

YVCOG EXECUTIVE COMMITTEE  
MEETING MINUTES  
November 21, 2022

**CALL TO ORDER** Vice Chair John Hodkinson called the November 21, 2022, meeting of the YVCOG Executive Committee to order at 2:17 p.m.

**ROLL CALL &  
INTRODUCTIONS**

- **Members present via teleconference or onsite**  
Ron Anderson: Yakima County Commissioner  
Patricia Byers: City of Yakima Council Member  
John Hodkinson, Vice Chair: Mayor of Union Gap, Area 1 – Moxee, Naches, Selah, Tieton, Union Gap  
Sherry Raymond: Member-At-Large, Selah Mayor  
Jose Trevino, Mayor of Granger: Area 3 – Mabton, Granger, Grandview
- **Members absent**  
Janice Gonzales: Zillah City Council Member, Area 2 – Harrah, Toppenish, Wapato, Zillah\*  
James Restucci, Chair: City of Sunnyside Deputy Mayor\*
- **YVCOG Staff:**  
Chris Wickenhagen, Vicki Baker, Shane Andreas, Alan Adolf, Tamara Hayward, Jodi Smith
- **Others Present**
- **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 17, 2022, YVCOG Executive Committee Meeting
2. Approval of Payroll Voucher  
As of October 31, 2022, approve payroll voucher OCT-22-001 in the amount of \$94,226.86.
3. Approval of Accounts Payable Vouchers  
As of October 31, 2022, approve claim vouchers numbered OCT-22-002 through OCT-22-023 in the total amount of \$32,535.26

**Action: Decision - Patricia Byers: City of Yakima Council Member, moved to approve the Consent Agenda. Ron Anderson, Yakima County Commissioner, seconded. The motion carried.**

*Executive Director's  
Correspondence*

**Chris Wickenhagen, YVCOG Executive Director**

- **Final Local Crime Lab Presentations** to Cities for budget approval and information.
- **ATF / NIBIN** Zillah site assessment.
- **Spillman Access** Police and Fire Chiefs approval for access.
- **Crime Lab Staffing** - ready to advertise. Working with our experts on refining job descriptions. Phased-in staffing start.
- **2022 Outstanding Service Award** – will be awarded in December at General Membership meeting. Please send nominations.
- **Webpage Development** – met with YVCOG managers, will be doing outreach to members.
- **YCDA TA Contract** – for continuation of mapping services.
- **Budget Amendment #2** will be presented to General Membership. This amendment covers ARPA funds that were received in 2023.

**Action: Information**

*Staff Reports,  
Informational\**

**Shane Andreas, Finance Specialist.**

- October 2022 Budget Report  
Revenues: \$134,271.93, 72% of budget  
Expenses: \$126,762.12, 74% of expense budget  
Cash Balance: \$505,900.29. Outstanding revenues still incoming for 2022.

**Chris Wickenhagen for Byron Gumz, Regional Planning Manager**

- Working with several cities on compliance issues, permits issued without going through the process. Possible Professional Services Agreement with Toppenish, similar to the work we do with City of Union Gap. Interviewing for Associate Planner.

**Vicki Baker, Deputy Director**

- Presentation to WA Department of Commerce on the Law Enforcement Grant. Overview of findings and what has been learned. Reached all communities. Preliminary results from Public Safety survey. Asked Commerce for continued funding.
- Working in schools, working with law enforcement, education, building trust. Gang prevention programs, Neighborhood Watch, Handle with Care, Hidden in Plain Sight, automatic reporting of graffiti, YVCOG Transportation Human Trafficking, Local Crime Lab.

**Action: Information**

**UNFINISHED  
BUSINESS**

**None.**

**NEW BUSINESS**

*Appoint 2023 Auditing  
Officer and Alternate  
Auditing Officer, by  
Resolution 2022-02*

*Chris Wickenhagen, Executive Director*

*Appoint Christina Wickenhagen as 2023 Auditing & Investing Officer and Tamara Hayward as alternate Auditing Officer, effective January 1, 2023.*

**Action: Discussion and Decision to authorize Chair to sign.**

*Motion to authorize the chair to sign Resolution 2022-02 appointing 2023 Auditing & Investing Officer made by Ron Anderson. Seconded by Patricia Byers. Motion passed.*

*Appoint Official  
Federal Reimbursement  
Certification and  
Signature Officer, by  
Resolution 2022-03*

*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, 2023.

