

1. CALL TO ORDER

The meeting of the Administration & Finance Committee was called to order at 12:02 p.m. by Chair Bonnie Wright on the Zoom virtual platform.

2. ROLL CALL

Members present:

Mike Lara, City of Beaumont
Bonnie Wright, City of Hemet (Chair)
Brian Tisdale, City of Lake Elsinore
Kelly Seyarto, City of Murrieta
Kevin Bash, City of Norco
Rita Rogers, City of Perris
Rusty Bailey, City of Riverside
Ben Benoit, City of Wildomar
Karen Spiegel, County of Riverside, District 2 (12:10 p.m. arrival)
Chuck Washington, County of Riverside District 3
Brenda Dennstedt, Western Municipal Water District (WMWD)

Staff present:

Steve DeBaun, Legal Counsel, Best Best & Krieger
Rick Bishop, Executive Director
Barbara Spoonhour, Deputy Executive Director - Operations
Andrew Ruiz, Chief Financial Officer
Casey Dailey, Director of Energy & Environmental Programs
Janis Leonard, Administrative Services Manager
Lupe Lotman, Staff Analyst
Don Ries, Program Manager
Suzy Nelson, Administrative Assistant

Guests present:

Mark Roberts, Caltrans
Ricky Rivers, Caltrans
Stephanie Gallegos, Caltrans
Bill Blankenship, WB Consulting
Andrea Howard, PlaceWorks
Aaron Pfannenstiel, PlaceWorks

3. PUBLIC COMMENTS

There were no public comments.

4. CONSENT CALENDAR – (Wildomar / Lake Elsinore) 10 yes; 0 no; 0 abstention. Items 4.A through 4.D were approved. The County of Riverside District 2 was absent.

A. Summary Minutes from the February 12, 2020, Administration & Finance Committee Meeting are Available for Consideration.

Action: 1. *Approved the Summary Minutes from the February 12, 2020, Administration & Finance Committee meeting.*

B. Finance Department Activities Update

Action: 1. *Received and filed.*

C. First Amendment to the Professional Services Agreement with Frontier Energy for Regional Energy Network Development

Action: 1. *Approved the First Amendment to the Professional Services Agreement between WRCOG and Frontier Energy, Inc., for continued support to WRCOG in its Regional Energy Network development and general staff support activities to increase the total not to exceed amount from \$74,890 to \$126,347, and to extend the term of the Agreement through April 1, 2021.*

D. Second Amendment to the Professional Services Agreement for On-Call Planning Services

Action: 1. *Approved the Second Amendment to the Professional Services Agreement between WRCOG and WSP USA, Inc., for support to WRCOG in its Transportation Planning, Grant Writing Assistance, Economic and Demographic Forecasting, and general WRCOG staff support activities to extend the term of the Agreement through June 30, 2021.*

5. REPORTS / DISCUSSION

A. Draft Fiscal Year 2020/2021 Agency Budget

Andrew Ruiz reported that it is too early to determine the impacts of COVID-19; therefore, staff have taken a conservative approach in preparing the budget.

The Administration Department generates its revenue from member dues, interest revenue, and overhead. Total Revenues and Transfers match Expenditures at \$2.9M.

The Transportation & Planning Department Revenues and Transfers match Expenditures and Transfers at \$34.2M.

The Energy Department Revenues and Transfers match Expenditures and Transfers at \$2.5M.

The Environmental Department Revenues and Transfers match Expenditures and Transfers at \$814k.

The Western Riverside Energy Partnership is evolving into a Regional Energy Network.

Western Community Energy (WCE) has launched and will be self-sustaining by the end of the fiscal year. Start-up costs loaned to WCE are anticipated to be recovered in Fiscal Year 2021/2022.

The office relocation to the second floor will save the Agency approximately \$1M.

WRCOG's CalPERS Unfunded Accrued Liability will be reduced by lowering its term to 15 years and establishing a Section 115 Trust investment account to make additional annual payments.

Overall, the Agency Revenues and Transfers in are projected to be \$40,539,536, and Expenditures and Transfers out are projected to be \$40,468,538.

Salary increases for the next fiscal year are frozen at this time due to the unknown impacts of COVID-19.

Committee member Mike Lara asked about revenues from Western Community Energy (WCE), and what happens if that reimbursement is extended?

Mr. Ruiz responded that staff have not factored WCE loan repayments into WRCOG's operating budget. The repayment will likely be placed into Agency reserves.

Committee member Brenda Dennstedt asked how long the new WRCOG lease is for and asked for clarification on the budget to actuals for the lease.

Mr. Ruiz responded that the original lease was for 10 years, and the move adds one more year to it. The Lease line item has been reduced based upon sublease revenues.

Committee member Dennstedt asked how much grant writing assistance is being provided to member jurisdictions, and who is doing it.

Mr. Ruiz responded that one staff member coordinates with a bench of grant writers to assist WRCOG's member jurisdictions.

Committee member Dennstedt asked why Budget to Actuals are increasing for parking fees.

Mr. Ruiz responded that the Agency will now be covering total parking costs for staff.

Chair Wright asked if staff anticipates any stimulus funding opportunities, and where the Fellowship Program now stands as far as funding.

Mr. Ruiz responded that staff is unaware of stimulus funding opportunities. In order to continue extending the Fellowship Program, WRCOG now requires a local jurisdiction match.

Action: 1. *Recommended that the Executive Committee approve the draft Agency Budget for Fiscal Year 2020/2021 substantially as to form.*

(Murrieta / Wildomar) 11 yes; 0 no; 0 abstention. Item 5.A was approved.

B. Nominations for WCOG Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2020/2021

Rick Bishop reported that this Committee serves as the nominating committee for leadership positions.

Action: 1. *Provided the following recommendations for leadership positions of Chair, Vice-Chair, and 2nd Vice-Chair for Fiscal Year 2020/2021:*

*Chair: Kevin Bash, City of Norco
Vice-Chair: Karen Spiegel, County of Riverside District 2
2nd Vice-Chair: Crystal Ruiz, City of San Jacinto*

(Murrieta / Wildomar) 11 yes; 0 no; 0 abstention. Item 5.B was approved.

6. REPORT FROM THE EXECUTIVE DIRECTOR

Rick Bishop reported that WRCOG staff are all working from home. A task force of staff members has been convened to begin discussions on protections and policies for returning to work at the office.

7. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

8. GENERAL ANNOUNCEMENTS

There were no general announcements.

9. NEXT MEETING: **The next meeting is scheduled for Wednesday, June 10, 2020, at 12:00 p.m., via the Zoom platform.**

11. ADJOURNMENT: **The meeting of the Administration & Finance Committee adjourned at 12:45 p.m.**