

YVCOG EXECUTIVE COMMITTEE
MEETING MINUTES
November 16, 2020

CALL TO ORDER Chair James Restucci called the November 16, 2020 meeting of the YVCOG Executive Committee to order at 1:32 p.m.

**ROLL CALL &
INTRODUCTIONS**

- **Members present via teleconference**
Ron Anderson: Yakima County Commissioner
Janice Gonzales: Area 2 – Wapato, Toppenish, Harrah, Zillah
John Hodkinson, Vice Chair: Area 1 – Moxee, Naches, Selah, Tieton, Union Gap
Bill Moore: Area 3 – Mabton, Granger, Grandview
Sherry Raymond: Member-At-Large
James Restucci, Chair: City of Sunnyside
- **Members absent**
Brad Hill: City of Yakima
- **YVCOG Staff**
Chris Wickenhagen, Lynn Deitrick, Jeff Watson, Jodi Smith and Shane Andreas
- **Others Present via teleconference**
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:
 - October 19, 2020 YVCOG Executive Committee Meeting
2. Approval of Payroll Voucher:
 - As of October 31, 2020, approve payroll voucher OCT-20-001 in the amount of \$68,044.53 through electronic fund transfers.
3. Approval of Accounts Payable Vouchers:
 - As of October 31, 2020, approve claim vouchers numbered OCT-20-002 through OCT-20-014 in the total amount of \$32,101.69.

Action: John Hodkinson, Area 1 Union Gap, moved to approve the Consent Agenda. Bill Moore, Area 3 Grandview, seconded. The motion carried.

OLD BUSINESS

None.

NEW BUSINESS

*Executive Director's
Correspondence*

Chris Wickenhagen, YVCOG Executive Director

- **Meetings:** Attended Zillah City Council meeting to present the 2021 YVCOG budget. Approved keeping next year's budget status quo. Thank you to the YVCOG Budget subcommittee for all your hard work and recommendations. Opening Yakima Valley emergency meeting with Yakima Health District on Tuesday morning. How can we support our local businesses? How can we continue to partner when we learn about it from the news rather than our Health District?
- **Yakima Valley Tourism:** John Cooper will be attending Opening YV meetings to discuss tourism. What are our plans for 2021? What do the cities want next

year?

- **AWC Expo:** YVCOG is a Wellness City and earns a discount on our health insurance. Virtual expo had some good information on mental health issues in the workplace, and resources for seeking help.
- **Washington State Transportation Commission:** YVCOG submitted an article on significant projects including the East-West Corridor, Union Gap and the Loop.
- **Kresge Health Equity Through Housing grant:** Introduced Jeff Watson. Mabton and Toppenish will be used for data collection and pilot cities.
- **Employee Performance Evaluations:** Annual performance evaluations have been sent to staff to complete

Action: Information

*Appoint 2021 Auditing Officer and Alternate Auditing Officer, by [Resolution 2020-4](#)**

YVCOG Executive Director Chris Wickenhagen presented information on appointing an Auditing Officer and alternate. Resolution 2020-4 would appoint Christina Wickenhagen as the 2021 Auditing and Investing Officer and Tamara Hayward as alternate. Will be sent to the Yakima County Auditor for transferring funds.

Action: No objections to the approval of Resolution 2020-4, Appointing 2021 Auditing Officer and Alternate Auditing officer. Approval of Resolution 2020-4 was so ordered.

*Appoint Official Federal Reimbursement Certification and Signature Officer, by [Resolution 2020-5](#)**

YVCOG Financial Specialist Shane Andreas presented information on appointing an official Federal Reimbursement Certification and Signature officer. This is needed to receive and legally bind for federal reimbursement funds. Resolution 2020-5 would appoint Christina Wickenhagen as the authority and Shane Andreas as alternate.

Action: Motion to authorize the chair to sign Resolution 2020-5 authorizing Christina Wickenhagen to legal bind YVCOG for the sole purpose of requesting federal reimbursements and Shane Andreas as an alternate” made by Bill Moore and seconded by Ron Anderson. Motion passed.

*[2021 Meeting Dates](#)**

YVCOG Communications Specialist Jodi Smith presented the 2021 meeting dates for Executive Committee review, discussion and approval.

Action: No objection to approve the 2021 YVCOG meeting dates and were so ordered.

*2021 Technical Assistance, Professional Service Agreement Contracts and Land Use/GIS Contracts**

Shane Andreas presented information on the following, and requested pre-approval when requested by member jurisdictions:

- [Technical Assistance Contracts](#)
- [Professional Service Agreement Contracts](#)
- [Planner Services Contracts](#)

Motion to approve and authorize the Executive Director to sign 2021 Technical Assistance, Professional Service Agreement contracts and Land Use/GIS contracts when initiated by members made by John Hodkinson. Seconded by Ron Anderson. Motion passed.

*Staff Reports**

Budget Report – Shane Andreas, YVCOG Finance Specialist

[October 2020 Budget Report](#) - Revenues of \$19,923.91 was lower than usual, but as expected. Awaiting UPWP reimbursements from August of \$51,843 and STP September reimbursement of \$21,000. We have reached out and these funds are being sent. Expenses of \$100,146.22 for the month includes both salaries and voucher. The revenue balance for the month is -\$139,581.90 but as expected. WSDOT reimbursements are being processed. 80% through the year. October budget amendment is included. Cash balance is \$504,646.13 for the month ending October 2020. Last October it was \$475,453.66.

Land Use & Regional Planning Program – Lynn Deitrick, YVCOG Planning Manager.

COMMUNITY ASSISTANCE

- Grandview: Rezones, subdivision, manufactured development PUD
- Mabton: Short plats, preliminary approvals
- Tieton: rezone, Future Land Use map amendment. Due to COVID having difficulty meeting. Not everyone has access to technology needed to meet.
- Toppenish: early assistance meetings continue
- Union Gap: SEPA reviews, short plats and early assistance meetings continue, Class 3 reviews which involve public hearings and Hearing Examiner
- Wapato: has reached out for Technical Assistance.

OTHER PROJECTS

Shoreline Master Program (SMP): Public Participation Plan (PPP) set for approval on November 23rd. Draft Master Plan is being written, along with meetings with the cities.

Kresge Grant: Design Team formulation collecting data, survey form and content initialized, working with Kresge on consultation and training.

CTR: Quarterly report accepted by WSDOT. Approximately 165 mandated employers. We have begun reaching out to them for participation.

Action: Information

General Membership Meetings

Jodi Smith, Communications Specialist, presented information.

- December 9 hosted by YVCOG. Impacts on tourism. Suggestions for 2021,
- February 2021 will be our first meeting.

Action: Information

OTHER BUSINESS

Taking nominations for 2020 Outstanding Service Award. Chair Jim Restucci nominated Norm Childress. The Executive Committee unanimously consented.

Next Executive Committee meeting will be Monday, December 21, 2020 at 1:30 p.m. via teleconference.

PUBLIC COMMENT

No comment.

ADJOURN

With no other business, YVCOG Executive Committee Chair James Restucci adjourned the meeting at 1:57 p.m.

Respectfully submitted,



Digitally signed by Hon. James A. Restucci
Reason: I attest to the accuracy and integrity of this document
Location: Yakima County, WA USA
Date: 2021.01.07 16:14:06 -08'00'

James A. Restucci, YVCOG Executive Committee Chair

7 January 2021

Date signed

ATTEST:

Jodi Smith, Communications Specialist