



Western Riverside Council of Governments Public Works Committee

AGENDA

**Thursday, December 10, 2020
2:00 p.m.**

**Western Riverside Council of Governments
3390 University Avenue, Suite 200
Riverside, CA 92501**

**WRCOG's OFFICE IS CURRENTLY CLOSED TO THE PUBLIC DUE TO COVID-19
AND STAFF ARE WORKING REMOTELY**

**Members of the public are encouraged to participate in this meeting via Zoom
(see meeting information below)**

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SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

Due to the state and local State of Emergency resulting from the threat of Novel Coronavirus (COVID-19), Governor Newsom has issued Executive Order N-29-20 (issued March 17, 2020) in which Section 3 supersedes Paragraph 11 of Executive Order N-25-20 (issued on March 12, 2020). This new order states that WRCOG does not need to make a physical location available for members of the public to observe a public meeting and offer public comment. The Order allows WRCOG to hold Committee meetings via teleconferencing and allows for members of the public to observe and address the meeting telephonically or electronically.

To follow the Order issued by the Governor, the Public Works Committee meeting scheduled for Thursday, December 10, 2020, at 2:00 p.m. will be held via video and teleconference and any members of the public can attend electronically. Members of the public may send public comments by emailing snelson@wrcog.us, or calling (951) 405-6703 before or during the meeting, prior to the close of public comment.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Suzy Nelson prior to 2:00 p.m. on December 8, 2020, at (951) 405-6703 or snelson@wrcog.us.

The Public Works Committee may take any action on any item listed on the agenda, regardless of the Requested Action.

1. **CALL TO ORDER (Sam Nelson, Chair)**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENTS**

At this time members of the public can address the Public Works Committee regarding any items with the subject matter jurisdiction of the Committee that are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. No action may be taken on items not listed on the agenda unless authorized by law. Whenever possible, lengthy testimony should be presented to the Committee in writing and only pertinent points presented orally.

5. **CONSENT CALENDAR**

All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Committee, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Committee request specific items be removed from the Consent Calendar.

A. **Summary Minutes from the October 8, 2020, Public Works Committee Meeting are Available for Consideration.** **P. 1**

Requested Action: 1. *Approve the Summary Minutes from the October 8, 2020, Public Works Committee meeting.*

B. **Approval of the Public Works Committee 2021 Meeting Schedule** **Chris Gray** **P. 5**

Requested Action: 1. *Approve the schedule of Public Works Committee meetings for 2021.*

6. **REPORTS / DISCUSSION**

A. **TUMF Accessory Dwelling Unit Policy and Credit Agreement Process Update** **Ivana Medina, WRCOG** **P. 7**

Requested Action: 1. *Receive and file.*

B. **Riverside County Habitat Conservation Agency Invasive Species Management** **Brian Shomo, RCHCA** **P. 9**

Requested Action: 1. *Receive and file.*

C. **TUMF Administrative Plan Updates** **Cameron Brown, WRCOG** **P. 11**

Requested Action: 1. *Receive and file.*

7. **REPORT FROM THE DIRECTOR OF TRANSPORTATION & PLANNING**

8. ITEMS FOR FUTURE AGENDAS

Members

Members are invited to suggest additional items to be brought forward for discussion at future Public Works Committee meetings.

9. GENERAL ANNOUNCEMENTS

Members

Members are invited to announce items / activities which may be of general interest to the Public Works Committee.

10. NEXT MEETING: The next Public Works Committee meeting will be held on Thursday, January 14, 2021, at 2:00 p.m., on the Zoom platform.

11. ADJOURNMENT

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1. CALL TO ORDER

The meeting of the Public Works Committee was called to order at 2:00 p.m. by Chairman Sam Nelson on the Zoom platform.

