 session and looking ahead. RSVP's from area legislators plus a staff person from Rep. Newhouse and Senator Murray's office.

OTHER BUSINESS

Larry Mattson's last meeting as Executive Director. He suggested that housing become a focus for YVCOG. Land Use, Transportation and Housing works well.

The Executive Committee thanked Larry for his service. Yakima Valley is much better off due to his service.

Larry leaves YVCOG in good hands with a very good Executive Director and staff.

PUBLIC COMMENT

None

ADJOURN

With no other business, John Hodkinson adjourned the meeting at 2:38 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jodi Smith, Communications Specialist

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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 \$312,186.87, and approved this 19th day of August, 2019.

Mike Leita - Yakima Count 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 #
Jul-19				
JUL-19-001	YVCOG	Payroll; July 2019	\$77,043.65	ACH
JUL-19-002	Key Bank	Monthly Banking Services; July 2019	\$45.42	ACH
JUL-19-003	Aliant Communications, Corp	Phone System - Voice Partner Plan	\$172.04	2692
JUL-19-004	Allstream Business US, Inc.	DSL/Phone Services	\$862.09	2693
JUL-19-005	LiftForward Inc	Surface Pro Computer Leases	\$350.01	2694
JUL-19-006	Xerox Corporation	Copier Lease and Maintenance	\$466.57	2695
JUL-19-007	Yakima County Tech Services	Interlocal Agreement 2019- Technology Support, Licenses, Bandwidth 100x100, backups	\$1,239.39	2696
JUL-19-008	Yakima Herald Republic / El Sol	WRTIP Amendment - legal notice - Spanish	\$280.33	2697
JUL-19-009	Yakima Waste Systems, Inc	Acct No. 2195-1056349 - Recycling Services	\$13.88	2698
JUL-19-010	Alan Adolf	Travel and Registration reimbursement	\$27.26	2699
JUL-19-011	Catholic Charities	Homeless Services	\$4,171.24	2700
JUL-19-012	City of Yakima	Homeless Services	\$9,954.40	2701
JUL-19-013	Graf Investments	Office Space Rental and Building Expense; AUG	\$6,782.19	2702
JUL-19-014	Lower Valley Crisis & Support Services	Homeless Services	\$3,990.75	2703
JUL-19-015	Michael Shuttleworth	Travel and Registration reimbursement	\$40.60	2704
JUL-19-016	People for People	Homeless Services	\$226.64	2705
JUL-19-017	Printing Department	Printing supplies and services	\$243.45	2706
JUL-19-018	Rod's House	Homeless Services	\$14,014.58	2707
JUL-19-019	State of Washington State Auditor's Office	2016-2018 Accountability Audit (Homeless Program)	\$7,028.30	2708
JUL-19-020	SUNRISE OUTREACH CENTER	Homeless Services	\$31,698.19	2709
JUL-19-021	US Bank Corporate Payment Systems	P-card payment - July	\$773.34	2710
JUL-19-022	Yakima County Treasurer's Office	Banking and Admin fees - 2nd Qtr.	\$753.10	2711
JUL-19-023	Yakima Neighborhood Health Services	Homeless Services	\$93,977.69	2712
JUL-19-024	Yakima Valley Farmworkers Clinic	Homeless Services	\$31,219.93	2713
JUL-19-025	Young Women's Christian Association of Yakima	Homeless Services	\$26,811.83	2714
GRAND TOTAL			\$312,186.87	

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 \$312,186.87.

