



Western Riverside Council of Governments Administration & Finance Committee

AGENDA

**Wednesday, February 12, 2025
12:00 PM**

**Western Riverside Council of Governments
3390 University Avenue, Suite 200
Riverside, CA 92501**

Remote Location:

**City of Beaumont
550 E 6th Street, Room 1
Beaumont, CA 92223**

**French Valley Airport Conference Room
37600 Sky Canyon Road
Murrieta, CA 92563**

Committee members are asked to attend this meeting in person unless remote accommodations have previously been requested and noted on the agenda. The below Zoom link is provided for the convenience of members of the public, presenters, and support staff.

[Public Zoom Link](#)

Meeting ID: 818 9911 7431

Passcode: 039326

Dial in: 669 444 9171 U.S.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Administration & Finance Committee meeting, please

contact WRCOG at (951) 405-6706. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting. In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 3390 University Avenue, Suite 200, Riverside, CA, 92501.

In addition to commenting at the Committee meeting, members of the public may also submit written comments before or during the meeting, prior to the close of public comment to lfelix@wrcog.us.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Lucy Felix at least 72 hours prior to the meeting at (951) 405-6706 or lfelix@wrcog.us. Later requests will be accommodated to the extent feasible.

The Committee may take any action on any item listed on the agenda, regardless of the Requested Action.

1. CALL TO ORDER (Brenda Dennstedt, Chair)

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENTS

At this time members of the public can address the Committee regarding any items within the subject matter jurisdiction of the Committee that are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. No action may be taken on items not listed on the agenda unless authorized by law. Whenever possible, lengthy testimony should be presented to the Committee in writing and only pertinent points presented orally.

5. CONSENT CALENDAR

All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Committee, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Committee request specific items be removed from the Consent Calendar.

A. Action Minutes from the December 11, 2024, Administration & Finance Committee Meeting

Requested Action(s): 1. Approve the Action Minutes from the December 11, 2024, Administration & Finance Committee meeting.

B. Fiscal Activities Update

Requested Action(s): 1. Receive and file.

6. REPORTS / DISCUSSION

Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion.

A. 34th Annual General Assembly & Leadership Address Community Service Award Nominations

Requested Action(s): 1. Review and/or amend Community Service Award guidelines.
2. Direct the Executive Director to open the nomination period, effective February 14, 2025.

B. Selection of WRCOG Executive Committee 2nd Vice-Chair Position for Fiscal Year 2024/2025 and Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2025/2026

Requested Action(s):

1. Discuss and provide direction to the Executive Director regarding the election of the Executive Committee 2nd Vice-Chair Position for Fiscal Year 2024/2025.
2. Discuss and provide direction to the Executive Director regarding the election of the Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair for Fiscal Year 2025/2026.

C. Appointment of a WRCOG Representative to the I-REN Executive Committee

Requested Action(s):

1. Nominate a current member of the WRCOG Executive Committee to serve as WRCOG's representative to the I-REN Executive Committee.

7. REPORT FROM THE COMMITTEE CHAIR

Brenda Dennstedt, Western Water

8. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Kurt Wilson

9. ITEMS FOR FUTURE AGENDAS

Members are invited to suggest additional items to be brought forward for discussion at future Committee meetings.

10. GENERAL ANNOUNCEMENTS

Members are invited to announce items / activities which may be of general interest to the Committee.

11. NEXT MEETING

The next Administration & Finance Committee meeting is scheduled for Wednesday, March 12, 2025, at 12:00 p.m., in WRCOG's office at 3390 University Avenue, Suite 200, Riverside.

12. ADJOURNMENT

Administration & Finance Committee

Action Minutes

1. CALL TO ORDER

The meeting of the WRCOG Administration & Finance Committee was called to order by Chair Brenda Dennstedt at 12:00 p.m. on December 11, 2024, in WRCOG's office.

2. PLEDGE OF ALLEGIANCE

Committee member Kevin Bash led the Committee members and guests in the Pledge of Allegiance.

3. ROLL CALL

- City of Corona - Jacque Casillas
- City of Eastvale - Christian Dinco
- City of Jurupa Valley - Chris Barajas
- City of Lake Elsinore - Brian Tisdale
- City of Norco - Kevin Bash
- City of San Jacinto - Crystal Ruiz
- City of Wildomar - Joseph Morabito
- County, District 2 - Karen Spiegel
- County, District 3 - Chuck Washington
- Western Water - Brenda Dennstedt (Chair)

4. PUBLIC COMMENTS

There were no public comments.