2. ROLL CALL

Members present:

Art Vela, City of Banning
Jeff Hart, City of Beaumont
Tom Koper, City of Corona
Mike Myers, City of Jurupa Valley
Yu Tagai, City of Lake Elsinore
Carlos Geronimo, City of Menifee
Michael Wolfe, City of Moreno Valley
Bob Moehling, City of Murrieta
Sam Nelson, City of Norco, Chairman
Brad Brophy, Cities of Canyon Lake, Perris, and San Jacinto
Gil Hernandez, City of Riverside
Amer Attar, City of Temecula
Dan York, City of Wildomar
Alvin Medina, County of Riverside
Lauren Sotelo, March JPA
Jillian Guizado, Riverside County Transportation Commission
Mauricio Alvarez, Riverside Transit Agency

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR *(Murrieta / Jurupa Valley) 19 yes; 0 no; 0 abstention. Item 4.A and 4.B were approved. Representatives from the Cities of Calimesa, Eastvale, and Hemet were not present.*

A. Summary Minutes from the August 13, 2020, Public Works Committee Meeting are Available for Consideration.

Action: 1. *Approved Summary Minutes from the August 13, 2020, Public Works Committee meeting.*

B. WRCOG Committees and Agency Activities Update

Action: 1. *Received and filed.*

5. REPORTS / DISCUSSION

A. Southern California Freight Strategy

Consultants Dike Ahanotu with CPCS, and Jolene Hayes with Fehr & Peers, provided an overview of the preliminary results of the Southern California Freight Strategy (SCFS), as well as the project timeline. The SCFS provides a regional perspective on goods movement travel demands, freight sustainability challenges, and opportunities for innovative solutions in San Bernardino, Riverside, Los

Angeles, Orange, and Ventura Counties. The consultant team conducted a comprehensive review of previous studies and conducted a draft analysis of freight flows across the trucking, rail, marine, and air cargo modes, while ensuring consistency with the California Freight Mobility Plan and California Executive Order 1919. Anticipated completion for this project is February 2021.

Action: 1. *Received and filed.*

B. SCAG Sustainable Communities Program Active Transportation & Safety Call for Applications

Cory Wilkerson, Program Manager with the Southern California Association of Governments (SCAG), presented on the Sustainable Communities Program Active Transportation & Safety (AT&S) Call for Applications. The AT&S will fund Active Transportation projects, such as Community-wide Bicycle or Pedestrian Master Plans, Community-wide Active Transportation Master Plans, or First-Last Mile Plans (active transportation improvements only). The AT&S will also fund Transportation Safety Focused Plans, such as local road safety plans, complete streets safety assessments, or safe routes plans, Infrastructure Demonstration Projects (“Quick Build”), such as active transportation infrastructure (protected bike lane, bulb-outs, curb extensions), multimodal infrastructure integration (dedicated bus pilot lanes and transit integration with active transportation infrastructure), or public pedestrian plazas. Lastly, the AT&S will also fund Network Visioning and Implementation.

SCAG is offering two webinars to assist agencies in preparing applications, provide a forum to answer questions, and to provide additional information and examples for each project type. The first webinar was held on October 7, 2020, and the second one is scheduled for October 21, 2020, from 10:00 a.m. – 12:00 p.m. Registration is required and Zoom meeting information will be provided upon registration.

Action: 1. *Received and filed.*

C. TIP Revenue Forecast Update

Ivana Medina, WRCOG Staff Analyst, provided an update regarding the Transportation Improvement Plan (TIP) forecasts, broken down into TUMF Zones. It was anticipated that due to COVID-19, revenues may decrease substantially and that a Zone meeting in the fall would be necessary to update the TIPs accordingly. However, that is no longer necessary given that there was not a substantial decline in revenues.

In Fiscal Year (FY) 2019/2020, a total of \$49.8 million was collected for the TUMF Program. Before the COVID-19 pandemic emerged, revenues were projected at \$50 million for FY 2019/2020. Since collections were within budget for FY 2019/2020, revenue forecasts from the spring remain valid.

While a Zone meeting may still be requested, staff do not recommend a new TIP update until the spring of 2021, which will coincide with the regular TIP schedule.