Auditing Officer

	VENDOR	INVOICE #	AMOUNT	WARRANT #
	July 2019			
1	YVCOG - Payroll; July	JUL-19-001	\$77,043.65	ACH
2	Key Bank - Bank Service Fees; July	JUL-19-002	\$45.42	ACH
3	Alliant Communications, Corp	JUL-19-003	\$172.04	2692
4	Allstream Business US, Inc.	JUL-19-004	\$862.09	2693
5	LiftForward Inc - Microsoft Surface Pro computer leases	JUL-19-005	\$350.01	2694
6	Xerox Corporation - copier lease and maintenance	JUL-19-006	\$466.57	2695
7	Yakima County Tech Services - interlocal agreement	JUL-19-007	\$1,239.39	2696
8	Yakima Herald Republic/EI Sol - legal notices - M/RTIP Amendment - Spanish	JUL-19-008	\$95.70	2697
	Yakima Herald Republic - legal notices - M/RTIP Amendment - English	JUL-19-008	\$184.63	2697
9	Yakima Waste Systems, Inc - recycling services	JUL-19-009	\$13.88	2698
10	Alan Adolf - Travel and Registration reimbursement	JUL-19-010	\$27.26	2699
11	Catholic Charities of the Diocese of Yakima - homeless services	JUL-19-011	\$4,171.24	2700
12	City of Yakima - homeless services	JUL-19-012	\$9,954.40	2701
13	Graf Investments - Building expense; August	JUL-19-013	\$2,329.12	2702
	Graf Investments - Office space rental; August	JUL-19-013	\$4,453.07	2701
14	Lower Valley Crisis & Support Services - homeless services	JUL-19-014	\$3,990.75	2703
15	Michael Shuttleworth - Travel and Registration reimbursement	JUL-19-015	\$40.60	2704
16	People for People - homeless services	JUL-19-016	\$226.64	2705
17	Printing Department - printing and supplies	JUL-19-017	\$243.45	2706
18	Rod's House - homeless services	JUL-19-018	\$14,014.58	2707
19	State of Washington State Auditor's Office - 2016-2018 Accountability Audit (Homeless Program)	JUL-19-018	\$7,028.30	2708
20	SUNRISE OUTREACH CENTER - homeless services	JUL-19-019	\$31,698.19	2709
21	US Bank Corporate Payment Systems - P-card reimbursement	JUL-19-020	\$773.34	2710
22	Yakima County Treasurer's Office - 2nd qtr banking/admin fees	JUL-19-021	\$753.10	2711
23	Yakima Neighborhood Health Services - homeless services	JUL-19-022	\$93,977.69	2712
24	Yakima Valley Farmworkers Clinic - homeless services	JUL-19-023	\$31,219.93	2713
25	Young Women's Christian Association of Yakima - homeless services	JUL-19-024	\$26,811.83	2714
26				
	July 2019 GRAND TOTAL		\$312,186.87	

**Yakima Valley Conference of Governments
Proposed Budget - 2020**

Consolidated:

Revenue	2020	2019	Change	%
Programs & Projects				
Local	\$ 180,000	\$ 1,306,000	\$ (1,126,000)	-626%
State	\$ 175,894	\$ 1,971,996	\$ (1,796,102)	-1021%
Federal	\$ 490,000	\$ 533,750	\$ (43,750)	-9%
Miscellaneous	\$ 4,200	\$ 7,400	\$ (3,200)	-76%
Total Programs & Projects:	\$ 850,094	\$ 3,819,146	\$ (2,969,052)	-349.26%
Dues				
Grandview	\$ 8,779	\$ 7,908	\$ 870	10%
Granger	\$ 3,557	\$ 3,173	\$ 384	11%
Harrah	\$ 924	\$ 869	\$ 55	6%
Mabton	\$ 2,206	\$ 2,025	\$ 181	8%
Moxee	\$ 4,595	\$ 4,214	\$ 381	8%
Naches	\$ 1,621	\$ 1,529	\$ 92	6%
Selah	\$ 7,999	\$ 7,308	\$ 691	9%
Sunnyside	\$ 12,713	\$ 11,282	\$ 1,431	11%
Tieton	\$ 1,569	\$ 1,469	\$ 100	6%
Toppenish	\$ 7,214	\$ 6,507	\$ 707	10%
Union Gap	\$ 6,438	\$ 5,934	\$ 503	8%
Wapato	\$ 4,422	\$ 4,026	\$ 396	9%
Yakima	\$ 63,767	\$ 56,384	\$ 7,384	12%
Yakima Transit	\$ 6,500	\$ 6,000	\$ 500	8%
Yakima Co	\$ 59,823	\$ 52,817	\$ 7,006	12%
Zillah	\$ 2,999	\$ 2,743	\$ 255	9%
Total Dues	\$ 195,126	\$ 174,189	\$ 20,937	10.73%
Total Revenue:	\$ 1,045,220	\$ 3,993,335	\$ (2,948,115)	-282.06%

Yakima Valley Conference of Governments
Proposed Budget - 2020

Consolidated:

