

1. CALL TO ORDER

The meeting of the Administration & Finance Committee was called to order at 12:03 p.m. by Chair Kevin Bash on the Zoom virtual platform.

2. PLEDGE OF ALLEGIANCE

Chair Bash led members and guests in the Pledge of Allegiance.

3. ROLL CALL

Members present:

Mike Lara, City of Beaumont
Chris Barajas, City of Jurupa Valley
Brian Tisdale, City of Lake Elsinore
Kevin Bash, City of Norco (Chair)
Rita Rogers, City of Perris
Crystal Ruiz, City of San Jacinto
Ben Benoit, City of Wildomar
Karen Spiegel, County of Riverside, District 2
Chuck Washington, County of Riverside, District 3 (12:40 p.m. departure)
Brenda Dennstedt, Western Municipal Water District (WMWD)

4. PUBLIC COMMENTS

Arnold San Miguel, SCAG, announced that SCAG's Regional Council has approved the release of guidelines for SCAG's 2020/2021 Sustainable Communities Program Smart Cities and Mobility Innovations. Applications are due April 23, 2021. Application webinars will be held on March 8, 2021, and April 5, 2021.

5. CONSENT CALENDAR – (WMWD / Wildomar) 10 yes; 0 no; 0 abstention. Items 5.A, 5.B, and 5.D were approved.

A. Summary Minutes from the January 13, 2021, Administration & Finance Committee Meeting are Available for Consideration.

Action: 1. *Approved the Summary Minutes from the January 13, 2021, Administration & Finance Committee meeting.*

B. Finance Department Activities Update

Action: 1. *Received and filed.*

C. 2nd Quarter Draft Budget Amendment for Fiscal Year 2020/2021

This item was pulled for discussion by Committee member Mike Lara who asked if staff are seeing a significant drop in residential and commercial construction or in the HERO Program.

Andrew Ruiz, WRCOG Chief Financial Officer, responded that during the creation of the Fiscal Year 2020/2021 Agency Budget, staff took a conservative approach and reduced it across all categories by 30%; however, TUMF revenues have remained steady, even higher than anticipated.

- Action:** 1. *Recommended that the Executive Committee approve the 2nd Quarter Draft Budget Amendment for Fiscal Year 2020/2021.*

(Beaumont / WMWD) 10 yes; 0 no; 0 abstention. Item 5.C was approved.

D. Request for Proposal Issuance Policy Update

- Actions:** 1. *Approved the updated Policy outlined in this staff report related to Request for Proposal for professional services.*
2. *Directed staff to update its Financial Manual to include the updated Policy.*

6. REPORTS / DISCUSSION

A. WRCOG Small Business Preference Policy

This item was tabled for a future discussion.

- Action:** 1. *Tabled this item for a future discussion.*

B. Environmental Department Activities Update

Kyle Rodriguez, WRCOG Senior Analyst, reported that the Environmental Department oversees the WRCOG Solid Waste Committee (SWC), Western Riverside County Clean Cities Coalition, and a Used Oil Recycling / Household Hazardous Waste Program.

At its meeting next week, the SWC will be discussing recycling diversion goals and programs and relevant legislation.

Staff released a Request for Proposal for on-call environmental services in December 2020; selection of a vendor(s) is anticipated by February 2021.

The Clean Cities Coalition submitted State Route (SR) 91 as a designated alternative fuel corridor for electric and hydrogen vehicles. The entire SR 91, from Riverside to Los Angeles, was designated.

Mr. Rodriguez shared a video on the importance of streamlining electric vehicles permits.

This year's SoCal AltCar event will be held virtually and is scheduled for April 21, 2021.

Three Used Oil & Filter Collection events have been held so far in 2021 and over 70 gallons of used oil has been recycled.

- Action:** 1. *Received and filed.*

C. Economic Development and Sustainability Framework Logo Refresh

This item was tabled for a future discussion.

- Action:** 1. *Tabled this item for a future discussion.*

7. REPORT FROM THE EXECUTIVE DIRECTOR

Rick Bishop reported that staff have met with all but one of the new Executive Committee members.

8. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

9. GENERAL ANNOUNCEMENTS

There were no items for general announcements.

10. CLOSED SESSION

There were no reportable actions.

11. NEXT MEETING: **The next Administration & Finance Committee meeting is scheduled for Wednesday, March 10, 2021, at 12:00 p.m., on the Zoom platform.**

12. ADJOURNMENT: **The meeting of the Administration & Finance Committee adjourned from Closed Session at 1:14 p.m.**