

YVCOG EXECUTIVE COMMITTEE  
MEETING MINUTES  
May 17, 2021

**CALL TO ORDER** Chair James Restucci called the May 17, 2021 meeting of the YVCOG Executive Committee to order at 2:07 p.m.

**ROLL CALL &  
INTRODUCTIONS**

- **Members present via teleconference**  
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  
James Restucci, Chair: City of Sunnyside
- **Members absent**  
Ron Anderson: Yakima County  
Brad Hill: City of Yakima  
Sherry Raymond: Member-At-Large
- **YVCOG Staff**  
Chris Wickenhagen, Lynn Deitrick, Vicki Baker, Shane Andreas, Jeff Watson,  
Alan Adolf, 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:
  - April 19, 2021 YVCOG Executive Committee Meeting
2. Approval of Payroll Voucher:
  - As of April 30, 2021, approve payroll voucher APR-21-001 in the amount of \$80,129.45 through electronic fund transfers.
3. Approval of Accounts Payable Vouchers:
  - As of April 30, 2021, approve claim vouchers numbered APR-21-002 through APR-21-012 in the total amount of \$8,676.75.

**Decision:** *Janice Gonzales, Area 2 representative, moved to approve the Consent Agenda. John Hodkinson, Area 1 representative, seconded. The motion carried.*

**OLD BUSINESS**

None.

**NEW BUSINESS**

*Executive Director's  
Correspondence*

- Chris Wickenhagen, YVCOG Executive Director
- **Rental space:** office space renovations are progressing as planned.
  - **Regional Housing Plan Application:** received letters of support from our members. Application will be submitted Thursday to Senator Murray. Regional approach for housing priorities, similar to the structure for Transportation program. Partnering with non-profits and community organizations.
  - **Council Presentations regarding YVCOG Services:** Will be presenting information in January 2022, after elections and new officials have begun.

- **HOME Consortium Program:** communicating with the Commissioners. Requesting information on funds designated for member jurisdictions.

### *Information*

### *YVCOG 2020 Annual Report\**

Shane Andreas, Finance Specialist

#### **Statement on Auditing Standards 115 (SAS 115) refers to Internal Control:**

Internal control is a process—effected by those charged with governance, management, and other personnel—designed to provide reasonable assurance about the progress of our objectives with regard to the reliability of financial reporting, effectiveness, efficiency, and compliance with laws and regulations.

- The Annual Report was reviewed by a Certified Public Accountant.
- For 2020, the Annual Report shows our beginning and ending balances, schedule of liabilities, State funds reimbursements, Transportation program awards.
- Notes include indirect costs rates including administration, salaries, and expenses.
- Financial notes include a summary of accounting policies. YVCOG is cash basis.
- Other notes include COVID impacts, deposits and pension.
- Risk Management policy is through WCIA.
- Healthcare is obtained through AWC.

### *Discussion and Decision*

*Motion to approve the 2020 Annual Financial Report and for the Executive Director to submit the 2020 annual report to the Washington State Auditor's Office was made by Janice Gonzales, Area 2 representative. Seconded by Bill Moore, Area 3. The motion passed.*

### *Staff Reports\**

- **April 2021 Budget Report** – *Shane Andreas, Finance Specialist*  
Revenues received totaled \$78,610.  
Expenses were \$88,685 including salaries and vouchers.  
Revenue Balance is \$125,879.60  
Cash Balance is \$652,933.38 as of April 30, 2021 which is normal for this time of the year.
- **Land Use & Regional Planning Program** – *Lynn Deitrick, Planning Manager*, presented community assistance highlights for the following members.
  - Tieton:** Binding Site Plan and subdivision submitted to the Planning Commission. Proposed mixed use. Revising Flood Hazard map for FEMA
  - Mabton:** residential development and retail development
  - Toppenish:** SEPA review for Jackson Street extension project, Early assistance for approximately 3-4 per week, permit reviews.
  - Union Gap:** Ongoing public assistance and early assistance meetings for a variety of proposals. Flood hazard zones, single family applications. Requested citizen help brochures/bulletins for common land uses.
  - Grandview:** Annexation and rezone, subdivision
  - Granger:** Land Use and SEPA review
  - Shoreline Master Program:** continued work with members and Department of Ecology, impact on cities' regulations. SMP to Planning Commissions and City Councils.
  - Commute Trip Reduction:** ongoing redevelopment and redeployment of program
- **Regional Program** – *Vicki Baker, Regional Program Manager*  
Presented information on Community Action Taskforce for Toppenish. 3 community meetings so far. Taskforce includes council members, Chambers of

Commerce, People for People, Tribal representatives, Heritage University, Yakima Valley Farmworkers, law enforcement, students.

- 3 more meetings in the next week. Dep't of Commerce will be coming into Toppenish for a community event, outdoors, safely spaced.

- Steering Committee will look at the community input and stated needs to narrow down to 3 specific projects.

- Partnering and coordinating with Catholic Charities Housing, Central WA Homebuilders, Habitat for Humanity, Commerce, and more.

**Information**

*General Membership Meetings*

*Jodi Smith, Communications Specialist.*

The next General Membership meeting will start at 6:00 p.m. on Wednesday, May 19<sup>th</sup> and will be conducted via Zoom.

<b>DATE</b>	<b>HOST</b>	<b>SPEAKER/TOPIC</b>
May 19	Granger	Land Use and GMA
September 15	Grandview	Legislative Update
October 20	Zillah	Homeless Program Update
December 8	City of Yakima	TBD

**Information**

**OTHER BUSINESS**

- YVCOG Chair James Restucci discussed communication with Commissioners, and ongoing concerns. He discussed the possibility of talking to the General Membership at the May 19<sup>th</sup> meeting.
- The next Executive Committee meeting will be Monday, June 21, 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 2:52 p.m.

Respectfully submitted,

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James A. Restucci, YVCOG Executive Committee Chair

\_\_\_\_\_  
Date signed

ATTEST:

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Jodi Smith, Communications Specialist