

**1. CALL TO ORDER**

The meeting of the Administration & Finance Committee was called to order at 11:36 a.m. by Chair Kevin Bash on the Zoom virtual platform.

**2. PLEDGE OF ALLEGIANCE**

Committee member Brian Tisdale led members and guests in the Pledge of Allegiance.

**3. ROLL CALL**

**Members present:**

Chris Barajas, City of Jurupa Valley  
Brian Tisdale, City of Lake Elsinore  
Victoria Baca, City of Moreno Valley  
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  
Brenda Dennstedt, Western Municipal Water District (WMWD)

**4. PUBLIC COMMENTS**

There were no public comments.

**5. CONSENT CALENDAR** – *(Lake Elsinore / WMWD) 10 yes; 0 no; 0 abstention. Items 5.A through 5.F were approved.*

**A. Summary Minutes from the April 14, 2021, Administration & Finance Committee Meeting**

**Action:** 1. *Approved the Summary Minutes from the April 14, 2021, Administration & Finance Committee meeting.*

**B. Finance Department Activities Update**

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

**C. Environmental Department Activities Update**

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

**D. Amendments to the PSAs for On-Call Planning Services**

**Actions:** 1. *Approved the Third Amendment to the Professional Services Agreement between WRCOG and WSP USA, Inc., for support to WRCOG in its update of the WRCOG Sustainability Framework, transportation planning, grant writing services, and WRCOG staff support activities to increase the total not to exceed amount from \$150,000 to \$350,000, extending the term of the Agreement through June 30, 2022.*

2. *Approved the Fourth Amendment to the Professional Services Agreement between WRCOG and Blais & Associates for support to WRCOG grant writing services assistance to increase the total not to exceed amount from \$350,000 to \$500,000, extending the term of the Agreement through June 30, 2022.*
3. *Approved the Fourth Amendment to the Professional Services Agreement between WRCOG and Fehr & Peers for support to WRCOG on transportation planning services to increase the total not to exceed amount from \$250,000 to \$325,000, extending the term of the Agreement through June 30, 2022.*
4. *Approved the Fourth Amendment to the Professional Services Agreement between WRCOG and National Community Renaissance of California for support to WRCOG staff in planning and housing-related activities to increase the total not to exceed amount from \$200,000 to \$275,000, extending the term of the Agreement through June 30, 2022.*
5. *Approved the Third Amendment to the Professional Services Agreement between WRCOG and PlaceWorks, Inc., for support to WRCOG in its economic and demographic forecasting services and general staff support activities to increase the total not to exceed amount from \$250,000 to \$450,000, extending the term of the Agreement through June 30, 2022.*

**E. 2020-2021 CTNA Activities Update**

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

**F. Preliminary Draft Fiscal Year 2021/2022 Agency Budget**

**Action:** 1. *Recommended that the Executive Committee adopt Resolution Number 03-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments adopting the Fiscal Year 2021/2022 Agency Budget.*

**6. REPORTS / DISCUSSION**

**A. Nominations for WRCOG Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2021/2022**

Chris Gray, WRCOG Deputy Executive Director, reported that this Committee serves as the nominating committee for leadership positions.

**Action:** 1. *The Administration & Finance Committee nominated Karen Spiegel, County of Riverside, District 2, as Chair; Crystal Ruiz, City of San Jacinto, as Vice-Chair; and Chris Barajas, City of Jurupa Valley, as 2nd Vice-Chair for Fiscal Year 2021/2022.*

*(Lake Elsinore / Moreno Valley) 10 yes; 0 no; 0 abstention. Item 6.A was approved.*

**7. REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR**

Chris Gray reported that the 30th Annual General Assembly will be held virtually on June 24, 2021, from 4:00 p.m. – 5:00 p.m. The featured speaker will be Daymond John, Founder / CEO of FUBU and Star of ABC's Shark Tank.

**8. ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas.

## **9. GENERAL ANNOUNCEMENTS**

There were no general announcements.

## **10. CLOSED SESSION**

There were no reportable actions.

**11. NEXT MEETING:** The next Administration & Finance Committee meeting is scheduled for Wednesday, June 9, 2021, at 12:00 p.m., on the Zoom platform. Committee members will have the option of attending this meeting in-person.

**12. ADJOURNMENT:** The meeting of the Administration & Finance Committee adjourned from Closed Session at 1:43 p.m.