



# Western Riverside Council of Governments Joint Executive and Technical Advisory Committee

## SPECIAL AGENDA

Wednesday, January 12, 2022  
12:00 PM

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**

[Join Zoom Meeting](#)

Meeting ID: 831 8629 7304

Password: 011222

Dial in: (669) 900 9128 U.S.

### **SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT**

Due to the State or local recommendations for social distancing resulting from the threat of Novel Coronavirus (COVID-19), this meeting is being held via Zoom under Assembly Bill 361 (Government Code Section 54953) (AB 361). Pursuant to AB 361, WRCOG does not need to make a physical location available for members of the public to observe a public meeting and offer public comment. AB 361 allows WRCOG to hold Committee meetings via teleconferencing or other electronic means and allows for members of the public to observe and address the committee telephonically or electronically.

In addition to commenting at the Committee meeting, members of the public may also submit written comments before or during the meeting, prior to the close of public comment to [snelson@wrcog.us](mailto:snelson@wrcog.us).

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Suzy Nelson 72 hours prior to the meeting at (951) 405-6703 or [snelson@wrcog.us](mailto:snelson@wrcog.us). Later requests accommodated to the extent feasible.

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

1. CALL TO ORDER (Karen Spiegel, Chair)
2. PLEDGE OF ALLEGIANCE

**3. ROLL CALL**

**4. PUBLIC COMMENTS**

At this time members of the public can address the Committee regarding any items within 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. Assembly Bill 361 Findings**

**Requested Action(s):**

1. Affirm the findings of the Executive Committee in Resolution Number 26-21, adopted on November 1, 2021, which are:
  - a. The Governor proclaimed a State of Emergency on March 4, 2020, related to the COVID-19 pandemic, which State of Emergency continues to exist today; and
  - b. State or local officials have recommended measures to promote social distancing.

**6. REPORTS / DISCUSSION**

Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion.

**A. Adoption of the WRCOG 2022-2027 Strategic Plan**

**Requested Action(s):**

1. Adopt the WRCOG 2022-2027 Strategic Plan including Mission and Vision Statements.

**7. REPORT FROM THE EXECUTIVE COMMITTEE CHAIR**

Karen Spiegel, County of Riverside - District 2

**8. REPORT FROM THE EXECUTIVE DIRECTOR**

Dr. Kurt Wilson

**9. ITEMS FOR FUTURE AGENDAS ~ Members**

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

**10. GENERAL ANNOUNCEMENTS ~ Members**

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

**11. NEXT MEETING**

The next Executive Committee meeting is scheduled for February 7, 2022, at 2:00 p.m., on the Zoom platform.

**12. ADJOURNMENT**



# Western Riverside Council of Governments Joint Executive and Technical Advisory Committee

## Staff Report

**Subject:** Assembly Bill 361 Findings  
**Contact:** Dr. Kurt Wilson, Executive Director, [kwilson@wrcog.us](mailto:kwilson@wrcog.us), (951) 405-6701  
**Date:** January 12, 2022

### **Requested Action(s):**

1. Affirm the findings of the Executive Committee in Resolution Number 26-21, adopted on November 1, 2021, which are:
  - a. The Governor proclaimed a State of Emergency on March 4, 2020, related to the COVID-19 pandemic, which State of Emergency continues to exist today; and
  - b. State or local officials have recommended measures to promote social distancing.

### **Purpose:**

The purpose of this item is to authorize virtual Committee meetings pursuant to Assembly Bill 361.

### **Background:**

*Effective immediately, Assembly Bill (AB) 361 amends the Ralph M. Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology in certain circumstances.*

*Under AB 361, legislative bodies can continue to meet remotely as long as there is a "proclaimed state of emergency" and the Executive Committee can make either of the following findings: (a) state or local officials have imposed or recommended measures to promote social distancing, or (b) whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.*

The Governor proclaimed a State of Emergency on March 4, 2020, related to the COVID-19 pandemic, which State of Emergency continues to exist to this day. Further, both State and Riverside County officials continue to recommend the social distancing.

AB 361 requires specific procedural safeguards for the public. To accommodate individuals during these teleconferences and virtual meetings, a public comment period will be offered where the public can address the legislative body directly in real time. Additionally, public comments will be allowed up until the public comment period is closed at the meetings. The agenda will include information on the manner in which the public may access the meeting and provide comments remotely. If technical problems arise that result in the public's access being disrupted, the legislative body will not take any vote or other official action until the technical disruption is corrected and public access is restored.

