

YVCOG EXECUTIVE COMMITTEE  
MEETING MINUTES  
December 21, 2020

CALL TO ORDER Chair James Restucci called the December 21, 2020 meeting of the YVCOG Executive Committee to order at 2:34 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:**
  - November 16, 2020 YVCOG Executive Committee Meeting
2. **Approval of Payroll Voucher:**
  - As of November 30, 2020, approve payroll voucher NOV-20-001 in the amount of \$68,020.33 through electronic fund transfers.
3. **Approval of Accounts Payable Vouchers:**
  - As of November 30, 2020, approve claim vouchers numbered NOV-20-002 through NOV-20-016 in the total amount of \$42,488.82.

**Action:** John Hodkinson, Area 1 Union Gap, moved to approve the Consent Agenda. Sherry Raymond, Member at-large, seconded. The motion carried.

OLD BUSINESS

None.

NEW BUSINESS

*Executive Director's  
Correspondence*

Chris Wickenhagen, YVCOG Executive Director

- **Reducing Office Space** – communicating with Graf Investments regarding options for downsizing and reducing office space. Currently leasing 15 offices that are no longer needed. Options include reducing to 2 offices and the copy room. Substantial rent and utility savings. Gathering surplus inventory information and will present further information to the Executive Committee.
- **Year End Activities** – includes final budget and invoice entries for 2020, sending new Technical Assistance contracts, Professional Service and Consultant agreements.
- **Considering Training Opportunities in 2021** – includes Robert's Rules, Policies

- and Procedures, and Records training for members.
  - **Staff evaluations** – should be completed in January.
  - Chris will be out of the office until 2021. She is available by cell phone if needed.
- Action: Information**

**Proposed Longevity Pay\***

YVCOG Executive Director Chris Wickenhagen presented information on a proposed personnel policy. The proposed longevity pay would be paid out once a year in November, if family leave or leave without pay has not been used. Discussion included longevity issue needs to be addressed. Knowledgeable, productive employees deserve incentive.

**Action: Bill Moore, Area 3 representative, moved to approve. Sherry Raymond seconded. The motion passed.**

**2021 Pay Plan Approval\***

Chris Wickenhagen presented information on the Cost-of-Living Allowance for 2021, per POL-403. Average member COLAs equals 2.5%.

**Action: Motion to approve the 2021 Pay plan made by Ron Anderson, Yakima County Commissioner. Seconded by Janice Gonzales, Area 2 representative. Motion passed.**

**Staff Reports**

- **November 2020 Budget Report** – Shané Andreas, Finance Specialist, presented. Revenues received totaled \$89,637.72. Expenses were \$110,393.00. The Revenue Balance is -\$160,337.18. Reimbursements totaling over \$150,000 have already been received in December. There is an additional \$155,000 in outstanding revenues expected to be received. Negative revenue balance is as expected. Cash Balance is \$411,437.05.
- **Land Use & Regional Planning Program** – Lynn Deitrick, Planning Manager, reported.
  - Community Assistance:
    - Granger: code interpretations, building permits
    - Wapato: Technical Assistance for potential multi-family development
    - Tieton: YVCOG assisted in hosting the Tieton Planning Commission meeting, the first time they have met since COVID. YVCOG assisted in remote hosting, Planning Commission findings, recommendation, and approval for City Council and the Department of Commerce 60-day review period.
    - Toppenish: advising on possible code amendments, historic districts and signage, proposed uses in business zone.
    - Union Gap: short plats, ongoing SEPA reviews, pre-meetings, Hearing Examiner meetings
    - Shoreline Master Program: most jurisdictions have a draft SMP, will fine tune for each jurisdiction. Two jurisdictions need to adopt the Public Participation Plan. Working with them to get this completed.
    - Kresge Grant: Relationship of Health and Housing for two member cities.
    - Commute Trip Reduction: continue to evaluate impact and results of COVID on this program. Mandated participants are being contacted and how YVCOG can assist them.

**Action: Information**

**2020 Budget Amendment #2\***

Shane Andreas presented information on the 2020 Budget Amendment #2. To comply with State law for the budget, we need to revise line items for Commute Trip Reduction (CTR), Congestion Mitigation and Air Quality (CMAQ) program, and Federal Highway Administration (FHWA) funds. Our total bottom line revenue is unchanged. These line items are being adjusted because they are associated with State and Federal grants. We

have more total revenue than budgeted due to 2019 revenue received in 2020.  
**Motion to approve the 2020 Budget Amendment #2 made by Ron Anderson.  
Seconded by Bill Moore. Motion passed.**

*General Membership Meetings*

Jodi Smith, Communications Specialist, presented information. Full schedule of General Membership meetings scheduled for 2021.

Department of Commerce for funding and grants

Downtown Associations, Rotaries, Chambers of Commerce – shop local

Legislative session will be remote – each member limited to 7 bills and must

address racial equity, COVID-19, cost and where is funding, or climate change.

Legislative input immediately following the conclusion?

Transportation Committee: Road Usage Charge (RUC) 5-year study. 40% reduction in vehicle miles. Working remotely will continue.

Rural Broadband, 5G

Greenway/Yakama Nation connecting trails throughout the Yakima Valley

AWC, NARC policies and subject matters.

GMA

Grandview will host legislative meeting or September.

**Action: Information**

**OTHER BUSINESS**

Next Executive Committee meeting will be Wednesday, January 20, 2021 at 1:30 p.m. via teleconference.

Look at appointing YVCOG members in February.

**PUBLIC COMMENT**

No comment.

**ADJOURN**

With no other business, YVCOG Executive Committee Chair James Restucci adjourned the meeting at 3:34 p.m.

Respectfully submitted,

  
James A. Restucci, YVCOG Executive Committee Chair

1/20/21  
Date signed

ATTEST:

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Jodi Smith, Communications Specialist

