

YVCOG EXECUTIVE COMMITTEE
MEETING MINUTES
Monday, November 20, 2023

CALL TO ORDER Vice Chair John Hodkinson called the November 20 2023, meeting of the YVCOG Executive Committee to order at 2:02 p.m.

ROLL CALL & INTRODUCTIONS

- **Members present:**
Patricia Byers: City of Yakima Council Member
Janice Gonzales: Zillah City Council Member, Area 2 – Harrah, Toppenish, Wapato, Zillah
John Hodkinson, Vice Chair: Mayor of Union Gap, Area 1 – Moxee, Naches, Selah, Tieton, Union Gap
LaDon Linde: Yakima County Commissioner
Sherry Raymond, Mayor of Selah – Member at Large
James Restucci, Chair: City of Sunnyside Deputy Mayor
- **Members absent:**
Jose Trevino, Mayor of Granger: Area 3 – Mabton, Granger, Grandview*
- **YVCOG Staff:**
Chris Wickenhagen, Vicki Baker, Byron Gumz, Kathy Geil, Maria Lopez, Tami Hayward, Jodi Smith
- **Others Present** – 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 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. **Approval of Payroll Voucher**
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.

Action: Decision – LaDon Linde, Yakima County Commissioner, moved to approve the Consent Agenda. Sherry Raymond, Member at large, seconded. The motion carried.

Executive Director's Correspondence

Chris Wickenhagen, Executive Director, presented information.

- **2023 Outstanding Service Award:** Cannot be YVCOG staff. Service should be to the region. Sheriff Udell, Police Chief Cobb, most Police Chiefs, regional Crime Lab nominated. Spent many hours worked to ensure lab works regionally. Operations Board consensus for 2023 Outstanding Service Award.
- **National Association of Regional Councils:** NARC Executive Directors Conference in Boise. What COGS are doing in their region. Different services and programs. Encourage an Executive Committee member to attend next year.
- **Natalie Martinkus – ArcGIS / ESRI:** GIS expert for YCDA mapping. PSA for YVCOG GIS needs
- **eTrepid:** migration to cloud for our servers. Sole Source request for eTrepid to manage our IT services. Passed all security requirements for Crime Lab.
- **Vision Software Cloud:** migrating software and data from Yakima County. Payable and payroll. Will post our financial to the County for payroll needs.

Information

*Staff Reports**

Byron Gumz, Regional Planning Manager
Land Use & Regional Planning Program:

- New Climate Element for Comprehensive Plans
- Selah and Tieton received grant to update their Code for Middle Housing
- Parks Maintenance funds awarded to Sunnyside, Union Gap, Toppenish, Grandview
- Another grant available from CRO, mid-December for \$1.2 million, no match. Outdoor Community athletic facilities. Acquisition of land included.
- Current planning assistance: Grandview, Granger, Mabton, Sunnyside, Union Gap, Wapato

Vicki Baker for Angelica Saldivar, Housing Program Manager

- Housing Program updates include:
 - CDBG: accepting applications from Toppenish, Wapato, Mabton. Submitted all materials to Commerce to administer program County-wide, with the exception of the City of Yakima which has their own program.
 - Kresge: completed one project. Another underway, 3 applications submitted. Doors and window replacements to improve health and safety.
 - Homeownership downpayment assistance award: final word in December.

Vicki for Kathy Geil, Crime Lab Manager

- Completed all but one site visit with Granger.
- Statistics: YTD 68 firearms requests, 10 latent print preservation requests, 10 DNA swabbing requests, 224 cartridge cases request, 4 cell phones, 11 intel projects, 106 NIBIN entries for 69 leads for 65% rate of connection to another agency.
- Working with Chiefs on comprehensive collection of evidence. See all evidence collected.
- Average NIBIN turn around is 8 days. Down from an initial 13 days. Staff is still in training, so requires review. Latent print, test firing, NIBIN correlation training.
- ATF staff in training to start in mid-December.
- Governor Inslee, Chief Batiste, 9 legislators, WSPCS have all toured. Expect legislative support this upcoming session.
- Operations Board approved purchase of the RapidHIT DNA machine and software, as well as LIM Lab Information Management system.
- Quarterly training for agencies next month. First is Evidence Packaging. then coding/NIBRS for better data tracking

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: Motion to authorize the chair to sign Resolution 2023-07

appointing 2024 Auditing Officer made by Patricia Byers, City of Yakima.

Seconded by Janice Gonzales, Area 2 Representative. Motion passed.

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: Motion 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 made by

Janice Gonzales. Seconded by LaDon Linde. Motion passed.

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: Motion to authorize the chair to sign Resolution 2023-08 appointing 2024 Investing Officer made by Janice Gonzales. Seconded by Patricia Byers. Motion passed.

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

Motion 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 made by Sherry Raymond. Seconded by Janice Gonzales. Motion passed.

5. 2023 Budget Amendment

Chris Wickenhagen, Executive Director

Motion to approve the 2023 Budget Amendment made by Sherry Raymond. Seconded by Patricia Byers. Motion passed.

6. GIS Infrastructure Build

Chris Wickenhagen, Executive Director

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

Motion to Authorize Sole Source professional services contract with Dry Creek Engineering for GIS Infrastructure Build to migrate GIS data to YVCOG's new tenant made by Patricia Byers. Seconded by Sherry Raymond. Motion passed.

7. eTrepid Professional Services

Chris Wickenhagen, Executive Director

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

Motion to Authorize Sole Source professional services contract with eTrepid for system management of YVCOG's servers in new tenant made by Sherry Raymond. Seconded by Patricia Byers. Motion passed.

8. 2024 Pay Plan Approval

Chris Wickenhagen, Executive Director

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

Motion to approve the 2024 Pay Plan made by Sherry Raymond. Seconded by LaDon Linde. Motion passed.

9. 2024 Meeting Dates

Jodi Smith, Communications Specialist

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

Motion to approve and authorize the publication of YVCOG 2024 meeting dates made by Sherry Raymond. Seconded by Janice Gonzales. Motion passed.

10. 2024 Technical Assistance, Professional Service Agreement Contracts and Land Use/GIS Contracts

Chris Wickenhagen, Executive Director

- Consideration of pre-approved Technical Assistance, Professional Service and pre-approved Planner Services Contracts with member jurisdictions

Motion 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 made by Sherry Raymond. Seconded by Patricia Byers.

OTHER BUSINESS

New Crime Lab Building

John Hodkinson, Vice Chair YVCOG Executive Committee

- Researched other alternative buildings were cost prohibitive.
- New building costs needed to get funding
- Artist’s conception of Crime Lab needs
- Cost to produce initial drawings and layout estimated between \$5,000- \$10,000.
- Will be able to estimate construction costs and acquire land

Motion to authorize Chris Wickenhagen to sign a contract with BORA Architecture for initial drawings, with a maximum of \$12,000 made by John Hodkinson, Area 1 representative. Seconded by LaDon Linde. After discussion, the motion passed.

Jim Restucci expressed interest in applying for the Member at Large position. If appointed, will apply for the NARC Board position for Region 15 representing Washington and Oregon.

General Membership meeting, December 13, 2023, at Oxford Suites in Yakima

The next Executive Committee meeting will be Monday, December 18, 2023.

PUBLIC COMMENT

None.

ADJOURN

With no other business, YVCOG Executive Committee Vice Chair John Hodkinson, adjourned the meeting at 2:50 p.m.

Respectfully submitted,


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 James A. Restucci, YVCOG Executive Committee Chair

12/19/2023

 Date signed

ATTEST:

DocuSigned by:


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 Jodi Smith, Communications Specialist