The attached resolution allowed the Executive Committee to implement AB 361 by making the findings discussed above. This finding will be in effect for 30 days or until the Executive Committee makes findings that the conditions listed therein no longer exist, whichever is shorter. The findings can be extended by the Executive Committee upon a finding that conditions supporting the findings included in the resolution still exist. The authorization to meet remotely applies to any other WRCOG committee that meets during the 30-day effective period.

AB 361 will allow for virtual meetings during other state-proclaimed emergencies, such as earthquakes or wildfires, where physical attendance may present a risk.

**Prior Action(s):**

**November 1, 2021:** The Executive Committee adopted Resolution Number 26-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments authorizing virtual Committee meetings pursuant to Assembly Bill 361. The resolution includes the following findings: a) The Governor proclaimed a State of Emergency on March 4, 2020, related to the COVID-19 pandemic, which state of emergency continues to exist today; and b) State or local officials have recommended measures to promote social distancing.

**Fiscal Impact:**

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

**Attachment(s):**

[Attachment 1 - Resolution Number 26-21: AB 361 findings](#)



Western Riverside Council of Governments

County of Riverside • City of Banning • City of Beaumont • City of Colimesa • City of Canyon Lake • City of Corona • City of Eastvale  
City of Hemet • City of Jurupa Valley • City of Lake Elsinore • City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco  
City of Perris • City of Riverside • City of San Jacinto • City of Temecula • City of Wildomar • Eastern Municipal Water District  
Western Municipal Water District • Riverside County Superintendent of Schools

**RESOLUTION NUMBER 26-21**

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE  
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS  
AUTHORIZING VIRTUAL COMMITTEE MEETINGS PURSUANT TO AB 361**

**WHEREAS**, the Western Riverside Council of Governments (“WRCOG”) is committed to preserving and nurturing public access and participation in meetings of the Executive Committee, Administration & Finance Committee, Technical Advisory Committee, Planning Directors Committee, Public Works Committee, Finance Directors Committee, and the Solid Waste Committee; and

**WHEREAS**, all meetings of WRCOG’s legislative bodies, including its Executive Committee, Administration & Finance Committee, Technical Advisory Committee, Planning Directors Committee, Public Works Committee, Finance Directors Committee, and the Solid Waste Committee, are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in WRCOG’s meetings; and

**WHEREAS**, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

**WHEREAS**, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

**WHEREAS**, pursuant to the Governor’s executive orders, WRCOG has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, WRCOG staff, and WRCOG’s Committee members; and

**WHEREAS**, the Governor’s executive order related to the suspension of certain provisions of the Brown Act expired on September 30, 2021; and

**WHEREAS**, on September 16, 2021, the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, such conditions now exist in WRCOG, specifically, a state of emergency has been proclaimed related to COVID-19 and state or local officials are recommending measures to promote social distancing.

**NOW THEREFORE, BE IT RESOLVED** by the Executive Committee of the Western Riverside Council of Governments as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Findings. Consistent with the provisions of Government Code Section 54953(e), the Executive Committee finds and determines that (1) a state of emergency related to COVID-19 is currently in effect and (2) state or local officials have recommended measures to promote social distancing in connection with COVID-19.

Section 3. Remote Teleconference Meetings. Based on the findings and determinations included herein, the Executive Committee authorizes and directs any of its legislative bodies, including, without limitation, its Executive Committee, Administration & Finance Committee, Technical Advisory Committee, Planning Directors Committee, Public Works Committee, Finance Directors Committee, and Solid Waste Committee, to conduct remote teleconference meetings under the provisions of Government Code Section 54953(e) and that such bodies shall provide public access to their meetings as provided in Section 54953(e).

Section 4. Effective Date of Resolution. This Resolution shall take effect upon adoption and shall be effective for 30 days unless extended by a majority vote of the Executive Committee in accordance with Section 5 of this Resolution.

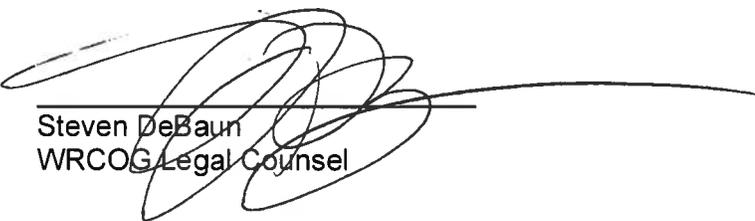
Section 5. Extension by Motion. The Executive Committee may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3). Any such extension may be made before or after the expiration of the preceding 30-day period.

