

Administration & Finance Committee

Minutes

1. CALL TO ORDER

The meeting of the Administration & Finance Committee was called to order by Chair Karen Spiegel at 12:00 p.m., on July 14, 2021, in WRCOG's office, Citrus Conference Room.

2. PLEDGE OF ALLEGIANCE

Committee member Kevin Bash 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 Moreno Valley - Victoria Baca
- 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)
- Western Municipal Water District (WMWD) - Brenda Dennstedt*

*Arrived after roll call

4. PUBLIC COMMENTS

There were no public comments.

5. CONSENT CALENDAR – (Lake Elsinore / Beaumont) 9 yes; 0 no; 0 abstention. Items 5.A through 5.D were approved.

A. Summary Minutes from the June 2, 2021, Administration & Finance Committee Special Meeting

Action:

1. Approved the Summary Minutes from the June 2, 2021, Administration & Finance Committee Special meeting.

B. Summary Minutes from the June 9, 2021, Administration & Finance Committee Meeting

Action:

1. Approved the Summary Minutes from the June 9, 2021, Administration & Finance Committee

meeting.

C. Finance Department Activities Update

Action:

1. Received and filed.

D. First Amendment to PSA for GIS Assistance for Housing Element Updates

Action:

1. Recommended that the Executive Committee authorize the Executive Director to execute a First Amendment to the PSA with Houseal Lavigne Associates for GIS technical and advisory support for Housing Element updates to WRCOG member agencies, and to increase the total not to exceed amount from \$480,000 to \$624,000.

6. REPORTS / DISCUSSION

A. Energy Department Activities Update

Daniel Soltero, WRCOG Program Manager, reported that WRCOG, through its Regional Streetlight Program, has disbursed \$3.6M in LED rebates to 10 member agencies.

WRCOG is commencing a Smart Streetlights Plan, available to all Streetlight Program participants, will provide a framework for each member agency to leverage streetlights as smart city assets, and will also include a broadband assessment. A community assessment has been completed and peer agency reviews are currently in progress.

In April 2020, the Bay Area Council awarded WRCOG a \$200,000 grant to develop the Western Riverside County Energy Resiliency Plan. This Plan will assess critical facilities and identify the feasibility of implementing energy resilience solutions and/or microgrids to help maintain power supply during outage events. Staff are coordinating with member agencies to gather lists of proposed critical facilities; to date, eight member agencies have responded.

Staff held two workshops for members to discuss findings of the literature review, identify community resilience issues, and to finalize goals and objectives of the Plan. Member agencies want to focus on public safety and water facilities.

Committee member Mike Lara asked what the next steps are in determining critical facilities.

Mr. Soltero responded that factors include social vulnerabilities, populations, climate hazards, etc. A technical feasibility study will be conducted at three different facilities across the subregion, which will help to develop a master strategies list.

Committee member Brian Tisdale asked if sites will be focused on solar.

Casey Dailey, WRCOG Director of Energy & Environmental Programs, responded that it would depend on the location.

Committee member Chris Barajas asked about data security and IT software / plans.

Mr. Soltero responded that staff can look into guidelines which can be developed regarding data privacy. Staff are hosting a workshop on July 20, 2021, to discuss member preferences on smart streetlight technologies and smart city solutions.

Chair Spiegel asked if this Plan will be consistent with SCAG's identified communities of concern.

Chris Gray, WRCOG Deputy Executive Director, responded that SCAG's effort is in its early phases and WRCOG staff are in regular contact with SCAG staff. At this point, the broadband study is only a high-level overview and staff will follow-up with SCAG and the IE Broadband Consortium to ensure there are no duplication of effort.

Action:

1. Received and filed.

B. Updated Agency Policies and Procedures

Princess Hester, WRCOG Administrative Services Director, reported that staff is presenting updates to WRCOG's Personnel Policies and Procedures, the Procurement Policy, the Request for Proposal Issuance Policy, and a newly created Device Management Agreement.

The Personnel Policies and Procedures include many recent Family Medical Leave Act and California Family Rights Act updates, general updates to employment policies and practices, updates to paid leave practices, and the inclusion of the new Federal holiday, Juneteenth (June 19).

The Procurement Policy is being updated to outline purchasing limits, establish standard methods and procedures for purchasing services, let contract limits to three years with no more than two amendment options and a maximum duration of five years in general, and indicates that WRCOG does not need to conduct new procurement on existing contracts.

