

**Administration & Finance Committee**  
**July 8, 2020**  
**Summary Minutes**

**Item 4.A**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

**Members present:**

Mike Lara, City of Beaumont  
Brian Tisdale, City of Lake Elsinore  
Kelly Seyarto, City of Murrieta  
Kevin Bash, City of Norco (Chair)  
Rita Rogers, City of Perris  
Rusty Bailey, City of Riverside  
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 (12:04 p.m. arrival)  
Brenda Dennstedt, Western Municipal Water District (WMWD)

**Staff present:**

Andrew Ruiz, Chief Financial Officer  
Anthony Segura, Senior Analyst  
Avie Barron, Senior Analyst  
Barbara Spoonhour, Deputy Executive Director - Operations  
Cameron Brown, Program Manager  
Casey Dailey, Director of Energy & Environmental Programs  
Chris Gray, Director of Transportation & Planning  
Christopher Tzeng, Program Manager  
Daniel Soltero, Staff Analyst  
Diana Vaca, Quality Assurance Intern  
Don Ries, Program Manager  
Elisa Laurel, Program Manager  
Ivana Medina, Staff Analyst  
Janis Leonard, Administrative Services Manager  
Jonathan Pineda, Staff Technician  
Kyle Rodriguez, Staff Analyst  
Lupe Lotman, Staff Analyst  
Princess Hester, RCHCA Director of Administration  
Rachel Singer, Staff Analyst  
Rick Bishop, Executive Director  
Steve DeBaun, Legal Counsel, Best Best & Krieger  
Suzy Nelson, Administrative Assistant  
Tyler Masters, Director of Western Community Energy

**Guests present:**

There were no guests.

### **3. PUBLIC COMMENTS**

There were no public comments.

**4. CONSENT CALENDAR** – *(Murrieta / District 2) 10 yes; 0 no; 0 abstention. Items 4.A through 4.D were approved. The County of Riverside District 3 representative was absent.*

**A. Summary Minutes from the May 13, 2020, Administration & Finance Committee Meeting are Available for Consideration.**

**Action:** 1. *Approved the Summary Minutes from the May 13, 2020, Administration & Finance Committee meeting.*

**B. Finance Department Activities Update**

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

**C. Approval of a Professional Services Agreement for the Analyses of the Smart Climate-Resilient Transportation Planning and Investments Project**

**Action:** 1. *Recommended that the Executive Committee approve the Professional Services Agreement between WRCOG and WSP USA, Inc., to provide technical services conducting risk assessments on vulnerable transportation assets in the Inland Empire region in an amount not to exceed \$379,175.47.*

**D. Single Signature Authority Report**

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

### **5. REPORTS / DISCUSSION**

**A. Fiscal Year 2019/2020 Year in Review, and a Look Forward**

Rick Bishop reported that WRCOG's programs relate back to the Economic Development & Sustainability Framework which identify six priority areas WRCOG could potentially involve itself in. WRCOG has a filter review process to ascertain whether a proposed program or initiative is a good fit for WRCOG.

There are three potential programs which member agencies have asked WRCOG to examine: 1) the formation of an Economic Development Corporation (EDC); 2) provision of GIS / Modeling services to member agencies; and 3) the formation of a subregional Housing Trust.

Elisa Laurel reported that an EDC is usually organized as a non-profit with a mission of promoting economic development within a specific geographic area. An EDC is complimentary to a Chamber of Commerce, which promotes the interest of business. EDCs focus on long-term strategic initiatives and differ from an Economic Development Agency (EDA) in that an EDA utilizes ongoing public funding and is subject to oversight and scrutiny of public agencies. An EDC would serve as a branded front door to a regional area.

Economic development continues to be a need expressed by many of WRCOG's member agencies and is a common need overall. Highlights of a recent survey concluded that there is a lack of sustained efforts and a lack of time. Interestingly, WRCOG was noted as an agency that many would like to work with regarding economic development.

The formation of an EDC would include the creation of a steering committee consisting of internal and external stakeholders. An organizational model and ongoing funding would be identified.

Examples of benefits that a subregional EDC would include could be branding, policy coordination, and the creation of programs and incentives. A subregional EDC would stand as a separate non-profit entity, inclusive of public and private partnerships. The focus would be near-term economic recovery while aiming to build a resilient economy for the future.

A subregional EDC would benefit all WRCOG member agencies and is a key element of the Sustainability Framework. It could provide high-level benefits to improve the subregional economy. A regional approach would be cost effective. State funding, such as Assembly Bill 3205, would be sought to implement an EDC.

Committee members expressed interest in a subregional EDC and recommended that WRCOG work with existing economic development efforts located throughout the subregion and examine the potential for formation of a Western Riverside County EDC

Chris Gray reported that another potential initiative is the creation of a subregional Housing Trust, a public-private partnership, focused on housing and homelessness services. These types of organizations have existed nationally since the 1970s; there are three notable Trusts in California.

The region faces a significant housing supply shortage and affordable housing. Most agencies lack sufficient funding to implement programs. WRCOG could form a regional Housing Trust through a new or amended Joint Powers Agreement and a non-profit arm would be created. A Board of Directors would oversee the allocation of funds. The Board of Directors would be made of jurisdictional representatives, elected officials, and other stakeholders.

Housing Trust funding is often very flexible, and there are state and federal programs that can only be applied for through a Housing Trust. Various revenue-generating programs can be created so funding is supplied on an on-going basis.

There is no Housing Trust in Western Riverside County. Both public and private entities are dealing with homelessness, yet no partnership between the two exists.

WRCOG would need to secure funding to proceed with this initiative. The State is making funds available for programs such as this through its Regional Early Action Planning Grant Program. This initiative through WRCOG would not replace what other entities are doing regarding homelessness but rather supplement those other programs throughout the subregion.

Committee members expressed support of this initiative and drawing in members of the private sector.

Cameron Brown reported on a Geographic Information System (GIS) / Modeling Service Bureau initiative for member jurisdictions, notably for the smaller jurisdictions which do not have staffing and/or resources for these types of programs, assisting with General Plan amendments, traffic volume maps, traffic modeling, and project mapping, to name a few. Several member jurisdictions have requested GIS support.

This initiative would be supported through a small subscription fee and/or a case-by-case basis and could also include support to non-member agencies.

Committee members expressed support of this initiative.

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

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

Rick Bishop reported that Barbara Spoonhour is retiring at the end of this month.

## **7. ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas.

## **8. GENERAL ANNOUNCEMENTS**

There were no general announcements.

**9. NEXT MEETING:**      **The Administration & Finance Committee is DARK in the month of August. The next Administration & Finance Committee meeting is scheduled for Wednesday, September 9, 2020, at 12:00 p.m., on the Zoom platform.**

**10. ADJOURNMENT:**      **The meeting of the Administration & Finance Committee adjourned at 12:58 p.m. in honor of Bob Stockton.**