YVCOG EXECUTIVE COMMITTEE
MEETING MINUTES
May 18, 2020

CALL TO ORDER
Vice Chair John Hodkinson called the May 18, 2020 meeting of the YVCOG Executive Committee to order at 2:04 p.m.

ROLL CALL & INTRODUCTIONS
- Members present: John Hodkinson
- Members present via teleconference: Bill Moore, Janice Gonzales, Sherry Raymond, Jim Restucci and Norm Childress
- Members excused absent: Brad Hill
- YVCOG staff present: Chris Wickenhagen, Shane Andreas Mike Shuttleworth, Alan Adolf, Tami Hayward and Jodi Smith
- Others present: Raquel Crowley
- A quorum was present

*Indicates notice of absence received prior to meeting.

PUBLIC COMMENT
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:
   - March 16, 2020 YVCOG Executive Committee Meeting
   - April 2020 – No Meeting

2. Approval of Payroll:
   - As of March 31, 2020, approve payroll voucher MAR-20-001 in the amount of $64,099.96 through electronic fund transfers.
   - As of April 30, 2020, approve payroll voucher APR-20-001 in the amount of $69,140.58 through electronic fund transfers.

3. Approval of Accounts Payable Vouchers:
   - As of March 31, 2020, approve claim vouchers numbered MAR-20-002 through MAR-20-019 in the total amount of $17,493.65.
   - As of April 30, 2020, approve claim vouchers numbered APR-20-002 through APR-20-015 in the total amount of $17,791.41.

Action: Norm Childress moved to approve the Consent Agenda. Jim Restucci seconded. The motion carried.

OLD BUSINESS

- General Membership meeting vote for Area 3, postponed
- Council Presentations, postponed

Action: Information

NEW BUSINESS

Executive Director’s Correspondence

Chris Wickenhagen, Executive Director
- Emergency communication: weekly meetings with Yakima Valley Mayors and City Administrators to strategically open the Valley together. Data on Covid-19 by jurisdiction sent, with death rate currently at 2% of those tested.

Action: Information

Staff Reports*

Budget Report – Shane Andreas, Finance Specialist

*Indicates documents included and available for meeting.
A recording of this meeting is available. A recording of this meeting is available.

Land Use & Regional Planning Program – Mike Shuttleworth, Planning Manager.
Cites are mobbing and working.
- **Sunnyside**: SEPA process, zoning, annexation and Non-Conforming Use questions
- **Granger**: new business, Short Plat and Zoning
- **Mabton**: Zoning, Boundary Line Adjustment
- **Toppenish**: Sign Code, Communication tower and poles for 5G, Boundary Line Adjustment
- **Union Gap**: SEPAs, Short Plat, Code Amendments, Monday telephone meetings
- **HOME Consortium**: Consolidated Plan
- **Kresge**: Housing and Health issues at the forefront now with COVID, access to medical services in Lower Valley
- **Shoreline Master Program**: Getting grant applications for several cities submitted to the Department of Ecology. Public Participation Plan has been a big part of updating. Looking at using YVCOG and City websites to post the plan with opportunities to comment.

**Action**: Information

YVCOG Annual Report
**Shane Andreas, Finance Specialist**
Shane provided information on the YVCOG 2019 Annual Financial Report.
- Briefed the Committee on the internal control process, including a review by a CPA Ron Cubellis and Chris Wickenhagen
- Schedule 1: Beginning balance of $894,965 and ending balance of $664,646.
- C4: Year Start/Year End, includes carry forward for the Homeless program pass through funds.
- Schedule 9: Liabilities if YVCOG were to close on 12/31/2019. PTO: $40,469 and Pension liability of $287,466. Total of 327,935.
- Schedule 15: State Funds from Department of Transportation of $170,658 and Department of Commerce funds of $926,571. Grand Total equals $1,097,229.
- Schedule 16: All Expenditures of Federal Awards for the year ending December 31, 2019 total $330,609.
- Notes to the Financial Statement:
  Note 1: Summary Significant Accounting Policies
  Note 2: Budget Compliance
  Note 3: Deposits and Investments
  Note 4: Pension Plans
  Note 5: Health and Welfare
  Note 6: Risk Management
  Note 7: Other Disclosures
  Note 8: COVID-19 Disclosure. Impact is unknown at this time.


General Membership Meetings
Jodi Smith, Communications Specialist, presented information.
**CANCELLED UNTIL FURTHER NOTICE.**
- 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, June 15, 2020 at 1:30 p.m.

PUBLIC COMMENT

ADJOURN
With no other business, John Hodkinson adjourned the meeting at 2:34 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

15 June 2020
Date signed

ATTEST:

Jodi W Smith

Jodi Smith, Communications Specialist