

YVCOG EXECUTIVE COMMITTEE
MEETING MINUTES
November 18, 2019

CALL TO ORDER Vice Chair John Hodkinson called the November 18, 2019 meeting of the YVCOG Executive Committee to order at 1:34 p.m.

**ROLL CALL &
INTRODUCTIONS**

- Members present: John Hodkinson, Bill Moore, Sherry Raymond and Brad Hill
- Members present via teleconference: None.
- Members excused absent: Mike Leita*, Jim Restucci*, Janice Gonzales
- YVCOG present: Chris Wickenhagen and Jodi Smith
- Others present: N/A.
- A quorum was present.

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

**PUBLIC COMMENT
POLICY**

It is the policy of the Yakima Valley Conference of Governments 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: October 21, 2019 YVCOG Executive Committee Meeting
2. Approval of Payroll: As of October 31, 2019, approve payroll voucher OCT-19-001 in the amount of \$50,442.42 through electronic fund transfers.
3. Approval of Accounts Payable Vouchers: As of October 31, 2019, approve claim vouchers numbered OCT-19-002 through OCT-19-021 in the total amount of \$19,831.57

Action: Brad Hill moved to approve the Consent Agenda. Bill Moore seconded. The motion carried.

OLD BUSINESS

None.

NEW BUSINESS

*Executive Director's
Correspondence**

Chris Wickenhagen, Executive Director

- Associate Planner Position – Shoreline updates, Kresge Grant, Transit Feasibility Study. 7 applications received so far. Closes on Sunday. Grant or Contract funded. Salary starts at \$4466/month. Full Benefits.
- Letters regarding Jurassic Parliament: Running Great Meetings training opportunity on December 18th, 8:30 – 12:30 at Office of Emergency Management.
- YVCOG 2019 Outstanding Service Award – presented in December. One nomination so far. Criteria is someone actively involved in the region with a YVCOG program. General consensus agrees with awarding to the nominee.

Action: Information

*Kresge Grant
Agreement**

Chris Wickenhagen, Executive Director.

- Kresge Foundation awarded YVCOG \$100,000 planning grant for Advancing Health Equity through Housing. Receive funds up front. One partner is Yakima Health District.

Motion to authorize the Executive Director to sign the Kresge Foundation grant agreement accepting the award of \$100,000.00 made by Bill Moore. Seconded by Brad Hill. Motion carried.

*2020 Meeting Dates**

Chris Wickenhagen, Executive Director

- 2020 meeting dates for Policy Board, Executive Committee, General Membership, Transportation TAC and MPACT in English and Spanish. Question regarding meeting

time at 1:30 to be discussed in the future.

Motion to approve and authorize the publication of YVCOG 2020 meeting dates made by Brad Hill. Seconded by Sherry Raymond. Motion carried.

**2019 Budget
Amendment***

Chris Wickenhagen, Executive Director

Executive Committee recommendation of 2019 Budget Amendment to General Membership for approval. Additional funds from Kresge Grant. Lowered budget for Homeless Program funds. Revenue decrease equals -\$1,152,946.00. Decreased expenditures of same amount for a balanced budget. YVOG is cash basis. Kresge Grant funds received in 2019, will be spent in 2020.

Motion to send the 2019 Budget Amendment to the General Membership for approval made by Bill Moore. Seconded by Sherry Raymond. Motion carried.

**Technical Assistance
and Professional
Service Agreement
Contracts***

Chris Wickenhagen, Executive Director

- Consideration of pre-approved TA Contracts with member jurisdictions
- Consideration of pre-approved PSA Contracts for Shoreline Master Program updates with members
- Consideration of pre-approved PSA Contracts for Planner Hours with members. This is new for our members.

Motion to approve and authorize the Executive Director to sign 2020 Technical Assistance and Professional Service Agreement contracts when initiated by members made by Brad Hill. Seconded by Sherry Raymond. Motion carried.

**Appoint 2020 Auditing
Officer and Alternate
Auditing Officers, by
Resolution 2019-4**

Chris Wickenhagen, Executive Director

- Appoint Christina Wickenhagen as 2020 Auditing & Investing Officer and Tamara Hayward as alternate Auditing & Investing Officer, effective January 1, 2020. Sign checks, sign vouchers, request transfer of funds

Motion to authorize the chair to sign Resolution 2019-4 appointing 2020 auditing & investing officer made by Brad Hill. Seconded by Brad Moore. Motion carried.

Staff Reports*

Budget Report – Chris Wickenhagen reported for October 2019. Received revenues of \$107,444.53. Expenses totaled \$70,273.99. A revenue balance of -\$270,955.48 due to funds received in 2018 for 2019 expenses and the Budget Amendment not yet reflected in the budget report.

Land Use Planning Program – Chris Wickenhagen reported on planning activities and community assistance for Mike Shuttleworth who is on vacation.

Granger: Conditional Use Permit, subdivision application for Hearing Examiner, multi-family design standards sent to City Council for consideration, 2 Short Plat applications

Toppenish: Variance application to Hearing Examiner, zoning codes related to special permits, public hearing with the Planning Commission on a communication facility ordinance

Harrah: Public Hearing on new school, completing Adoption Ordinance for annexation

Union Gap: Several SEPA reviews, regular Monday meetings with development group, Wednesday meetings with possible applicants.

Solarize Yakima: wrap-up reports.

Shoreline Master Plan: Updates for Mabton, Grandview, Granger, Wapato, Toppenish, Union Gap and Naches. Waiting for information from Department of Ecology.

Kresge Grant: writing work plan and action plan.

Action: Information

**General Membership
Meetings**

Jodi Smith, Communications Specialist, presented information

- December 11, 2019: hosted by City of Yakima. Oxford Suites, Yakima. Menu: prime rib. \$25/meal. Program: Office of Emergency Management 2019 Comprehensive Plan, Nominations Committee for YVCOG boards
- February 19, 2020: Toppenish

Program: Cybersecurity for local governments

- March 18, 2020: host needed
- May 20, 2020: host needed

Action: Information

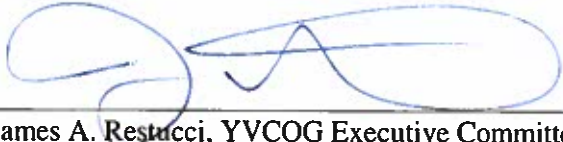
OTHER BUSINESS

- Policy Board Special Meeting: JTC Passenger Rail. Wednesday, November 20, 2019. 9:00 a.m. at YVCOG
- Next meeting of the YVCOG Executive Committee: Monday, December 16, 2019
- Send YVCOG what we do to City Managers for distribution at Council meetings. Our job is to save you money.

PUBLIC COMMENT None

ADJOURN With no other business, John Hodkinson adjourned the meeting at 2:14 p.m.

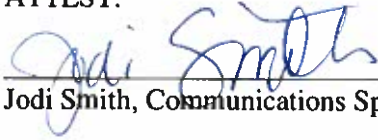
Respectfully submitted,



James A. Restucci, YVCOG Executive Committee Chair

16 Dec 2019
Date signed

ATTEST:



Jodi Smith, Communications Specialist