

# Administration & Finance Committee

## Minutes

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### 1. CALL TO ORDER

The meeting of the WRCOG Administration & Finance Committee was called to order by Chair Karen Spiegel at 12:02 p.m., on April 13, 2022, on the Zoom platform.

### 2. PLEDGE OF ALLEGIANCE

Committee member Ben Benoit led members and guests in the Pledge of Allegiance.

### 3. ROLL CALL

- City of Beaumont - Mike Lara
- City of Jurupa Valley - Chris Barajas
- City of Lake Elsinore - Brian Tisdale
- City of Menifee - Matt Liesemeyer
- City of Norco - Kevin Bash
- City of Perris - Rita Rogers
- City of San Jacinto - Crystal Ruiz\*
- City of Wildomar - Ben Benoit
- County of Riverside, District 2 - Karen Spiegel (Chair)
- County of Riverside, District 3 - Chuck Washington
- Western Municipal Water District - Brenda Dennstedt

\*Joined after Roll Call

### 4. PUBLIC COMMENTS

There were no public comments.

**5. CONSENT CALENDAR** – (Jurupa Valley / Wildomar) 10 yes; 0 no; 0 abstention. Items 5.A through 5.C were approved.

#### **A. Summary Minutes from the March 9, 2022, Administration & Finance Committee Meeting**

**Action:**

1. Approved the Summary Minutes from the March 9, 2022, Administration & Finance Committee meeting.

#### **B. Finance Department Activities Update**

**Action:**

1. Received and filed.

## **C. Fiscal Year 2022/2023 Budget Development**

### **Action:**

1. Received and filed.

## **6. REPORTS / DISCUSSION**

### **A. 2022 General Assembly Community Service Awards Nominations**

Julian Brambila, WRCOG Staff Analyst, reported that seven nominees were submitted. Mr. Brambila reviewed highlights of each nominee.

The Committee members revisited the guidelines for nominations and determined that two nominees, the March Joint Powers Commission and U.S. Air Force Major Perry Covington, were ineligible to receive an award. All of the other nominees were forwarded to the Executive Committee for approval:

1. Sonia Ramos
2. Love 4 Life
3. Karen Alexander
4. Dawn Smith
5. Kristian Ticas

### **Action:**

1. Recommended that the Executive Committee approve the five eligible nominees for the 2022 WRCOG Award for Outstanding Community Service.

(Norco / San Jacinto) 10 yes; 1 no; 0 abstention. Item 6.A was approved. The City of Beaumont voted no.

### **B. Approval of PSA with Van Lant & Fankhanel for Financial Auditing Services**

Andrew Ruiz, WRCOG Chief Financial Officer, reported that WRCOG released an RFP for financial auditing services, after being with its current auditor, Rogers Anderson, Malody and Scott (RAMS), for five years. The RFP received four bids, and all four firms were interviewed, including RAMS.

Van Lant & Fankhanel was rated as the top firm, and is being recommended due to its hands-on audit approach and partner-level staff who will work on the audit.

While RAMS interviewed well, its prices have increased significantly.

### **Action:**

1. Recommended that the Executive Committee approve an agreement with Van Lant & Fankhanel to conduct financial auditing services for WRCOG, starting with Fiscal Year 2021/2022, in an amount not to exceed \$119,650 through Fiscal Year 2023/2024 with an option to extend services for an additional two fiscal years.

(District 3 / Menifee) 11 yes; 0 no; 0 abstention. Item 6.B was approved.

## **C. Fiscal Year 2022/2023 Budget Development**

Dr. Kurt Wilson, WRCOG Executive Director, reported that WRCOG's Fiscal Year 2022/2023 budget is currently in development and will be a major change in layout from the previous year's budget. Staff are working through the specific numbers but are additionally working on narratives to provide the reader context while navigating through the budget.

It is anticipated that the budget will be presented to this Committee twice. The first presentation will be an overview, and the second presentation will provide much greater detail by way of a narrative.

### **Action:**

1. Received and filed.

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

Chair Spiegel reported that if any Committee member is interested in being part of a General Assembly Ad Hoc Committee to please inform Kurt or Janis.

## **8. REPORT FROM THE EXECUTIVE DIRECTOR**

Dr. Wilson reported that the format will be more user friendly for the upcoming budget report, and will include more pictures. Dr. Wilson asked Committee members to send event pictures for inclusion in the budget report. At the next Executive Committee meeting, those members will be receiving a presentation on the WRCOG Supporting Foundation.

## **9. ITEMS FOR FUTURE AGENDAS**

There were no requests for items for future agendas.

## **10. GENERAL ANNOUNCEMENTS**

There were no general announcements.

## **11. NEXT MEETING**

The next Administration & Finance Committee meeting is scheduled for Wednesday, May 11, 2022, at 12:00 p.m., on the Zoom platform with the option to attend in person.

## **12. ADJOURNMENT**

The meeting of the Administration & Finance Committee adjourned at 12:54 p.m.