

YVCOG EXECUTIVE COMMITTEE
MEETING MINUTES
November 15, 2021

CALL TO ORDER Chair James Restucci called the November 15, 2021, meeting of the YVCOG Executive Committee to order at 1:30 p.m.

ROLL CALL &
INTRODUCTIONS

- **Members present via teleconference**
Janice Gonzales: Area 2 – Wapato, Toppenish, Harrah, Zillah
John Hodgkinson, 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**
Ron Anderson: Yakima County
Brad Hill: City of Yakima
 - **YVCOG Staff**
Chris Wickenhagen, Alan Adolf, Shane Andreas, Lynn Deitrick, Maria Lopez, 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**
October 18, 2021, YVCOG Executive Committee Meeting
2. **Approval of Payroll Voucher**
As of October 31, 2021, approve payroll voucher OCT 21-001 in the amount of \$78,504.03
3. **Approval of Accounts Payable Vouchers**
As of October 31, 2021, approve claim vouchers numbered OCT-21-002 through OCT-21-020 in the total amount of \$40,879.25.

Decision: Sherry Raymond, Member at large representative, moved to approve the Consent Agenda. Bill Moore, Area 3 representative, seconded. The motion carried.

*Executive Director's
Correspondence*

Chris Wickenhagen, YVCOG Executive Director

- **New Employee Introduction:** Maria Lopez, YVCOG Community Outreach Coordinator. Also available to our members for outreach. We have learned from Commerce that funding is tied to outreach and finding out what the community wants. Bilingual, previously worked for Habitat for Humanity and City of Yakima housing program. Welcome Maria!
- **Housing Action Plan / Housing Needs Assessment Grant update:** First step is a Housing Needs Assessment. There is a shortage of all types of housing. Comprehensive Plan analysis, city ordinances, and a plan for the future.
- **2021 Outstanding Service Award:** Nomination for Al Hubert.
Motion to nominate Al Hubert for the 2021 Outstanding Service Award made by Janice Gonzales, area 2 representative. Seconded by Bill Moore. Motion passed.

- **Partnering with Habitat for Humanity:** Housing needs and housing action plan. H4H Executive Director Meloney Rosen will be presenting at the December General Membership meeting. She will speak about Habitat programs throughout the valley.
- **Homeless and Housing** – 2163 funds to be administered by YVCOG on behalf of member jurisdictions. Still discussing how the transfer will take place.
- **Listening Tour:** Learned a lot by listening to what cities need, including outreach.
- **Newly Elected - Evening of Celebration:** Event will be scheduled for February 2022 for newly elected. Will introduce what YVCOG does and what we can offer.

Information

*Staff Reports**

Shane Andreas, Finance Specialist.

- **October 2021 Budget Report**

Revenues: \$77,897.39
 Expenses, including payroll and vouchers: \$119,383.28
 Revenue Balance: \$-23,397.98
 Cash Balance: \$504,041.67

Lynn Deitrick, Planning Manager

- **Land Use & Regional Planning Program Community Assistance Overview:**
Tieton: Code/Comp Plan amendments for mixed use in commercial zone, rezone, Binding Site Plan manufactured home park, Comp Plan amendments.
Mabton: 35 lot subdivision – Scarlett Estates, Dollar General store application review.
Union Gap: rezone/comp plan future land use map amendment for multi-family development. Public Hearing on 11/22/
Grandview: subdivisions presented to City Council, new subdivision submittals being processed – Eldorado Estates. Annexation-Rezone for Alexis Home Construction.
Granger: providing assistance for zoning and annexations questions. Alice Koerner retired last month.
Harrah: started work to determine status of their current Comprehensive Plan and what is needed for compliance.
YCDA: city zoning maps
TDM: working on Transportation Travel Demand Model for land use input data update/verification.
Other: Started in-person visits with businesses for introduction to the CTR program

Chris Wickenhagen for Vicki Baker, Regional Program Manager

- Meetings with members and partners. Listening and talking with them. Will be working with Maria to introduce her to them.