Action: 1. *Received and filed.*

D. Potential Project Additions to the Nexus Study

Cameron Brown, WRCOG Program Manager, reported that in preparation for a future TUMF Nexus Study update, WRCOG will be revising the Regional System of Highways and Arterials, also referred to as the TUMF Network. Jurisdictions will be allowed to add projects to the roadway network if specific criteria are met. These same criteria apply to existing roadways which are in the TUMF Nexus Study, as well. Therefore, if a roadway has been removed from a city’s General Plan or no longer planned to have four lanes or more, than the project in question will be removed.

Currently, WRCOG is not requiring jurisdictions to “swap” projects, which is the inclusion of projects without removing an equivalent project. That requirement could change based on input from other WRCOG committees.

Staff will be reaching out to all member jurisdictions to determine if there are additional projects to add to the Network.

Action: 1. *Received and filed.*

E. GIS and Transportation Modeling Services Bureau Initiative

Cameron Brown, WRCOG Program Manager, presented on the new GIS and Transportation Modeling Services and the development of guidelines for its implementation. GIS and Transportation Modeling are common requests that some agencies do not have resources and/or staff to implement. WRCOG can fill that gap, especially for its smaller jurisdictions that do not have GIS capabilities.

The proposed work plan for the GIS and Traffic Modeling Services Bureau includes outreach with members of the Public Works and Planning Directors Committees to identify specific areas of assistance related to GIS and Traffic Modeling that would be most useful. A list of proposed guidelines were presented.

Next steps include implementing guidelines, focusing on initial outreach, and preparing WRCOG’s systems to handle GIS and Traffic Modeling requests. Staff will be reaching out to members of the Committee to apprise each jurisdiction of the new service opportunities when available.

Action: 1. *Recommended that the Executive Committee approve the proposed guidelines for the new GIS and Transportation Modeling Services.*

(Beaumont / Menifee) 19 yes; 0 no; 0 abstention. Item 5.E was approved. Representatives from the Cities of Calimesa, Eastvale, and Hemet were not present.

6. REPORT FROM THE DIRECTOR OF TRANSPORTATION & PLANNING

Christopher Tzeng, WRCOG Program Manager, reported that WRCOG is requesting the roadway conditions input from each member jurisdiction. Please reply to the email that was sent last week. If there are any questions please contact Christopher Tzeng at ctzeng@wrcog.us.

7. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

8. GENERAL ANNOUNCEMENTS

Committee member Mike Myers shared that the City of Jurupa Valley hired a new Public Works Director.

9. NEXT MEETING

The next Public Works Committee meeting is scheduled for Thursday, November 12, 2020, 2:00 p.m., on the Zoom platform.

10. ADJOURNMENT

The meeting of the Public Works Committee adjourned at 3:11 p.m.

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Western Riverside Council of Governments Public Works Committee

Staff Report

Subject: Approval of the Public Works Committee 2021 Meeting Schedule

Contact: Chris Gray, Director of Transportation & Planning, cgray@wrcog.us, (951) 405-6710

Date: December 10, 2020

The purpose of this item is to provide and obtain approval of a meeting schedule for 2021.

Requested Action:

1. Approve the schedule of Public Works Committee meetings for 2021.

Below are the proposed 2021 meeting dates for the Public Works Committee. All meeting dates are proposed for the second Thursday of the month and are scheduled to begin at 2:00 p.m., virtually, until further notice.

	Day	Time	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Public Works Committee	2nd Thurs.	2:00 p.m.	14	11	11	8	13	10	8	12	9	14	Cancelled	9

Prior Action:

None.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.

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Western Riverside Council of Governments Public Works Committee

Staff Report

Subject: TUMF Accessory Dwelling Unit Policy and Credit Agreement Process Update

Contact: Ivana Medina, Staff Analyst, imedina@wrcoq.us, (951) 405-6753

Date: December 10, 2020

The purpose of this item is to provide an update on TUMF Accessory Dwelling Units (ADU) Policy and the credit agreement process.

