

YVCOG EXECUTIVE COMMITTEE  
MEETING MINUTES  
March 15, 2021

**CALL TO ORDER** Chair James Restucci called the March 15, 2021 meeting of the YVCOG Executive Committee to order at 2:11 p.m.

**ROLL CALL &  
INTRODUCTIONS**

- **Members present via teleconference**  
Ron Anderson: Yakima County Commissioner  
Janice Gonzales: Area 2 – Wapato, Toppenish, Harrah, Zillah  
Brad Hill: City of Yakima  
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**  
None
- **YVCOG Staff**  
Chris Wickenhagen, Lynn Deitrick, Shane Andreas, Jodi Smith
- **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:
  - February 17, 2021 YVCOG Executive Committee Meeting
2. Approval of Payroll Voucher:
  - As of February 28, 2021, approve payroll voucher FEB-21-001 in the amount of \$69,654.41 through electronic fund transfers.
3. Approval of Accounts Payable Vouchers:
  - As of February 28, 2021, approve claim vouchers numbered FEB-21-002 through FEB-20-013 in the total amount of \$10,065.21.

**Action: Sherry Raymond, Member at large, moved to approve the Consent Agenda. Janice Gonzales, Area 2 member, seconded. The motion carried.**

**OLD BUSINESS**

None.

**NEW BUSINESS**

*Executive Director's  
Correspondence*

- Chris Wickenhagen, YVCOG Executive Director
- **Training scheduled for Robert's Rules:** Ann Macfarlane is teaching this series. Entire City Councils are encouraged to attend. Thursday evenings in May. YVCOG will send invoice. Technical Assistance contracts can be billed. Live webinar will be streamed on YouTube to comply with Open Meetings Act.
  - **Rental space:** reconfigured space will now include west side of office, and the area with the double doors off the lobby. Currently, everyone is remote

but this provides working from office options. More space than initially thought, but no charge this year. Savings from current lease.

- **HOME Consortium Program:** YVCOG member cities participate in the Yakima County program. The HOME Consortium Program operates within city boundaries, which may be a concern. Ongoing discussions with Yakima County Commissioners. Zillah would like to go on record that the program should stay at the County; Homeless and Housing programs should be connected.
- **Homeless Program:** YVCOG Member cities have representation; Joan Souder is our representative. Survey regarding services for the homeless and needs that have not been addressed.
- **Associate Planner:** Have received many good applications.
- **Kresge Update: Program Coordinator, Kresge/Commerce/Toppenish/YVCOG Partnership** – Looking to hire a Lead for the Kresge grant. Stakeholder meetings, funding partnership with Commerce, partnering for Health Equity and Housing in Toppenish.
- **GIS Data Survey:** Met with YVCOG attorney and received pre-approval to proceed in agreements with cities. Continuing discussions with Jonathan Smith at YCDA, Yakima County Development Association.
- **Open Yakima Meetings:** informative and beneficial. Continue to meet to understand and share understanding of Phases for reopening plans.

*Action: Information*

#### 2021 Cost Allocation Plan

Chris Wickenhagen, YVCOG Executive Director

Allocation methods and rates for staffing and compensation for 2021 were presented. These costs are to establish billing or final indirect cost rates in accordance with the requirements of Federal award(s).

*Action: Motion to approve and authorize the Chair and Executive Director to certify and sign the 2021 Cost Allocation Plan made by Bill Moore, Area 3. Seconded by John Hodkinson, Area 1. Motion passed.*

#### Declaration and Sale of or Disposition of Surplus Property by Resolution 2021-01

Chris Wickenhagen

Items listed on [Appendix A](#) are surplus or of no value. Some items will be purchased by tenant taking over office space, NW Justice. Surplus will be offered on public surplus auction site; others will be disposed.

*Action: Motion to approve and authorize Chair to sign Resolution 2021-01 made by Janice Gonzales, Area 2. Seconded by Brad Hill, City of Yakima. Motion passed.*

#### Staff Reports

- **February 2021 Budget Report** – Shane Andreas, Finance Specialist  
Revenues received totaled \$193,023.  
Expenses were \$79,719 includes salaries and vouchers.  
Revenue Balance is 151,748.55.  
Cash Balance is 660,962 at the end of February 2021.  
Note: Local match funds received in 2021 is over budgeted amount. This will be noted in an upcoming Budget Amendment.
- **Land Use & Regional Planning Program** – Lynn Deitrick, Planning Manager, reported.
  - Community Assistance highlights:
    - Tieton:** Binding Site Plans, Completed FEMA Community Assistance Visit – CAV for flood plain. Requires a code amendment to their Flood Hazard Ordinance.
    - Toppenish:** Completed public meeting with Planning Commission for new offices for Public Works, including vehicle and materials storage. PC

meeting for Design Review of the expansion of a business.

**Union Gap:** Ongoing public assistance meetings with proposed projects in flood hazard areas – manufactured homes, Level 2 reviews for duplexes, SEPA reviews for new businesses. Citizen help brochures and bulletins requested for all types of common land uses like duplex development, short subdivisions, boundary line adjustments, Level 1 through 3 review process.

**Grandview:** Manufactured Home park, Conditional Use Permit and Rezone continued public hearing for Hearing Examiner. Next step after HE recommendation is to City Council for public hearing and decision.

**Shoreline Master Program:** Held a combined virtual Open House for the eight cities updating their SMPs on March 11, 2021. Will update draft introductions to cities Planning Commissions and will work on individual cities’ specific requirements. Continued review of State checklist for conformance. Continued documentation to assess potential conflicts with local codes, developing SEPA checklist and threshold determinations, scheduling public meetings/hearings for review for PC, HE and City Councils.

**Kresge Grant:** Working with focus communities of Toppenish and Mabton. Community Survey for Toppenish and Mabton sent, and follow-up is being conducted with City website, School District websites, 2<sup>nd</sup> postcard mailing and posters. Report to Kresge due April 23, 2021. Surveys focusing on the relationship of Health and Housing.

**Commute Trip Reduction:** Continued work with the State. COVID-19 continues to impact public transportation, furloughs and layoffs, and telecommuting have altered working conditions. Expanding to businesses within the Metropolitan Planning Organization area.

**Action: Information**

*General Membership Meetings*

DATE	HOST	SPEAKER/TOPIC
March 17	Sunnyside	MPO/RTPOs
May 19	Granger	Land Use and GMA
September 15	Grandview	Legislative Update
October 20	Zillah	Homeless Program Update
December 8	City of Yakima	TBD

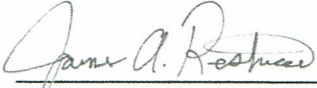
**Action: Information**

**OTHER BUSINESS** Next Executive Committee meeting will be Monday, April 19, 2021 at 1:30 p.m.

**PUBLIC COMMENT** No comment.

**ADJOURN** With no other business, YVCOG Executive Committee Chair James Restucci adjourned the meeting at 2:43 p.m.

Respectfully submitted,

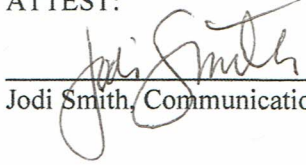


James A. Restucci, YVCOG Executive Committee Chair

5 May 2021

Date signed

ATTEST:



Jodi Smith, Communications Specialist