

YVCOG EXECUTIVE COMMITTEE  
MEETING MINUTES  
February 19, 2020

**CALL TO ORDER** Vice Chair John Hodkinson called the February 19, 2020, 2020 meeting of the YVCOG Executive Committee to order at 2:57 p.m.

**ROLL CALL &  
INTRODUCTIONS**

- Members present: John Hodkinson, Bill Moore, Janice Gonzales
- Members present via teleconference: Sherry Raymond
- Members excused absent: Jim Restucci, Brad Hill, Norm Childress
- YVCOG staff present: Chris Wickenhagen, Mike Shuttleworth, Shane Andreas 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 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: January 15, 2020 YVCOG Executive Committee Meeting
2. Approval of Payroll: As of January 31, 2020, approve payroll voucher JAN-20-001 in the amount of \$62,341.52 through electronic fund transfers.
3. Approval of Accounts Payable Vouchers: As of January 31, 2020, approve claim vouchers numbered JAN-01-002 through JAN-20-021 in the total amount of \$34,596.15.

**Action: Janice Gonzales 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

- Interviews for Associate Planner position will be conducted next week. We have received some excellent applications.
- Member contracts executed for Technical Assistance, Professional Service Contracts and Shoreline Master Permits.

**Action: Information**

*Delegation of Signature  
Authority to Director,  
Resolution 20-01\**

Chris Wickenhagen presented information on the change of Delegation of Authority for the Director to sign minor contracts up to \$25,000. Current limit is \$10,000.

**Action: Motion to authorize Executive Director to sign minor contracts up to \$25,000 made by Janice Gonzales. Seconded by Bill Moore. Motion carried.**

*HOME Consortium  
PSA\**

Chris Wickenhagen presented information on the Yakima County HOME Consortium Professional Services Agreement. Execution date: 2/25/2020.

**Motion to approve and authorize Chair to sign the Yakima County HOME Consortium Professional Services Agreement in the amount of \$23,100 made by Janice Gonzales. Seconded by Bill Moore. Motion carried.**

*2020 Cost Allocation  
Plan\**

Shane Andreas presented information on the 2020 Cost Allocation Plan for staffing and compensation costs.

**Motion to approve and authorize the Chair and Executive Director to certify and sign the 2020 Cost Allocation Plan made by Bill Moore. Seconded by Janice Gonzales. Motion**

*carried.*

*Staff Reports\**

**Budget Report** – Shane Andreas presented information on the January 2020 budget. Revenues of \$118,564.52 received. Expenses of \$96,937.67, or 8% of budgeted expenditures. Cash balance totals \$603,112.76.

**Land Use Planning Program** – Mike Shuttleworth presented information.

**Community Assistance**

- **Grandview:** Prepared Staff Report for 227 lot subdivision heading to Hearing Examiner next week.
- **Granger:** Discussing possible conditional use permit and responding to City questions.
- **Toppenish:** Writing and researching Sign Codes and Fence Ordinances. Bi-weekly staff meeting discussing pending projects. Processing applications and responding to City staff questions.
- **Union Gap:** SEPA reviews and meeting with applicants. Numerous residential applications. Public hearing with Hearing Examiner on mini-storage project; presented City Council and Planning Commission a possible change to zoning code relating to hotels/motels

**Other Projects**

- **Shoreline Master Program** updates for Mavton, Grandview, Granger, Wapato, Toppenish, Union Gap, Naches and Zillah.
- **Kresge Healthy Equity through Housing grant:** met with staff and faculty from Heritage University regarding conducting empathy interviews. Met with Yakima Health District about partnering.
- **City of Mabton** funding and grant search to rebuild City Hall
- **Housing Plans** grants for Cities to develop plans for housing accessibility to all income levels
- **CTR:** working with the State to bring more flexibility and participants into the program.

**Future Projects**

- **Yakima County HOME Consortium** Consolidated Plan, Analysis of Impediments to Fair Housing and CAPER Action Plan
- **Vacation** out of office March 14-23.

**Action: Information**

*General Membership Meetings*

Jodi Smith, Communications Specialist, presented information

- February 19, 2020 in Selah. Program - Cybersecurity for local governments
- March 18, 2020 in Zillah. Program will be MPO/RTPO education for members
- May 20, 2020 in Toppenish. Program – Partnering with Commerce for Funding
- September 16 in Grandview. Updates from state and federal elected officials
- October 21 in Sunnyside. Updates on homeless program - Human Services at Yakima County.
- December 9 hosted by YVCOG.

**Action: Information**

**OTHER BUSINESS**

Next Executive Committee meeting will be MONDAY, March 16, 2020 at 1:30 p.m.

**PUBLIC COMMENT**

**ADJOURN**

With no other business, Vice Chair John Hodkinson adjourned the meeting at 3:35 p.m.

Respectfully submitted,

  
James A. Restucci, YVCOG Executive Committee Chair

3/16/2020  
Date signed

ATTEST:

  
Jodi Smith, Communications Specialist