Requested Action:

1. Receive and file.

WRCOG's Transportation Uniform Mitigation Fee (TUMF) Program is a regional fee program designed to provide transportation and transit infrastructure that mitigates the impact of new growth in western Riverside County. Each of WRCOG's member jurisdictions and the March JPA participates in the Program through an adopted ordinance, collects fees from new development, and remits the fees to WRCOG.

TUMF ADU Policy

The TUMF Program currently exempts ADUs, also known as "Guest Dwellings" and "Detached Second Units." In the TUMF Administrative Plan, the criteria for the exemption follows state guidelines and are defined as follows:

- 1) The second unit is not intended for sale and may be rented;
- 2) The lot is zoned for single-family dwellings;
- 3) The lot contains an existing single-family dwelling;
- 4) The second unit is either attached to the existing dwelling and located within the living area of the existing dwelling or detached from the existing dwelling and located on the same lot as the existing dwelling; and
- 5) Are ministerially administered by each jurisdictions' local codes.

Based on criteria number five, WRCOG has deferred to each local jurisdiction for the final determination of an ADU exemption. While some jurisdictions have a max square footage for an ADU size, others may not. This difference can mean that an ADU in city X would be considered exempt while in city Y it would not be considered exempt. Staff is seeking input regarding if the current policy of deferring to the jurisdiction on final ADU determination should remain, or if a uniform max square footage should be established for ADU's to be exempt from the fee.

Credit Agreement Process

The TUMF Ordinance has a provision that if a developer constructs a TUMF facility, the developer will receive credit against its TUMF obligation for the project improvements. There are four common questions staff receive about the credit agreement process.

- 1) What fee is to be charged when drawing credit?

For non-credit agreement projects, the fee in effect at the time the developer pays (from issuance of building permit to certificate of occupancy) is the correct fee. For credit agreements, the fee in effect when the building permit is pulled is the fee that should be paid.

2) Is the jurisdiction responsible for tracking the drawdown of credits?

Yes, jurisdictions are responsible for tracking credit pulled for a project. Currently, there is no formal reporting requirement. WRCOG will bring forward a future item that requires jurisdictions submit quarterly credit tracking sheets.

3) Can WRCOG review credit agreements?

Yes, WRCOG will review credit agreements before finalization. There is a credit agreement template for jurisdictions to utilize in the creation of credit agreements. The credit agreement template is under review and if any changes are made or suggested staff will re-distribute once it is finalized.

4) If a jurisdiction is using the online portal, do developers who have credit agreements need to submit projects through the portal?

Yes, the jurisdiction should refer the developer to the portal when pulling permits for each phase. This will provide another means of tracking the credit amount issued.

Prior Action:

None.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.



Western Riverside Council of Governments Public Works Committee

Staff Report

Subject: Riverside County Habitat Conservation Agency Invasive Species Management

Contact: Brian Shomo, Director of Natural Resources, bshomo@wrcog.us, (951) 840-8070

Date: December 10, 2020

The purpose of this item is to provide information on the RCHCA's Invasive Species Management for Stinknet.

Requested Action:

1. Receive and file.

RCHCA was formed in 1990 under a Joint Powers Agreement formed for the purpose of acquisition, administration, operation, and maintenance of land and facilities for ecosystem conservation and habitat reserves for the federally endangered Stephens' Kangaroo Rat (SKR). The RCHCA operates as a separate program under Western Riverside Council of Governments.

Background

Western Riverside County spends millions of dollars annually combating non-native weeds to reduce catastrophic wildfires, maintain road shoulders, and enhance habitat for species listed within the Multi-Species Habitat Conservation Plan. RCHCA uses land management techniques to reduce these invasive weeds in Western Riverside County's open space areas to support species recovery and reduce the regulatory burden on development projects within the subregion. However, reducing the transmission of new invasive plants between and amongst open space areas is challenging because of the on-going maintenance activities of public works departments and water, gas, and electric utilities.