**PASSED AND ADOPTED** by the Executive Committee of the Western Riverside Council of Governments on November 1, 2021.

  
Karen Spiegel, Chair  
WRCOG Executive Committee

  
Dr. Kurt Wilson, Secretary  
WRCOG Executive Committee

Approved as to form:

  
Steven DeBaun  
WRCOG Legal Counsel

AYES: 21      NAYS: 0      ABSENT: 3      ABSTAIN: 0



# Western Riverside Council of Governments Joint Executive and Technical Advisory Committee

## Staff Report

**Subject:** Adoption of the WRCOG 2022-2027 Strategic Plan  
**Contact:** Dr. Kurt Wilson, Executive Director, [kwilson@wrcog.us](mailto:kwilson@wrcog.us), (951) 405-6701  
**Date:** January 12, 2022

### **Requested Action(s):**

1. Adopt the WRCOG 2022-2027 Strategic Plan including Mission and Vision Statements.

### **Purpose:**

The purpose of this item is to share a summary of the December 3, 2021, Strategic Planning Workshop, consider any changes, and adopt the WRCOG 2022-2027 Strategic Plan including Mission and Vision Statements.

### **Background:**

As a result of the pandemic and a some unforeseen programmatic challenges, WRCOG spent much of 2021 transitioning personnel and resolving issues and challenges. Going forward, WRCOG anticipates spending less time resolving past issues and more time proactively charting the Agency's course in an attempt to maximize value to its member agencies. In support of those future efforts, the Executive Committee leadership engaged the members in a strategic planning process.

The process began with input from every member agency through one-on-one, in-person interviews, an online survey, and comments from formal meetings. Additionally, an external facilitator conducted additional virtual interviews with various members and key agency staff members. The culminating activity was a workshop hosted by the Western Municipal Water District on December 3, 2021. The facilitator has summarized the data from all sources in the attached document for review, consideration, and approval.

Once adopted, the Strategic Plan will be the "North Star" for the internal allocation of resources. Over the course of the 5-year period covered by the Plan, WRCOG policymakers will receive periodic implementation status updates and opportunities to make adjustments.

### **Prior Action(s):**

None.

### **Fiscal Impact:**

None. Any changes in Agency programs arising out of the adopted Strategic Plan will be addressed

through either amendments to the adopted 2021/2022 Agency Budget or the forthcoming 2022/2023 Agency Budget.

**Attachment(s):**

[Attachment 1 - Draft WRCOG Strategic Plan](#)

## Executive Summary

This document will serve as the Western Riverside Council of Government's 2022-2027 Strategic Plan. Its purpose is to help WRCOG prioritize its efforts, allocating both fiscal and human resources to achieve a shared Vision and Goals that also reflect member agencies priorities and needs. The Plan is the result of a comprehensive review by DKS Associates of the following:

- The WRCOG annual budget;
- Executive Committee meetings (agendas, minutes);
- News articles;
- Demographic data; and
- Incorporation documents.

DKS staff held virtual meetings with members of the Executive Committee during November and December prior to the Strategic Plan Workshop. Participants discussed their views on the opportunities and challenges ahead for the Agency. This included discussions regarding the areas which WRCOG should and should not become involved in terms of local governance and regional planning.

Interviews were also held via conference calls with the management team and key staff members from all WRCOG departments.

In addition, the team held brief interviews with key staff from member agencies and also received email comments describing their views on the best role for WRCOG to play as it relates to their particular agency.

This information helped guide a Strategic Planning Workshop for the Committee held on Friday, December 3, 2021. The meeting, which was open to the public, was used to define the Agency's Mission Statement, Vision Statement, Core Values, and Goals to guide WRCOG's future focus and activities.

The Committee identified seven Goals at its Strategic Planning Workshop. They are:

1. Serve as an advocate at the regional, state, and federal level for the Western Riverside subregion.
2. Identify and help secure grants and other potential funding for projects and programs that benefit member agencies.
3. Ensure fiscal solvency and stability of the Council of Governments.
4. Communicate proactively about the role and activities of the Council of Governments.
5. Develop projects and programs that improve infrastructure in the subregion.
6. Develop and implement programs that support energy resilience for the subregion.
7. Provide a safe, inclusive environment that values employees.

DRAFT

# Mission, Vision, and Core Values

The purpose of establishing WRCOG’s Mission, Vision, and Core Values is to clearly define how the Executive Committee envisions its future and what principles members and staff will strive for as part of conducting its business.

## WRCOG’s Mission

*The Mission of the Western Riverside Council of Governments is to facilitate, plan, and identify funding opportunities for critical infrastructure projects and programs that benefit its member agencies and the communities they serve.*

## WRCOG’s Vision

*The Western Riverside Council of Governments provides a strong regional voice representing the interests of its member agencies, securing funding, and facilitating investments in transportation and infrastructure to ensure a sustainable, safe, and economically strong subregion.*

## WRCOG’s Core Values

*Integrity*

*Diversity*

*Transparency*

*Accountability*

*Collaboration*

*Sustainability*

*Innovation*

*Inclusion*

# Goals

Each Goal is intended to focus the Agency's fiscal and human resources on areas of highest priority.

