



## YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, November 20, 2023  
1:30 p.m.

The 300 Building  
311 North 4<sup>th</sup> St, Suite 204, Yakima  
Via Teleconference:

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When prompted, enter Meeting ID: 214 245 7495 #  
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### YVCOG EXECUTIVE COMMITTEE MEMBERS:

James Restucci, Chair - City of Sunnyside Council Member  
Janice Gonzales, Area 2- City of Zillah Council Member  
LaDon Linde, Yakima County - Commissioner  
Sherry Raymond, Member at Large - City of Selah Mayor

John Hodkinson, Vice-Chair - Area 1. City of Union Gap Mayor  
Patricia Byers, City of Yakima - Council Member  
Jose Trevino, Area 3 - City of Granger Mayor

**CALL TO ORDER** – The November 20, 2023, meeting of the YVCOG Executive Committee will come to order following the adjournment of the YVCOG Transportation Policy Board, at \_\_\_\_\_.

### INTRODUCTIONS / ROLL CALL

**PUBLIC COMMENT POLICY** – *It is the policy of the YVCOG 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

*James Restucci, YVCOG Executive Committee Chair*

*“The items listed below may be acted upon by a single motion and second of the Executive Committee. By the simple request to the Chair, any Executive Committee Member may remove items from the Consent Agenda for separate consideration after the adoption of the remainder of the Consent Agenda items.”*

**1. Approval of Minutes**

October 16, 2023, YVCOG Executive Committee Meeting

**2. YVCOG October 2023 Budget Report**

Revenue: \$92,757.17; Expenditures \$206,178.71; Cash Revenue Balance of \$1,470,328.29.

**3. Payroll Register**

As of October 31, 2023, approve payroll EFTs in the amount of \$155,310.10.

**4. Approval of Accounts Payable Vouchers**

As of October 31, 2023, approve claim vouchers numbered OCT-23-002 through OCT-23-030 in the total amount of \$50,858.61.

*Discussion and Decision*

*Motion: “I move to approve the Consent Agenda.”*

### EXECUTIVE DIRECTOR’S CORRESPONDENCE

*Chris Wickenhagen, Executive Director*

- Outstanding Service Award
- National Association of Regional Councils: NARC Executive Directors Conference
- Natalie Martinkus – ArcGIS / ESRI
- eTrepid Role
- Vision Software Cloud

*Information*

## STAFF REPORTS

- **Byron Gumz**, *Regional Planning Manager*
- **Angelica Saldivar**, *Housing Manager*
- **Vicki Baker**, *Local Crime Lab Manager*

### *Information*

## NEW BUSINESS

1. **Appoint 2024 Auditing Officer and Alternate Auditing Officer, by [Resolution 2023-07](#)**

*Chris Wickenhagen, Executive Director*

- Appoint Christina Wickenhagen as 2024 Auditing & Investing Officer and Tamara Hayward as alternate Auditing Officer, effective January 1, 2024.

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

***“I move to authorize the chair to sign Resolution 2023-07 appointing 2024 Auditing Officer”.***

2. **Appoint Official Federal Reimbursement Certification and Signature Officer, by Resolution [2023-09](#)**

*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, 2024.

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

***“I move to authorize the chair to sign Resolution 2023-09 authorizing Christina Wickenhagen to legal bind YVCOG for the sole purpose of requesting 2024 federal reimbursements and Shane Andreas as an alternate”.***

3. **Authorizing Investment of YVCOG Monies in a Local Government Investment Pool, by [Resolution 2023-08](#)**

*Chris Wickenhagen, Executive Director*

- Appoint Christina Wickenhagen be Investing Officer for Fund 6150, Yakima Valley Conference of Governments, for year 2025, and
- Victoria Baker as Alternate Investing Officer, to sign routine documents that would normally be signed by Christina Wickenhagen.

**Action: “I move to authorize the chair to sign Resolution 2023-08 appointing 2024 Investing Officer.”**

4. **Yakima Valley Local Crime Lab**

*Chris Wickenhagen, Executive Director*

- Sole Source Award - [\\$228,528 to ThermoFisher Scientific](#) for RapidHit ID System
- [Sole Source Justification: Rapid DNA](#)
- [Rapid DNA Guide](#)

**Action: Discuss and Authorize**

***Motion: “I move to Authorize Sole Source purchase from ThermoFisher for \$228,528 for purchase and installation of RapidHit ID equipment at the Yakima Valley Local Crime Lab”.***

5. **[2023 Budget Amendment](#)**

*Chris Wickenhagen, Executive Director*

**Action: Discuss and approve 2023 Budget Amendment**

***Motion: “I move to approve the 2023 Budget Amendment.”***

6. **[GIS Infrastructure Build](#)**

*Chris Wickenhagen, Executive Director*

- Sole Source Award - for GIS Infrastructure Build
- Sole Source Justification: GIS Infrastructure

**Action: Discuss and Authorize**

**Motion: “I move to Authorize Sole Source professional services contract with Dry Creek Engineering for GIS Infrastructure Build to migrate GIS data to YVCOG’s new tenant”.**

7. **eTrepid Professional Services**

Chris Wickenhagen, Executive Director

- Sole Source Award - for Server System Management
- Sole Source Justification: eTrepid

**Action: Discuss and Authorize**

**Motion: “I move to Authorize Sole Source professional services contract with eTrepid for system management of YVCOG’s servers in new tenant”.**

8. **2024 Pay Plan Approval**

Chris Wickenhagen, Executive Director

- Per Policy POL-403 Cost of Living Adjustment
- Average of members’ COLA: 4%

**Action: Discussion and Decision**

**Motion: “I move to approve the 2024 Pay Plan.”**

9. **2024 Meeting Dates**

Jodi Smith, Communications Specialist

- 2024 meeting dates for Policy Board, Executive Committee, General Membership, Transportation TAC and MPACT

**Action: Discuss and Decision**

**Motion: “I move to approve and authorize the publication of YVCOG 2024 meeting dates.”**

10. **2024 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: “I move to approve and authorize the Executive Director to sign 2024 Technical Assistance, Professional Service Agreement contracts and Land Use/GIS contracts when initiated by members.”**

**OTHER BUSINESS**

General Membership meeting in Yakima at Oxford Suites, December 13th

Next Executive Committee meeting on **Monday, December 18, 2023.**

**PUBLIC COMMENT**

**ADJOURN** \_\_\_\_\_ p.m.

YVCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding YVCOG’s Title VI Program, you may contact the Title VI Coordinator at 509.574.1550.

If you need special accommodation to participate in this meeting, please call us at 509.574.1550 by 10:00 a.m. three days prior to the meeting. For TDD users, please use the state’s toll-free relay service, 800.833.6388 and ask the operator to dial 509.574.1550.