The Request for Proposal (RFP) Issuance Policy update will standardize the RFP and Request for Quote process, develop more focused and intention-based proposals, dictate regular review of service agreements, align with WRCOG' Bylaws, indicate dollar trigger amounts for Executive Director / Committee approval, and ensures a competitive and transparent process.

The newly created Device Management Agreement came about as a result to staff working from home due to the pandemic. A process is necessary to protect WRCOG's investment and safeguard the devices and equipment. The Policy mandates that employees must surrender all devices and passwords upon request. Employees can no longer use their WRCOG-issued cell phone for personal use. This Policy creates accountability and efficiencies for internal controls.

Committee member Bash asked how the RFP Policy aligns with the Bylaws, which are in the process of being updated.

Mr. Gray responded that in current Bylaws there is no mention of contract limits.

Kurt Wilson, WRCOG Executive Director, indicated that there is no language in the RFP that will affect

the current review and future update of the Bylaws.

Committee member Bash asked about a salary structure and benefits for all employees he introduced for conversation last year.

Mr. Gray responded that Mrs. Hester is currently preparing an RFP for salaries and benefits.

Committee member Barajas indicated that regarding device passwords, the Policy should be adjusted to reflect that passwords will be provided to specific IT staff only and asked staff to work with legal counsel on redefining the language in that section.

Action:

1. Recommended that the Executive Committee approve the various updated Agency Policies and Procedures.

(Norco / Jurupa Valley) 10 yes; 0 no; 0 abstention. Item 6.B was approved.

C. Housing Legislation Update

Bill Blankenship, WRCOG on-call legislative consultant, reported on various pieces of legislation.

SB 6, Local planning: housing: commercial zones: The Bill would make housing developments an “authorized use” in commercial zones. A development project in a commercial zone could be streamlined in the development review process, if 50% or more of the site has been vacant for a period of at least three years. This Bill shares many of the same goals that were part of AB 3107 from the 2020 session.

SB 12, as amended, McGuire. Planning and zoning: wildfires: The Bill will require cities and counties to make specified findings on fire standards, prior to permitting a development in very high hazard fire severity zones and incorporates fire hazard planning into RHNA allocation objectives and methodology.

Assembly Constitutional Amendment 7, all local land-use controls and zoning regulations to remain within the communities: voter approval. ACA 7 would ensure all decisions regarding local land use control and zoning regulations are made within the affected communities, in accordance with local law. Because ACA 7 is not likely to pass this year, a coalition of various Mayors has developed and circulated a proposed resolution which advocates for local control of land use decisions.

Additional bills were addressed and can be found in the agenda packet.

Action:

1. Directed staff to submit a Letter of Opposition unless amended to SB 12.

(Wildomar / Jurupa Valley) 10 yes; 0 no; 0 abstention. Item 6.C was approved.

D. Appointment of one WRCOG Representative to a SCAG Policy Committee

Chris Gray reported that due the the passing of Canyon Lake City Council member Jordan Ehrenkranz,

there is an opening of one appointment to a SCAG Policy Committee.

The Committee discussed the various individuals who expressed interest.

Action:

1. Recommended that the Executive Committee appoint Jonathan Ingram, City of Murrieta, to the SCAG Energy & Environment Policy Committee for a term commencing August 2, 2021, through December 31, 2022.

(Norco / Wildomar) 10 yes; 0 no; 0 abstention. Item 6.D was approved.

7. REPORT FROM THE INTERIM EXECUTIVE DIRECTOR

Dr. Kurt Wilson reported that if any Committee member has back-to-back meetings against this meeting and requires meeting space in order to attend this meeting in person, please notify staff and we will make office accommodations available in WRCOG's office.

8. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

9. GENERAL ANNOUNCEMENTS

Committee member Ben Benoit announced that a cake has been provided to Chris Gray for his leadership of the Agency during the transition of the new Executive Director.

10. NEXT MEETING

The Administration & Finance Committee is DARK during the month of August. The next Administration & Finance Committee meeting is scheduled for Wednesday, September 8, 2021, at 12:00 p.m., virtually via Zoom and in-person at the WRCOG's office.

11. ADJOURNMENT

The meeting of the Administration & Finance Committee adjourned at 1:38 p.m.