## **1. Serve as an advocate at the regional, state, and federal levels for the Western Riverside subregion.**

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The Executive Committee's strongest support was for a goal to re-establish WRCOG as a vocal and recognized advocate for the Western Riverside subregion. Strategies to support this goal include:

- 1.1 Provide consistent updates regarding legislative actions that impact WRCOG member agencies to Committee members and member agency staff members.
- 1.2 Continue to develop a legislative platform detailing WRCOG's position(s) on legislation that affects member agencies and actively promote that platform.
- 1.3 Explore options for the creation of a legislative action committee.
- 1.4 Provide opportunities for WRCOG members to actively participate in efforts in Sacramento to shape policy.

## **2. Identify and help secure grants and other potential funding opportunities for projects and programs that benefit member agencies.**

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Many of the WRCOG member agencies lack the capacity to track and apply for grant opportunities to fund projects and programs with both local and regional benefits. The Executive Committee established a goal to prioritize WRCOG's role in tracking funding opportunities and assisting in the application process to secure funds. Strategies include:

- 2.1 Track and provide updates on regional, state, and federal grant opportunities of interest to WRCOG and its member agencies.

- 2.2 Provide staff support and/or access to consultants to research and prepare grant applications.
- 2.3 Consider providing training opportunities for grant writing and management to member agencies.

### **3. Ensure fiscal solvency and stability of the Western Riverside Council of Governments.**

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The Executive Committee and management team acknowledge and value WRCOG's commitment to maintaining a sustainable fiscal framework and working within a balanced budget. Strategies to support this Goal include:

- 3.1 Maintain sound, responsible fiscal policies.
- 3.2 Develop a process to vet fiscal impact(s) and potential risk(s) for all new programs and projects.
- 3.3 Provide detailed financial statements for public review online.

### **4. Communicate proactively about the role and activities of the Council of Governments.**

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The Executive Committee believes communication with local and regional agencies is essential to the long-range viability of WRCOG. Staff has already begun work on several strategies including the following:

- 4.1 Develop a Communications Strategic Plan.
- 4.2 Use social media to disseminate positive news, milestones, and accomplishments throughout the subregion.
- 4.3 Promote regional interaction and coordination with surrounding communities and service providers including schools, economic development interests, transportation, and non-profit agencies.

## **5. Develop projects and programs that improve infrastructure and sustainable development in the subregion.**

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The Executive Committee remains committed to prioritizing investments in Western Riverside County, the contribution to its future economic development, and overall quality of life for its residents. By providing a regional forum to address, define and deliver solutions to regional problems, WRCOG can serve a critical role in contributing to the overall health of the region. Strategies include:

- 5.1 Support investments projects, infrastructure, and programs in the subregion including:
  - 5.1.1 Transportation infrastructure,
  - 5.1.2 Water and wastewater infrastructure, and
  - 5.1.3 Broadband / Smart Cities infrastructure.
- 5.2 Support Resilient IE in conjunction with the San Bernardino County Transportation Authority.
- 5.3 Continue collaboration with regional agencies to address pollution control, stormwater runoff, and other environmental concerns.

## **6. Develop and implement programs that support energy efficiency for the subregion.**

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WRCOG has delivered several programs which have supported energy efficiency throughout Western Riverside County. The Executive Committee supports these efforts by establishing a specific goal to address energy efficiency. Strategies include the following:

- 6.1 Incentivize programs for saving electricity, water, and other essential resources, such as the Inland Regional Energy Network.
- 6.2 Support efforts to promote the Clean Cities Coalition.

- 6.3 Continuing support for the Solid Waste & Recycling Program.

## **7. Provide a safe, inclusive environment that values employees.**

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WRCOG employees are fundamental to carrying out the Strategic Plan and ensuring that each goal is achieved. The purpose of this goal is to ensure that WRCOG continues to provide a positive work environment and can retain and attract high quality employees. Strategies include the following:

- 7.1 Develop and implement organization-wide staff succession planning.
- 7.2 Support employee training, enrichment, and recognition, including team building opportunities.
- 7.3 Establish clear performance standards for the workforce and provide annual employee reviews.
- 7.4 Promote diversity, equity, and inclusion in all hiring practices.

## **Benchmarks**

Over the next five years staff will provide progress reports to the Executive Committee on the implementation of the Strategic Plan citing specific examples of fulfillment. Agenda items and staff reports will be tied to the achievements of attaining individual Goals.