Expenses	2020	2019	change	%
Salaries and Benefits				
Salaries	\$ 494,700	\$ 886,700	\$ (392,000)	-79%
Health Insurance	\$ 67,000	\$ 123,500	\$ (56,500)	-84%
Life Insurance	\$ 850	\$ 1,500	\$ (650)	-76%
Retirement Contribution	\$ 62,843	\$ 115,400	\$ (52,557)	-84%
Social Security Equivalent	\$ 38,000	\$ 69,000	\$ (31,000)	-82%
Unemployment Insurance	\$ 7,000	\$ 9,500	\$ (2,500)	-36%
Workers Compensation	\$ 2,700	\$ 4,200	\$ (1,500)	-56%
Total Salaries & Benefits	\$ 673,093	\$ 1,209,800	\$ (536,707)	-79.74%
Other Expenses				
Communication Services	\$ 13,400	\$ 13,500	\$ (100)	-1%
Consultants & Contracted Services	\$ 66,000	\$ 104,800	\$ (38,800)	-59%
Advertising	\$ 11,600	\$ 15,000	\$ (3,400)	-29%
Community Services	\$ 500	\$ 8,000	\$ (7,500)	-1500%
Insurance - Property & Libabilit	\$ 10,700	\$ 10,700	\$ -	0%
Office Equipment	\$ 12,000	\$ 17,000	\$ (5,000)	-42%
Pass Through Funding - Homeless Prog.	\$ -	\$ 2,280,000	\$ (2,280,000)	#DIV/0!
Registration & Dues	\$ 67,427	\$ 52,761	\$ 14,666	22%
Professional Development	\$ 20,000	\$ 20,000	\$ -	0%
Rentals & Leases	\$ 120,000	\$ 160,000	\$ (40,000)	-33%
Repair & Maintenance	\$ 5,000	\$ 5,500	\$ (500)	-10%
Supplies	\$ 15,200	\$ 32,000	\$ (16,800)	-111%
Travel	\$ 30,000	\$ 64,000	\$ (34,000)	-113%
Utilities	\$ 300	\$ 275	\$ 25	8%
Total Other Expenses	\$ 372,127	\$ 2,783,536	\$ (2,411,409)	-648.01%
Total Expenses	\$ 1,045,220	\$ 3,993,336	\$ (2,948,116)	-282.06%

RESOLUTION 2019-1

A RESOLUTION APPOINTING AN AUDITING OFFICER AND ALTERNATE AUDITING OFFICERS FOR FUND 615, YAKIMA VALLEY CONFERENCE OF GOVERNMENTS FOR YEAR 2019

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, Fund 615, for year 2019 by resolution,

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Yakima Valley Conference of Governments that Christina Wickenhagen, Executive Director of the Yakima Valley Conference of Governments, be, and hereby is, appointed to serve as Auditing Officer, Investing Officer and Officer to sign Warrant Registers and void Warrant Agreements for Fund 615, Yakima Valley Conference of Governments for year 2019, and

BE IT FURTHER RESOLVED that Tamara Hayward, Finance Specialist of the Yakima Valley Conference of Governments, as Alternate Auditing Officer, be, and hereby are appointed to perform the duties of the YVCOG Auditing Officer in the absence of the Executive Director, to sign routine documents that would normally be signed by Christina Wickenhagen, YVCOG Executive Director.

THEREFORE, BE IT RESOLVED that the Yakima Valley Conference of Governments shall implement this resolution effective August 1, 2019.

ADOPTED this 19th day of August 2019.

Signed:

Dated: _____

James A. Restucci, Chair
Yakima Valley Conference of Governments

Attest:

Christina Wickenhagen, Executive Director

Tamara Hayward, Finance Specialist

RESOLUTION 2019-2

A RESOLUTION DELEGATING AUTHORITY TO LEGALLY BIND THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS FOR THE SOLE PURPOSE OF REQUESTING FEDERAL REIMBURSEMENT

WHEREAS, it has come to the attention of the Yakima Valley Conference of Governments Executive Committee that there is a need to delegate authority to legally bind the Yakima Valley Conference of Governments for the sole purpose of requesting federal reimbursements, by resolution; and

WHEREAS, Federal agencies, through the State, authorize federal funding to the Yakima Valley Conference of Governments for various projects, including, but not limited to, transportation and land use planning; and,

WHEREAS, The Code of Federal Regulations, 2 CFR 200.415(a) has been revised to ensure that final fiscal reports or vouchers requesting payment under Federal agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal Agency; and,

