

# 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 12:00 p.m., on May 11, 2022, on the Zoom platform.

### 2. PLEDGE OF ALLEGIANCE

Committee member Chuck Washington 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\*

\*Arrived after Roll Call

### 4. PUBLIC COMMENTS

There were no public comments.

**5. CONSENT CALENDAR** – (Wildomar / District 3) 9 yes; 0 no; 0 abstention. Items 5.A through 5.F were approved.

#### **A. Summary Minutes from the April 13, 2022, Administration & Finance Committee Meeting**

**Action:**

1. Approved the Summary Minutes from the April 13, 2022, Administration & Finance Committee meeting.

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

**Action:**

1. Received and filed.

### **C. Professional Services Agreements for On-Call Planning Services**

This item was pulled for discussion by Committee member Chuck Washington, who asked staff to explain how the amounts for these items were obtained and how the items were agendized.

Chris Gray, WRCOG Deputy Executive Director, responded that all the the presented agreements relate to activities in the Transportation Department. Approximately 15 to 20 proposals were received in total; staff reviewed the proposals and made the below recommendations. As part of the budget process, staff determined revenues over the next several years and allocated that work to those consultants. In the current fiscal year it is anticipated that TUMF revenues will exceed projections between \$10M to \$20M. LTF funds are coming in above projections. Additionally, there is approximately \$1M in REAP grant funding.

#### **Actions:**

1. Recommended that the Executive Committee authorize the Executive Director to execute a new On-Call Professional Services Agreement between WRCOG and WSP USA, Inc., for support to WRCOG with transportation planning, general land use and housing planning, and staff support activities and services in an amount not-to-exceed \$600,000, for a term of the Agreement through June 6, 2025.
2. Recommended that the Executive Committee authorize the Executive Director to execute a new On-Call Professional Services Agreement between WRCOG and PlaceWorks, Inc., for support to WRCOG with general land use and housing planning support activities and services in an amount not-to-exceed \$400,000, for a term of the Agreement through June 6, 2025.
3. Recommended that the Executive Committee authorize the Executive Director to execute a new On-Call Professional Services Agreement between WRCOG and Blais & Associates, for support to WRCOG with grant writing services in an amount not-to-exceed \$400,000, for a term of the Agreement through June 6, 2025.
4. Recommended that the Executive Committee authorize the Executive Director to execute a new On-Call Professional Services Agreement between WRCOG and Fehr & Peers, for support to WRCOG with transportation planning services in an amount not-to-exceed \$400,000, for a term of the Agreement through June 6, 2025.
5. Recommended that the Executive Committee authorize the Executive Director to execute a new On-Call Professional Services Agreement between WRCOG and National Community Renaissance of California, for support to WRCOG with housing and planning-related services and support activities in an amount not-to-exceed \$350,000, for a term of the Agreement through June 6, 2025.

(District 3 / Menifee) 11 yes; 0 no; 0 abstention. Item 5.C was approved.

### **D. Approval of Professional Services Agreement with Public Financial Management for Investment Management and Advisory Services**

#### **Action:**

1. Recommended that the Executive Committee approve an agreement with Public Financial Management to provide investment management and advisory services for WRCOG, starting with Fiscal Year 2022/2023, through Fiscal Year 2024/2025, with an option for the Executive Director to extend services for an additional two fiscal years.

## **E. Amendments to Environmental Programs On-Call Professional Services Agreements**

### **Actions:**

1. Authorized the Executive Director to execute a First Amendment to the On-Call Professional Services Agreement between WRCOG and OPR Communications, Inc., to extend the term of service to support WRCOG with general used oil, solid waste and recycling activities through June 30, 2024.
2. Authorized the Executive Director to execute a First Amendment to the On-Call Professional Services Agreement between WRCOG and Kearns & West, Inc., to extend the term of service to support WRCOG with general used oil, solid waste and recycling activities through June 30, 2024.
3. Authorized the Executive Director to execute a First Amendment to the On-Call Professional Services Agreement between WRCOG and MSW Consultants, to support WRCOG with general used oil, solid waste and recycling activities in an amount not to exceed \$150,000 through June 30, 2024.