Jodi Smith, Communications Specialist

DATE	HOST	SPEAKER/TOPIC
December 8	Yakima	Habitat for Humanity, Outstanding Service Award
Looking for 2022 hosts. February 2022 is first meeting of the new year.		

UNFINISHED BUSINESS

Kresge Grant Update

Chris Wickenhagen, Executive Director

YVCOG was awarded the Kresge Foundation implementation grant for the next 2 years, \$400,000. Health and Housing. There will be a budget amendment. Partnering with Yakima Valley Farmworkers for lead paint testing, HVAC, mold and mildew, roofing, etc. Focus on Toppenish. Will keep you updated. Grant Agreement contract received. Requesting authorization to accept the funds.

Discussion and decision: Janice Gonzales moved to authorize the Chair to sign the Yakima Valley Conference of Governments grant agreement with Kresge Foundation. Sherry Raymond seconded. The motion carried.

NEW BUSINESS

1. Appoint 2022 Auditing Officer and Alternate Auditing Officer, by Resolution 2021-04

Chris Wickenhagen, Executive Director

Appoint Christina Wickenhagen as 2022 Auditing & Investing Officer and Tamara Hayward as alternate Auditing Officer, effective January 1, 2022.

Discussion and Decision: Motion to authorize Chair to sign Resolution 2021-04 appointing 2022 Auditing & Investing Officer and alternate Auditing Officer made by Janice Gonzales. Seconded by Sherry Raymond. Motion carried.

2. Appoint Official Federal Reimbursement Certification and Signature Officer, by Resolution 2021-05

Chris Wickenhagen, Executive Director

- Uniform Guidance 2 CRF 200.415(a) requires a resolution to appoint an official(s) who is authorized to legally bind the Non-Federal Agency for federal reimbursement
- Appoint Christina Wickenhagen authority to legally bind YVCOG for federal reimbursements and Shane Andreas as an alternate, effective January 1, 2022.

Discussion and Decision: Motion to authorize Chair to sign Resolution 2021-05 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. Seconded by Janice Gonzales. Motion carried.

3. 2022 Meeting Dates

Jodi Smith, Communications Specialist

- 2022 meeting dates for Policy Board, Executive Committee, General Membership, Transportation TAC and MPACT. Available in English and Spanish.

Discussion and Decision: Motion to approve and authorize the publication of YVCOG 2022 meeting dates made by Bill Moore. Seconded by Janice Gonzales. Motion carried.

4. 2022 Technical Assistance, Professional Service Agreement Contracts and Land Use/GIS Contracts

Chris Wickenhagen, Executive Director

- Consideration of pre-approved Technical Assistance Contracts with member jurisdictions
- Consideration of pre-approved Professional Service Agreement Contracts for Planner Hours with members
- Consideration of pre-approved Planner Services Contracts with members

Discussion and Decision: motion to approve and authorize the Executive Director to sign 2022 Technical Assistance, Professional Service Agreement contracts and Land Use/GIS contracts when initiated by members made by Janice Gonzales. Seconded by Bill Moore. Motion carried.

5. Interlocal Agreement: Housing Action Plan

Chris Wickenhagen, Executive Director

Consideration of pre-approval for Interlocal Agreement with the Cities of Grandview, Tieton, Toppenish, Union Gap, Wapato, and Zillah for a draft Housing Action Plan for each city's needs and housing goals.

Discussion and Decision: Motion to authorize Chair to sign the Interlocal Agreement with the Cities of Grandview, Tieton, Toppenish, Union Gap, Wapato and Zillah made by Bill Moore. Seconded by Janice Gonzales. Motion carried.

OTHER BUSINESS

- Nominating Committee Chair for Executive Committee: cannot be a current member of the Executive Committee due to conflict of interest.
- The next Executive Committee meeting will be Monday, December 20, 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 2:05 p.m.

Respectfully submitted,



James A. Restucci, YVCOG Executive Committee Chair

12/28/21

Date signed

ATTEST:

Jodi Smith, Communications Specialist