WHEREAS, The Chair of the Yakima Valley Conference of Governments Executive Committee executes all Federal grant funding agreements and supplemental agreements; and,

WHEREAS, In order to seek timely reimbursement for proper expenditure related to the Federally-funded grant projects, the Executive Committee delegates to the person appointed as the Executive Director the authority to legally bind the Yakima Valley Conference of Governments solely for the purpose of requesting Federal Grant reimbursement;

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Yakima Valley Conference of Governments that for the purposes of requesting reimbursement for Federally-funded projects, Christina Wickenhagen, Executive Director be, and hereby is, delegated authority per 2 CFR 200.415(a) to legally bind the Yakima Valley Conference of Governments in furtherance of the intent of this resolution; and,

BE IT FURTHER RESOLVED that Tamara Hayward, Finance Specialist of the Yakima Valley Conference of Governments, are hereby authorized to legally bind the Yakima Valley Conference of Governments for the sole purpose of requesting federal reimbursement in the absence of the Executive Director.

BE IT FURTHER RESOLVED, By the Yakima Valley Conference of Governments Executive Committee that the person(s) heretofore duly appointed shall be authorized to sign all grant reimbursement vouchers for grant-funded projects on behalf of the Yakima Valley Conference of Governments.

2 CRF 200.415(a):

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”

THEREFORE, BE IT RESOLVED that the Yakima Valley Conference of Governments shall implement this resolution effective August 1, 2019.

ADOPTED this 19th day of August, 2019.

Signed:

James A. Restucci, Chair
Yakima Valley Conference of Governments

Attest:

Christina Wickenhagen, Executive Director

Tamara Hayward, Finance Specialist

WCIA Full Board Delegate Job Description

Entity: Yakima Valley Conference of Governments

The appointed Board Delegate's responsibilities and tasks are as follows:

1. Function as the primary source to coordinate communication with the Full Board, Executive Committee, and Authority staff regarding its member's needs. An appointed WCIA Delegate must be in a position of authority to implement policy and procedures requested by WCIA. The Delegate must be responsive and accountable to the WCIA Delegate job description. WCIA will schedule New Delegate orientation within 30 days of appointment.
2. Arrange for orientation of elected officials, department heads and staff.
3. Notify WCIA of changes in or additions to department directors, especially those who are unfamiliar with the organization.
4. Attend at least one, and strongly encouraged to attend three, WCIA Full Board Meetings annually, come informed as to the issues, and vote appropriately. Full Board policies or actions voted by Board Delegates are binding for the member entity.
5. Develop a working knowledge of pool operations, including an understanding of the budget, investment strategies, assessment formula, program coverages, and Authority services and resources.
6. Timely coordinate with the Authority, liability and/or property claims reporting procedures, newsletter distribution, risk management and loss control issues, annual field audits, insurance and indemnity requirements for member contracts, and generally possess the ability to communicate issues throughout the member entity. In order to take advantage of training offered, distribute training announcements within three (3) days to the identified departments.
7. Coordinate insurance coverage letter requests, Authority annual requests for worker hour and property or automobile schedule updates, additions and changes on a timely basis.
8. Receive and ensure timely processing of the annual assessment billing.
9. Monitor and coordinate compliance with the COMPACT.
10. Contact WCIA when member programs have increased risk exposure in property and liability, i.e. seek assistance for insurance and indemnification requirements.
11. Other duties developed by the Authority.

Signature of Appointing Official	Chair	8/19/19
	Title	Date
	Executive Director	8/19/19
Signature of Delegate	Title	Date
Chris Wickenhagen		chris.wickenhagen@yvcog.org
Printed Name of Delegate		Email Address
	Finance Specialist	8/19/19
Signature of Alternate Delegate	Title	Date
Tamara Hayward		tamara.hayward@yvcog.org
Printed Name of Alternate Delegate		Email Address

