

YVCOG EXECUTIVE COMMITTEE
MEETING MINUTES
Monday, March 18, 2024

CALL TO ORDER Vice Chair John Hodkinson called the March 18, 2024, meeting of the Yakima Valley Conference of Governments Executive Committee to order at 1:54 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
Bill Moore: Grandview Council Member, Area 3 – Grandview, Granger, Mabton
James Restucci, Chair - Member at Large
- **Members absent:**
Julia Hart: City of Sunnyside Council Member*
- **YVCOG Staff:**
Chris Wickenhagen, Byron Gumz, Kathy Geil, Alan Adolf, Shane Andreas, Angelica Saldivar, 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.

*Unfinished Business** None.

New Business

1. **2024 Cost Allocation Plan**
Chris Wickenhagen, Executive Director
Allocation methods and rates for staffing and compensation costs. Indirect and indirect fringe costs. \$53%, fringe 67%. Based on previous year’s over/under collection of actual costs.

Discussion and Decision:
Janice Gonzales, Bill Moore to approve and authorize the Chair and Executive Director to certify and sign the 2024 Cost Allocation Plan. Motion carried.

2. **Washington State Department of Commerce Climate Element Contract**
Chris Wickenhagen, Executive Director
Performing the development for the Climate Element for Grandview, Granger, Harrah, Mabton, Naches, Selah, Tieton, Union Gap and Wapato. Contract is for 2-year period, per Commerce.

Discussion and Decision:
Bill Moore moves to approve and authorize the Chair to sign 2024-2025 Climate Element Contract with Department of Commerce after signed by participating members. Patricia Byers seconded. Motion carried.

3. **Delegation of Signature Authority to Director**
Chris Wickenhagen, Executive Director
 - Proposed policy to authorize Director to sign contracts up to \$75,000. Current authority is to \$50,000. Typical contracts now higher.
 - Resolution 2024-01

Action: Discussion and direction for action. Janice Gonzales moves to authorize the YVCOG Executive Director to sign contracts up to \$75,000. Bill Moore seconded. Motion carried.

*Consent Agenda** John Hodkinson, YVCOG Executive Committee Vice Chair

“The items listed below may be acted upon by a single motion and second of the Executive Committee. By the

* Indicates documents were included and available for meeting.

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

February 26, 2024, YVCOG Executive Committee Meeting

2. YVCOG February 2024 Budget Report

Revenue: \$167,997.84; Expenditures \$220,565.97; Cash Revenue Balance of \$1,018,864.16.

3. February 2024 Payroll Register

As of February 29, 2024, approve payroll EFTs in the amount of \$150,931.99.

4. Approval of Accounts Payable Vouchers

As of February 29, 2024, approve claim vouchers numbered FEB-24-002 through FEB-24-036 in the total amount of \$69,633.98.

Discussion and Decision

Motion: LaDon Linde moved to approve. Patricia Byers seconded. The motion carried.

*Executive Director's
Correspondence*

Chris Wickenhagen, Executive Director

Executive Director Wickenhagen presented and discussed the following items:

- **Compliance Manager hired:** Debbie Zabell our new YVCOG compliance and finance.
- **Transportation Planning position posted:** Jeff Watson will work on GIS for YVCOG and will continue Commute Trip Reduction for Transportation.
- **Council presentations underway:** 2023 Annual Report. 6 cities done.
- **Funding downpour:** WA Department of Commerce opportunities. Programs in place to apply for grants that fit our programs.
- **Signed contract (\$32,050) with Tieton to provide Middle Housing Ordinance:** Outreach, planning for middle housing.
- **Performed Selah's and Union Gap's Board Workshops:** Packets are ready to be given to them for their priorities.
- **IT migration to eTrepid:** 90% complete. Shane is our liaison with eTrepid. Policies for YVCOG and all programs are under one set of policies. LCL is separate.
- **Timesheets/Payroll Portal** transition to Visions almost complete.
- **SAFE Contract** discussions.
- **State Funding – LCL:** Once signed, awarded \$200,000 for design of new facility of Crime Lab. \$395,000 investigation support. Collect data, cell phone extraction, fund the RapidDNA workgroup includes King, Spokane, Whatcom and Bellingham; funds will allow for more capacity. Exchange ideas, conversations with agencies, cohesive front. Funding for DNA analyst, will head workgroup, how it works, list of deliverables developed. Liaison with WSP. Change some RCWs for databasing with RapidDNA.
- **Presenting at state conference of Court Administrators**
- **Presentation at May General Membership** will include Yakima County Superior Court judges.

Information

*Staff Reports**

Byron Gumz, Regional Planning Manager

Land Use & Regional Planning Program:

- Includes SEPA review for Long Range Transportation Plan, Climate Elements, Population estimates for Urban Growth Area analyses for Comprehensive Plan Updates
- Provided information on planning activities for Grandview, Granger, Mabton, Tieton, Union Gap and Wapato.
- Comprehensive Plan updates are coming in the next few months.

Angelica Saldivar, Housing Program Manager

Housing Program updates include:

- Kresge, 11. Completed 4 projects
- CDBG 10, 8 qualified. 2 pending
- Unincorporated County, no heat. Able to replace furnace and provide heat health.
- Lots of funding available, looking at what fits into the YVCOG programs.

Kathy Geil, Crime Lab Manager

- February 2024 stats. 27 firearms, 3 prints and latent DNA. 3 cell phones 5 intel requested. Turnaround average is 6 days. Want to be at 2 days for NIBIN entries. Correlation goal is 24 hours. Want to get better turnaround. Training and experience will get everyone better.
- RapidDNA machine being installed. Yakima City Council tour
- Charity has correlations training and will be tested.
- Statistics report will be shared through Chris.

Chris Wickenhagen for Vicky Baker, Deputy Director

- **Home repairs** in our cities and the County will be shared with Members. Referrals from Yakama Nation Housing, ALTC, City of Yakima. Please break down by cities and provide type of repair.

OTHER BUSINESS

General Membership in Moxee: Wednesday, March 20, 2024.
The next Executive Committee meeting will be Monday, April 15, 2024.

PUBLIC COMMENT

None.

ADJOURN

With no other business, YVCOG Executive Committee Chair Jim Restucci, adjourned the meeting at 2:48 p.m.

Respectfully submitted,

DocuSigned by:

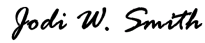
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 James A. Restucci, YVCOG Executive Committee Chair

4/22/2024

 Date signed

ATTEST:

DocuSigned by:

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 Jodi Smith, Communications Specialist