Our focus is on "*Oncosiphon piluliferum Calflora*," commonly known as "stinknet," which has been identified as an emerging invasive weed not just on Western Riverside County lands but also throughout the southwestern United States. Stinknet a distant cousin of chamomile; it is a pretty yellow flower that looks like a tiny golf ball and has a pungent aroma. This invasive weed species has aggressive root systems that often grow so densely that they smother the root system of surrounding native vegetation. Stinknet has the ability to completely eliminate other native plants once established. Its natural history characteristics include prolific seed production, multiple germination within a single season, and resistance to common treatments. Recent monitoring efforts have shown an abundance of this species in local open space areas, along roadways, and in maintenance areas.

The RCHCA proposes a new holistic and cooperative approach to combating these plants that may reduce the fire fuel loads and infrastructure operation and maintenance costs, while simultaneously enhancing habitats to reduce the regulatory burden on future development projects. Staff propose working together to increase awareness and develop informational tools to assist with adaptive management decisions in order to identify potential efficiencies and economies of scale when combating novel weeds. In addition, slight alterations to maintenance schedules, new treatment options, and alternative methods of using existing treatments may substantially reduce costs, increase public safety, and promote environmental stewardship.

Prior Action:

None.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.



Western Riverside Council of Governments Public Works Committee

Staff Report

Subject: TUMF Administrative Plan Updates

Contact: Cameron Brown, Program Manager, cbrown@wrcog.us, (951) 405-6753

Date: December 10, 2020

The purpose of this item is to provide information on the updates to the TUMF Administration Plan and Credit / Reimbursement Manual currently underway.

Requested Action:

1. Receive and file.

The Transportation Uniform Mitigation Fee (TUMF) Program is a regional fee program designed to provide transportation and transit infrastructure that mitigates the impact of new growth in western Riverside County. Each of WRCOG's member jurisdictions and the March JPA participates in the Program through an adopted ordinance, collects fees from new development, and remits the fees to WRCOG.

TUMF Administration Plan

The purpose of this Plan is to provide those jurisdictions and agencies that are participants in TUMF Program with guidelines and policies for implementation of the TUMF Program. The Plan also includes the TUMF Credit / Reimbursement Manual which specifies the following:

- Guidelines on how to claim funds for project improvement within the TUMF Program
- Credit and Reimbursement process for developers
- Eligible and Ineligible Expenses

Changes and Clarifications in the Administrative Plan & Credit / Reimbursement Manual

- Lane width cross section
 - TUMF will allow for a 12' maximum lane width with a 14' median. Raised medians or raised barrier medians will not be eligible for reimbursement. In instances where this conflicts with a member jurisdiction's adopted standards, WRCOG could consider a deviation at the request of the jurisdiction.
- Utility Relocations
 - One significant issue related to reimbursement is the degree to which utility relocations are considered reimbursable expenses. The Credit / Reimbursement Manual is being updated to clarify that item. The clarification will clearly state the following:
 - When a TUMF participant is responsible for the cost of utility relocation, those expenses are considered to a TUMF eligible expense.
 - When another agency is responsible for the cost of a utility relocation, such as a water district or power utility, those expenses are not considered to be TUMF eligible.
- Reporting on current Credit Agreements and having WRCOG perform a Credit Agreement reconciliation
 - WRCOG will be amending the Credit Agreement template to clarify the responsibilities of the local jurisdiction with regards to the tracking of Credit Agreements. Also, the Agreement template will include

revised language that gives the local agency the option to have WRCOG perform reconciliation when a developer has completed the new improvements and have new development.

- FAQ section updated to include additional information on Credit Agreement
- There should be only one Reimbursement Agreement for all phases of a project. In the past, WRCOG would enter into different Reimbursement Agreements for each phase. Moving forward, WRCOG will only enter into one Reimbursement Agreement per project, and the Agreement will then be amended as necessary to reallocate or add funding for all phases of the project.

Prior Action:

None.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.