**YVCOG Executive Committee Meeting August 19, 2019
BUDGET REPORT
Jul-19**

Prepared By Christina Wickenhagen, Executive Director

REVENUES RECEIVED:		2018	2019
January		\$ 804,908.24	\$ 310,139.21
February		\$ 168,643.34	\$ 131,535.58
March		\$ 215,224.77	\$ 294,165.22
April		\$ 549,587.75	\$ 162,916.85
May		\$ 296,490.49	\$ 403,207.93
June		\$ 495,068.52	\$ 388,202.35
July		\$ 210,101.34	\$ 367,487.12
August		\$ 196,495.71	\$ -
September		\$ 361,289.63	\$ -
October		\$ 609,828.36	\$ -
November		\$ 91,476.53	\$ -
December		\$ 355,732.39	\$ -
Monthly Revenue			\$ 367,487.12
Total Revenue YTD		\$ 4,354,847.07	\$ 2,057,654.26
EXPENDITURES:			
Salaries	January	\$ 63,578.97	\$ 69,459.42
	February	\$ 64,026.97	\$ 69,459.42
	March	\$ 64,026.97	\$ 70,123.82
	April	\$ 64,026.97	\$ 63,785.42
	May	\$ 64,359.97	\$ 63,785.42
	June	\$ 64,359.97	\$ 64,026.93
	July	\$ 65,812.97	\$ 59,873.31
	August	\$ 66,036.97	\$ -
	September	\$ 66,834.90	\$ -
	October	\$ 62,833.75	\$ -
	November	\$ 62,833.75	\$ -
	December	\$ 65,640.82	\$ -
Total Current Salaries			\$ 59,873.31
Total Salaries YTD		\$ 774,372.98	\$ 460,513.74
Vouchers	January	\$ 352,453.50	\$ 328,232.62
	February	\$ 261,837.78	\$ 232,467.15
	March	\$ 268,900.96	\$ 199,610.18
	April	\$ 371,713.11	\$ 358,715.15
	May	\$ 260,113.70	\$ 132,815.81
	June	\$ 268,426.73	\$ 322,045.13
	July	\$ 216,499.00	\$ 252,313.56
	August	\$ 235,299.83	\$ -
	September	\$ 289,074.34	\$ -
	October	\$ 272,222.66	\$ -
	November	\$ 263,806.49	\$ -
	December	\$ 203,284.40	\$ -
Monthly Vouchers			\$ 252,313.56
Total Vouchers YTD		\$ 3,263,632.50	\$ 1,826,199.60
TOTAL MONTHLY EXPENDITURES		\$ -	\$ 312,186.87
TOTAL EXPENDITURES YTD		\$4,038,005.48	\$2,286,713.34
Revenue Balance		\$316,841.59	-\$229,059.08

2019
Yakima Valley Conference of Governments
Revenue Budget

58%

Grants/Contracts	July	YTD Actual Revenue	2019 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000 **		
Administration					
Admin-Gen'l Assessment	36,490.00	157,460.50	123,433	-34,027.50	128%
Admin-Misc Revenue (copies, posters)	794.87	794.87	300	-494.87	265%
Admin-Assoc Membership Fees	-	1,000.00	2,000	1,000.00	50%
Admin-Gen'l Ala Carte	-	9,572.00	140,000	130,428.00	7%
Other Income (Rebates)	-	1,599.99	200	-1,399.99	800%
Community Services	-	476.77	6,000	5,523.23	8%
Sale of Scrap & Junk	-	-	400	400.00	0%
Total Administration	37,284.87	170,904.13	272,333	101,428.87	63%
Traffic Counts - Local	1,434.70	1,434.70	0	-1,434.69	#####
Intergov-Local Match WSDOT	902.00	35,147.50	44,757	9,609.50	79%
Intergov -Local Transit	-	6,000.00	6,000	0.00	100%
Total Intergov-Local	2,336.70	42,582.20	50,757	9,609.50	84%
CTR - Plans & Progr WSDOT	2,830.60	47,430.60	75,000	27,569.40	63%
CMAQ Grant	18,957.44	43,241.98	103,750	60,508.02	42%
Human Services Transp Plan	-	3,071.37	10,000	6,928.63	31%
FHWA-DOT-Metro Plan (PL)	12,323.97	42,089.30	350,000	307,910.70	12%
FTA-DOT-Metro Plan Grant	13,005.49	58,171.78	70,000	11,828.22	83%
RTPO-WSDOT	9,760.91	91,943.19	121,996	30,052.81	75%
Total TRANSPORTATION	56,878.41	285,948.22	730,746	444,797.78	39%
Homeless Local Fees	66,218.86	587,142.67	1,050,000	462,857.33	56%
CHG State Grant	160,208.76	620,946.28	940,000	319,053.72	66%
TANF State Grant	3,692.51	29,517.65	70,000	40,482.35	42%
HEN State Grant	34,107.03	276,106.53	765,000	488,893.47	36%
Total HOMELESS	264,227.16	1,513,713.13	2,825,000	1,311,286.87	54%
Intergov-Scholarship	-	-	500	500.00	0%
Member TA's 2018					
Grandview	-	8,342.11			
Granger	-	2,538.74	7,500.00	4,961.26	34%
Harrah	1,433.89	4,306.93	8,000.00	3,693.07	54%
Harrah	857.00	857.00			
Mabton	1,164.81	4,557.03	5,000.00	442.97	91%
Moxee	-	-			
Naches	-	-			
Selah	-	-	5,000.00	5,000.00	0%
Sunnyside	249.69	249.69			
Tieton	-	-			
Toppenish	1,131.51	1,131.51			
Union Gap	1,923.08	15,531.79	20,000.00	4,468.21	78%
Wapato	-	-			
Zillah	-	-			
Yakima	-	991.78			
Spark Northwest	-	6,000.00			
Intergov Serv-Exec Boards (TA Contr)	6,759.98	44,506.58	114,000	69,493.42	39%
Total Revenue	367,487.12	2,057,654.26	3,993,336	1,935,681.74	52%