## **F. Second Amendment to the Professional Services Agreement with PFM Financial Advisory**

### **Action:**

1. Authorized the Executive Director to enter into a Second Amendment to the Professional Services Agreement between WRCOG and PFM Financial Advisors LLC to extend the term of the Agreement to June 30, 2023, and to modify the scope of services and compensation for financial advisory services.

## **6. REPORTS / DISCUSSION**

### **A. Nominations for WRCOG Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2022/2023**

Dr. Kurt Wilson, WRCOG Executive Director, presented the nominations for discussion.

### **Action:**

1. Recommended that the Executive Committee approve the following slate of individuals for leadership positions for Fiscal Year 2022/2023:
  - a. Chair: Crystal Ruiz, Mayor, City of San Jacinto
  - b. Vice-Chair: Chris Barajas, Mayor, City of Jurupa Valley
  - c. 2nd Vice-Chair: Rita Rogers, Council member, City of Perris

(District 3 / San Jacinto) 11 yes; 0 no; 0 abstention. Item 6.A was approved.

### **B. Western Riverside County Energy Resilience Plan Activities Update**

Daniel Soltero, WRCOG Program Manager, reported that the Western Riverside County Energy Resilience Plan will assess subregional critical facilities and identify the feasibility of implementing future energy resilience improvements in order to maintain power at the facility during outages at the facility. These could be disaster evacuation centers, cool centers, senior centers, and water, sewer, transportation, and telecommunications infrastructure. A feasibility analysis of three sites across the

subregion will be conducted in order to identify microgrid and energy resiliency options.

A facility prioritization matrix was developed, which provides information to assist with selecting those sites which could be subject to further study. The matrix can also be used by other agencies to rank and prioritize their facilities for energy resilience improvements. The matrix takes into consideration each facility's characteristics and operational needs, climate and environmental hazards of the area, and social vulnerabilities for the local population.

An Advisory Group consisting of representatives from five member agencies was convened to provide feedback and validation on the facility prioritization matrix, as well as to assist staff select the three sites for the technical study. The feedback provided included a desire to select three different types of facilities and facilities that are commonly found in other agencies, to avoid the duplication of efforts with the study being conducted by the University of California, Riverside (UCR), on water distribution facilities, and to focus on areas of existing inequities and disadvantaged communities. The three sites selected for the technical study include the City of Banning's Wastewater Reclamation Plant, the City of Jurupa Valley's Fire Station 16, and the City of Menifee's Kay Cenicerros Senior Center.

WRCOG entered into a Professional Services Agreement with UCR Center for Environmental Research and Technology to conduct a resilience study of certain Western Municipal Water District water facilities to increase resilience against power outages and maintain water delivery. This project is being funded through the same California Resilience Challenge grant that is being used to develop the Western Riverside County Energy Resilience Plan.

Next steps include the review of data, proceeding with the technical study and the three above mentioned locations, holding a workshop to discuss the results, and to commence with the resilience study.

**Action:**

1. Received and filed.

**C. Presentation from the Building Industry Association (BIA) of Southern California - Riverside County Chapter**

Lou Monville, BIA, expressed concerns in the underlying data that impacts a lot of work already done regarding several current SCAG efforts.

Jennifer Hernandez, indicated that SB 375 requires that along side the Regional Transportation Plan (RTP), the region has to develop a Sustainable Communities Strategy (SCS). Current SCAG efforts of concern include the process to develop data for the RTP/SCS, the Greenprint, and the Regional Advanced Mitigation Program. After a lot of negotiations with SCAG, the BIA did reach accommodation to embrace Connect SoCal.