**Action: Discussion and Decision to authorize Chair to sign.**

*Motion to authorize the chair to sign Resolution 2022-03 authorizing Christina Wickenhagen to legal bind YVCOG for the sole purpose of requesting 2023 federal reimbursements and Shane Andreas as an alternate made by Patricia Byers. Seconded by Ron Anderson. Motion passed.*

*2023 Meeting Dates*

*Jodi Smith, Communications Specialist*

*2023 meeting dates for Policy Board, Executive Committee, General Membership, Transportation TAC and MPACT*

**Action: Discuss and Decision**

*Motion to approve and authorize the publication of YVCOG 2023 meeting dates made by Ron Anderson. Seconded by Patricia Byers. Motion passed.*

*2023 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 with member jurisdictions
- Consideration of pre-approved Planner Services Contracts with members

**Action: Discussion and Decision to authorize Chair to sign**

*Motion to approve and authorize the Executive Director to sign 2023 Technical Assistance, Professional Service Agreement contracts and Land Use/GIS contracts when initiated by members made by Ron Anderson. Seconded by Patricia Byers. Motion passed.*

*Professional Service Agreement with Toppenish*

*Chris Wickenhagen, Executive Director*

- Consideration of pre-approved Professional Service Agreement Contract with City of Toppenish CDBG General Purpose Grant for Senior Housing Assistance for \$200,000
- The project will result in housing units that are healthier, safer and more energy efficient, in addition to helping maintain affordability
- Major components of the project include evaluating existing home repair programs for low-income senior homeowners; creating a program that addresses the identified gaps identified
- Developing program policies and procedures
- Completing home rehabilitation work on qualified housing units.

**Action: Discussion and Decision to authorize Chair to sign**

*Motion to approve and authorize the Chair to sign the Professional Service Agreement with Toppenish to administer the CDBG grant when initiated by Toppenish made by Patricia Byers. Seconded by Ron Anderson. Motion passed.*

*Professional Service Agreement Local Crime Lab*

*Chris Wickenhagen, Executive Director*

Consideration of pre-approved Professional Service Agreement Contract with member jurisdictions.

Crime Lab Letter

- Courts are moving toward requiring an independent, 3rd-party to offer evidence and expert testimony in court
- The services offered through a neutral party provides an equal playing field for all municipalities
- Single agency control would mean the agency’s governing body would make decisions for all participating agencies
- YVCOG already performs neutrally administered programs for our region as the legal and administrative entity for the valley
- YVCOG already applies for and administers grants and has the capacity to manage what is very difficult for police agencies to administer
- YVCOG will provide multi-jurisdictional participation in a manner that provides greater expertise and lower costs to the member jurisdictions

**Action: Discussion and Decision to authorize Chair to sign**

*Motion to approve and authorize the Chair to sign the Professional Service Agreements for the Local Crime Lab when initiated by members made by Ron Anderson. Seconded by Patricia Byers. Motion passed.*

*Triple Base Consulting LLC Master Agreement*

*Chris Wickenhagen, Executive Director*

Work towards certification requirements and accreditation. Approximate time line is 12-18 months. Operations Board for Local Crime Lab recommend approval by Executive Committee.

**Action: Discussion and Decision to authorize Chair to sign.**

Motion to approve and authorize the Chair to sign the Statement of Work Agreement for the Yakima Valley Local Crime Lab in association with Yakima Valley Conference of Governments made by Patricia Byers. Seconded by Ron Anderson. Motion passed.

**OTHER BUSINESS**

The next Executive Committee meeting will be Monday, December 19, 2022. General Membership meeting this Wednesday, December 14<sup>th</sup>. Hosted by YVCOG.

**PUBLIC COMMENT**

No comment.

**ADJOURN**

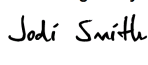
With no other business, YVCOG Executive Committee Vice Chair John Hodkinson adjourned the meeting at 2:44 p.m.

Respectfully submitted,

DocuSigned by:  
  
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James A. Restucci, YVCOG Executive Committee Chair

12/19/2022

Date signed

ATTEST: DocuSigned by:  
  
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Jodi Smith, Communications Specialist