2019
Yakima Valley Conference of Governments
EXPENDITURE Budget

58%

	July	YTD Actual	2019 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 59,873.31	\$ 460,513.74	\$ 880,700	52%	\$ 420,186.26
Salaries-Overtime	\$ -	\$ -	\$ 6,000	0%	\$ 6,000.00
Total Salaries and Wages	\$ 59,873.31	\$ 460,513.74	\$ 886,700	52%	\$ 426,186.26
Personnel Benefits					
Benefits-Direct	\$ 17,170.34	\$ 149,478.03	\$ 323,100	46%	\$ 173,621.97
Total Benefits	\$ 17,170.34	\$ 149,478.03	\$ 323,100	46%	\$ 173,621.97
Supplies					
Office & Operating Supplies	\$ 301.46	\$ 4,846.81	\$ 25,000	19%	\$ 20,153.19
Small Tools and Minor Equip	\$ 350.01	\$ 5,966.56	\$ 17,000	35%	\$ 11,033.44
Total Supplies	\$ 651.47	\$ 10,813.37	\$ 42,000	26%	\$ 31,186.63
Other Services-Charges					
Professional Services	\$ 10,110.52	\$ 41,835.69	\$ 90,000	46%	\$ 48,164.31
Prof Serv-Tech Services	\$ 1,239.39	\$ 7,413.99	\$ 16,800	44%	\$ 9,386.01
Community Services	\$ -	\$ -	\$ 500	0%	\$ 500.00
Communications-Telephone	\$ 1,060.03	\$ 7,686.99	\$ 13,000	59%	\$ 5,313.01
Communication-Postage	\$ -	\$ 165.39	\$ 500	33%	\$ 334.61
Travel	\$ 67.86	\$ 9,770.04	\$ 64,000	15%	\$ 54,229.96
Advertising	\$ 280.33	\$ 4,465.81	\$ 15,000	30%	\$ 10,534.19
Operating Rentals and Leases	\$ 4,719.02	\$ 37,470.28	\$ 160,000	23%	\$ 122,529.72
Insurance	\$ -	\$ 9,990.00	\$ 10,700	93%	\$ 710.00
Utility Services	\$ 13.88	\$ 96.50	\$ 275	35%	\$ 178.50
Repair and Maintenance/Copies	\$ 200.62	\$ 1,477.62	\$ 5,500	27%	\$ 4,022.38
Homeless Provider Contracts	\$ 216,065.25	\$ 1,492,419.96	\$ 2,280,000	65%	\$ 787,580.04
Misc. (registrations, dues, subscriptions)	\$ 734.85	\$ 31,610.94	\$ 85,061	37%	\$ 53,450.06
Total Services	\$ 234,491.75	\$ 1,644,403.21	\$ 2,741,336	60%	\$ 1,096,932.79
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
Total Expenditures	\$ 312,186.87	\$ 2,265,208.35	\$ 3,993,336	57%	\$ 1,728,127.65

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2018-19 Cash Flow Statement
Yakima Valley Conference of Governments