SCAG has made modifications to local general plans as part of an overall goal to put new housing near transit; for many parts of the region, transit is only a bus stop. The BIA reviewed the model Traffic Analysis Zones (TAZ) maps and discovered that two areas within the City of Lake Elsinore and the City of Menifee. They noted that SCAG had modified the land use data provided by the cities for use in the RTP/SCS.

The legal significance was negated by the BIA and SCAG leadership agreed that the TAZ maps could not be used in a CEQA context, and were not intended to interfere with local control. When SCAG re-ran its vehicle miles traveled models in a way that was more respectable with legal plans, it was determined that there really wasn't much of a change at all. This happened in all counties and all cities within SCAG's region.

Greenprint was created and is a series of data sets created by a grouping of non-profits from the Bay Area to create a different planning framework what is more focused on land conservation, park expansion, urban gardens, etc. Greenprint's data layers applies to both existing built out environments and cities as well as unincorporated county lands.

Unfortunately, Greenprint was expanded to a planning tool for land use, housing, economic development, and infrastructure and was set up with a CEQA phrase of "best available scientific data." Once data is noted as such, it must be considered as part of the CEQA process; failure to consider it is a CEQA reopener and flaw. There were 166 data sets that were elevated into Greenprint as best available scientific data by SCAG staff.

The BIA asks that the WRCOG elected officials bring much more focus on SCAG activities that may undermine rather than advance regional and local control over housing and infrastructure, as well as other economic activities.

Committee member Crystal Ruiz asked where cities can obtain this information.

Chris Gray, WRCOG Deputy Executive Director, indicated that the data presented today is from the old plan; SCAG is currently developing a new plan.

Mrs. Hernandez indicated that the current plan will still be in affect for a couple more years. The concept of Regional Advance Mitigation Planning (RAMP) is that regional transportation plans are severely underfunded and delayed. RAMP is supposed to get the California Department of Fish and Wildlife and the U.S. Fish and Wildlife Services aligned on mitigation requirements for transportation projects so they can be more accurately budgeted.

Committee members were instructed to reach out to Mr. Monville or Mrs. Hernandez for city-level information.

**Action:**

1. Received and filed.

**D. Fiscal Year 2022/2023 Budget Development**

Dr. Kurt Wilson, WRCOG Executive Director, reported that WRCOG's Fiscal Year 2022/2023 budget document has been completed. This document is a major change in layout from prior budgets and provides greater visibility and context to the Agency's financial position.

Four Programs will end in the upcoming fiscal year. The I-REN is anticipated to fully launch this upcoming year and includes one new position. Three WCE positions were removed. The Clean Cities Program budget includes one new position.

Currently, TUMF is collecting more than it is paying out in projects. WRCOG is anticipating \$75 million in revenues against \$46 million in expenditures. The difference in revenues and expenditures is primarily due to the difference in TUMF revenues collected compared to anticipated TUMF project reimbursement expenses anticipated to be paid out in the following year.

There is an unallocated labor increase of 4.5% (Cost of Living Allowance), which is subject to change based on the classification and compensation study.

In the interest of time, many more details can be found in the Staff Report.

Committee member Ben Benoit inquired about a 5-year budget forecast.

Dr. Wilson responded that staff have already begun that process.

**Action:**

1. Recommended that the Executive Committee and General Assembly approve the draft Fiscal Year 2022/2023 Agency Budget.

(Wildomar / District 3) 10 yes; 0 no; 0 abstention. The City of Jurupa Valley representative did not answer. Item 6.D was approved.

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

Chair Spiegel reported that if anyone has General Assembly sponsor contacts to provide them to Dr. Wilson. If a member has not done their recording for General Assembly, reach out to Dr. Wilson.

**8. REPORT FROM THE EXECUTIVE DIRECTOR**

Dr. Wilson had no report.

**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, June 8, 2022, at 12:00 p.m., on the Zoom platform with the option for Committee members to attend in person.

**12. ADJOURNMENT**

The meeting of the Administration & Finance Committee adjourned at 1:23 p.m.