

Administration & Finance Committee

Minutes

1. CALL TO ORDER

The meeting of the WRCOG Administration & Finance Committee was called to order by Chair Crystal Ruiz at 12:00 p.m., on November 9, 2022, in WRCOG's office and on the Zoom platform.

2. PLEDGE OF ALLEGIANCE

Committee member Chris Barajas led members and guests in the Pledge of Allegiance.

3. ROLL CALL

- City of Jurupa Valley - Chris Barajas
- City of Lake Elsinore - Brian Tisdale
- City of Perris - Rita Rogers
- City of San Jacinto - Crystal Ruiz (Chair)
- City of Wildomar - Ben Benoit
- County of Riverside, District 2 - Karen Spiegel
- 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 – (Jurupa Valley / Wildomar) 7 yes; 0 no; 0 abstention. Items 5.A through 5.D were approved.

A. Summary Minutes from the October 12, 2022, Administration & Finance Committee Meeting

Action:

1. Approved the Summary Minutes from the October 12, 2022, Administration & Finance Committee meeting.

B. I-REN Program Status and Quarterly Update

Action:

1. Received and filed.

C. Finance Department Activities Update

Action:

1. Received and filed.

D. Approval of a Professional Services Agreement with Riverside County Flood Control and Water Conservation District for the Pollution Prevention Initiative

Action:

1. Authorized the Executive Director to execute a Professional Services Agreement, substantially as to form, with the Riverside County Flood Control and Water Conservation District.

6. REPORTS / DISCUSSION

A. Western Riverside County Clean Cities Coalition Activities

Taylor York, WRCOG Program Manager, reported that the National Clean Cities Coalition Network consists of more than 85 coalitions, and is a grassroots forum for local stakeholders to connect and collaborate on new transportation technologies and infrastructure development.

WRCOG Coalition staff recently hosted the annual SoCal AltCar conference in-person on October 27, 2022, at the Moreno Valley Conference and Recreation Center. The event was well attended and included information on the \$384M National Electric Vehicle Infrastructure Funding Plan for California, as well as updates from various regional agencies.

WRCOG recently conducted a Community Transportation Needs Assessment in focused areas of the subregion, e.g., disadvantaged and disproportionately burdened census tracts. The goal was to understand mobility challenges and identify strategies to address them with clean fuel vehicles. Completion of this assessment leads to eligibility for up to \$1M in funding to deploy solutions.

WRCOG Coalition staff recently participated in the Clean Cities Energy and Environmental Justice (EEJ) training, expanding staff's knowledge and resources for engaging communities that are disadvantaged and disproportionately burdened by poor air quality. Participation in this funding ensures that the Coalition is eligible to apply for significant future EEJ-related funding.

The \$5B National Electric Vehicle Infrastructure Funding Program is a federal funding program that provides money to states for deployment of electric vehicle charging infrastructure. California's share is \$384M, and the money goes directly to installers and network providers over a 2-year funding period. Funding is focused on highway corridors; there are four within Western Riverside County. Funding solicitations are expected in the first quarter of 2023, and Coalition staff are working to identify opportunities to partner with members to bring funding to the subregion.

On September 28, 2022, WRCOG's Coalition participated in its periodic redesignation process with the DOE. Redesignation allows the Coalition to demonstrate that it is active, viable, and committed to the Clean Cities mission. The Coalition was encouraged to build logistics and heavy duty partnerships, and was redesignated for another four years.

Actions:

1. Received and filed.

B. Western Riverside County Energy Resilience Plan

Daniel Soltero, WRCOG Program Manager, reported that the Western Riverside County Energy Resilience Plan was developed as a framework for WRCOG and its members to rank and prioritize their local government agencies for energy resilience upgrades. Microgrid case studies and conceptual designs were completed for two Jurupa Valley Fire Stations, a Banning Wastewater Treatment Plant, a Menifee Senior Center, and a Western Municipal Water District pump station.

The planning process involved identifying hazards and literature review, defining goals and objectives, determining asset prioritization, preparing a strategy assessment, and developing a draft framework and plan. Prioritizing factors included a facility overview, social vulnerability, hazard sensitivity, critical energy needs, availability requirements, and existing infrastructure.

The case studies found that a microgrid is feasible at the fire stations, senior center, and wastewater treatment plant by utilizing a combination of solar photovoltaics, a generator, and battery energy storage to maintain power during a power outage. The resilience study at the WMWD pump station found that the existing water pumps driven by natural gas electric have enough capacity to run only gas pumps during an electric outage, or run only electric pumps during a gas supply interruption, and a backup generator to ensure reliability.

Staff have been tracking grants that could fund potential next steps such as additional design work to further design and develop the feasibility studies to “shovel ready” projects, and/or to fund additional microgrid feasibility studies and conceptual designs for the remaining facilities in the prioritization matrix.

Actions:

1. Recommended that the Executive Committee approve the final version of the Western Riverside County Energy Resilience Plan.
2. Recommend that the Executive Committee direct staff to pursue funding opportunities to advance the identified projects further along in the design process.

(District 3 / Wildomar) 8 yes; 0 no; 0 abstention. Item 6.B was approved.

C. Grant Writing Assistance Program Activities Update

Christopher Tzeng, WRCOG Program Manager, reported that WRCOG commenced its Grant Writing Assistance Program in 2017 to strengthen the subregion’s overall competitiveness for grant funding and to provide needed supplemental support to member agencies which have been unable to seek grant funds due to limited staffing capacity and/or resources. The Program provides advisory services to WRCOG member agencies, technical assistance with grant application development on eligible grant programs, advisory services, bi-weekly grant opportunities tables, and grant program fact sheets.

The Program has provided assistance on grant application development on over 45 applications for the subregion with over 20 applications being awarded, totaling over \$70M in grant funding. This calendar year, WRCOG has provided assistance on Active Transportation Program grant application development for the Cities of Riverside and Temecula, and is currently assisting the City of San Jacinto with the development of an active transportation Highway Safety Improvement Plan grant application.

Upcoming categories of grant funding opportunities include broadband, electric vehicle charging stations, climate adaptation / resilience, and more funding for active transportation.

Action:

1. Received and filed.

D. 2022 / 2023 General Assembly Activities Updates and Determinations

Dr. Kurt Wilson, WRCOG Executive Director, reported that the 2022 event had approximately 650 attendees and generated \$310,000 in revenue against \$298,000 in costs. The 2023 event is tentatively scheduled for June 29, 2023, at the Pechanga Resort and Casino.

Committee members reviewed and discussed the list of available speakers.

Actions:

1. Directed the Executive Director to take the necessary actions for the 2023 General Assembly & Leadership Address to take place on June 29, 2023, at Pechanga Resort Casino, including entering into an agreement, substantially as to form.
2. Directed the Executive Director to find a speaker from the business / leadership sector, and cap the speaker contract at \$150,000.

(District 3 / District 2) 7 yes; 0 no; 0 abstention. Item 6.D was approved.

7. REPORT FROM THE COMMITTEE CHAIR

Chair Ruiz had no report.

8. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Kurt Wilson, WRCOG Executive Director, had no report.

9. ITEMS FOR FUTURE AGENDAS

Committee member Brenda Dennstedt asked for a presentation on the onboarding plan of new Executive Committee members, to possibly include mentoring.

10. GENERAL ANNOUNCEMENTS

Chair Ruiz wished everyone a Happy Thanksgiving.

Committee member Chuck Washington wished the Veteran's a Happy Veteran's Day.

11. NEXT MEETING

The next Administration & Finance Committee meeting is scheduled for Wednesday, December 14, 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 1:21 p.m.