July 2019

(Cash Basis Accounting)	For the Mo Ended:												
	July	August	September	October	November	December	January	February	March	April	May	June	July
Beginning cash	\$621,267.50	\$716,872.25	\$612,031.16	\$637,456.36	\$912,228.31	\$677,064.60	\$763,871.77	\$676,318.94	\$505,927.95	\$530,359.17	\$270,775.45	\$477,382.15	\$479,512.44
CTR - Grant			11,600.00		5,000.00	6,600.00	13,200.00		6,600.00	6,600.00		18,200.00	2,830.60
CMAQ Plans & Programs	9,893.56		7,443.54	4,501.31	7,412.51		10,212.37		2,811.47	0.00		11,260.70	18,957.44
Human Svs Trasp Plan Grant			3,302.88		351.74	933.98	1,021.45		159.45	0.00	1,019.91	870.56	
FHWA DOT-Metro Plan Grant	26,662.15	25,489.91	23,062.66		50,206.21	28,549.33						29,765.33	12,323.97
FTA-DOT-Metro Plan Grant									6,424.36	16,136.25	24,486.34	-1,880.66	13,005.49
DOT-RTPO & RTPO Long Range		7,367.01	11,426.60		21,914.10		29,339.74		29,707.94	18,654.63	10,615.46	-6,135.49	9,760.91
Homeless 2163 Local Fees			116,900.00	408,510.00					130,946.24	0.00	288,353.69	101,623.88	87,489.86
STATE FUNDS - Homeless Grant	120,776.55	161,993.79	184,110.81	176,745.46		315,044.58	112,987.47	117,613.07	103,506.70	92,764.79	73,532.53	228,157.60	198,008.30
Traffic Counts													1,434.70
Intergov-Ala Carte					1,225.00				2,000.00	0.00	5,200.00	1,800.00	
Technical Assistance Members	7,891.46		2,543.14	5,047.59	5,067.50	4,604.50	5,232.51	3,203.76	11,283.32	14,665.18	3,933.83	6,759.98	
Intergov-County/City Share-gen asse	11,268.00			12,376.00			101,305.50	5,569.00		14,096.00			15,219.00
Intergov-Local Match WSDOT				898.00			29,238.50	5,007.00					902.00
Intergov-Local FTA (Yakima Transit)							6,000.00						
YV Community Foundation Grant													
Misc Revenue-copies, posters	925.00	325.00	900.00	1,750.00	138.15		1,601.67	142.75	225.74	0.00		106.60	794.87
Associate Membership Fees	500.00	1,000.00							500.00	0.00		500.00	
Scrap & Junk													
Scholarship		320.00			161.32								
Expense Revenue Netted Back													
Total Receipts	\$177,916.72	\$196,495.71	\$361,289.63	\$609,828.36	\$91,476.53	\$355,732.39	\$310,139.21	\$131,535.58	\$294,165.22	\$162,916.85	\$403,207.93	\$388,202.35	\$367,487.12
Available Cash	\$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	\$807,854.52	\$800,093.17	\$689,276.02	\$673,983.38	\$865,584.50	\$946,999.56
Use of Funds													
Salaries	65,812.97	66,036.97	66,834.90	62,833.75	62,833.75	65,640.82	69,459.42	69,459.42	70,123.82	63,785.42	63,785.42	64,026.83	59,873.31
Personnel Benefits	23,044.71	23,117.32	22,528.33	21,672.79	21,633.18	23,101.46	23,661.40	23,600.46	22,896.11	21,557.18	21,558.49	19,034.05	17,170.34
Supplies	1,478.70	1,848.25	808.67	3,012.29	1,538.44	3,200.12	1,010.79	955.66	1,084.35	5,013.34	1,285.49	749.04	651.47
Other Services	191,975.59	210,334.26	245,692.53	247,537.58	240,634.87	176,982.82	303,560.43	207,911.03	175,629.72	332,144.63	109,971.83	302,262.04	234,491.75
Total Cash Out	282,311.97	301,336.80	335,864.43	335,056.41	326,640.24	288,925.22	397,692.04	301,926.57	269,734.00	422,500.57	196,601.23	386,072.06	312,186.87
Net Cash Flow	\$716,872.25	\$612,031.16	\$637,456.36	\$912,228.31	\$677,064.60	\$763,871.77	\$676,318.94	\$505,927.95	\$530,359.17	\$270,775.45	\$477,382.15	\$479,512.44	\$534,812.69

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