5. CONSENT CALENDAR

RESULT:	APPROVED AS RECOMMENDED
MOVER:	San Jacinto
SECONDER:	Jurupa Valley
AYES:	Corona, Eastvale, Jurupa Valley, Lake Elsinore, Norco, San Jacinto, Wildomar, District 2, District 3, Western Water

A. Action Minutes from the October 9, 2024, Administration & Finance Committee Meeting

Action:

1. Approved the Action Minutes from the October 9, 2024, Administration & Finance Committee meeting.

6. REPORTS / DISCUSSION

A. Appointment of WRCOG Representatives to Various Outside Committees

RESULT:	APPROVED AS RECOMMENDED
MOVER:	San Jacinto
SECONDER:	Jurupa Valley
AYES:	Corona, Eastvale, Jurupa Valley, Lake Elsinore, Norco, San Jacinto, Wildomar, District 2, District 3, Western Water

Actions:

1. Recommended that the Executive Committee appoint Brian Tisdale as the primary and Chris Barajas as the alternate representative to the California Association of Councils of Governments for a term commencing January 1, 2025, and ending December 31, 2026.
2. Recommend that the Executive Committee appoint Linda Krupa as the primary number one representative and Greg Newton as the primary number two representative, and Chris Barajas as the alternate representative for primary one and Joseph Morabito as the alternate representative for primary two, to the Riverside County Solid Waste Advisory Council / Local Task Force for a term commencing January 1, 2025, and ending December 31, 2026.
3. Recommend that the Executive Committee appoint Wes Speake as the representative to the Santa Ana Watershed Project Authority's One Water One Watershed Steering Committee for a term commencing January 1, 2025, and ending December 31, 2026.
4. Recommend that the Executive Committee appoint Colleen Wallace as the primary representative to the San Diego Association of Governments' Borders Committee for a term commencing January 1, 2025, and ending December 31, 2026.
5. Recommend that the Executive Committee appoint the following representatives to the listed SCAG Policy Committees for a term commencing January 1, 2025, and ending December 31, 2026:
 - i. Joseph Morabito (Wildomar) - Community, Economic & Human Development Policy Committee
 - ii. Dale Welty (Canyon Lake) - Energy & Environment Policy Committee
 - iii. Colleen Wallace (Banning) - Transportation Policy Committee
 - iv. Linda Krupa (Hemet) - Transportation Policy Committee
 - v. Wes Speake (Corona) - Transportation Policy Committee
 - vi. Crystal Ruiz (San Jacinto) - Transportation Policy Committee

B. Member Dues Exploration

RESULT:	APPROVED AS RECOMMENDED
MOVER:	Jurupa Valley
SECONDER:	Norco
AYES:	Corona, Eastvale, Jurupa Valley, Lake Elsinore, Norco, San Jacinto, Wildomar, District 2, District 3, Western Water

Action:

1. Recommended that the Executive Committee adjust member dues based on local January-to-January Consumer Price Index starting from the 2008 total member dues of \$345,480 through present, and adjust member dues annually based on local January-to-January Consumer Price

Index.

7. REPORT FROM THE COMMITTEE CHAIR

Chair Dennstedt thanked the Committee members for their dedication and wished everyone happy holidays.

8. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Kurt Wilson indicated that WRCOG's open house is underway.

9. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

10. GENERAL ANNOUNCEMENTS

There were no general announcements.

11. NEXT MEETING

The next Administration & Finance Committee meeting is scheduled for Wednesday, February 12, 2025, at 12:00 p.m., in WRCOG's office.

12. CLOSED SESSION

There was no reportable action.

13. ADJOURNMENT

The meeting was adjourned at 12:42 p.m.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Fiscal Activities Update
Contact: Andrew Ruiz, Chief Financial Officer, aruiz@wrcog.us, (951) 405-6741
Date: February 12, 2025

Recommended Action(s):

1. Receive and file.
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Summary:

The Finance Department has completed the Fiscal Year 2023/2024 audit with an unmodified opinion, indicating no findings or concerns. Additionally, staff have also begun work on the Fiscal Year 2025/2026 budget.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to provide information regarding Finance Department activities. This effort aligns with WRCOG's 2022-2027 Strategic Plan Goal #3 (Ensure fiscal solvency and stability of the Western Riverside Council of Governments).

Discussion:

Background

The Finance Department provides regular updates to WRCOG Committees regarding the financial status of WRCOG and also provides summaries of on-going activities that might be of interest to member agencies. The financial reports document Agency revenues and expenditures through the current fiscal year, as reported by various programs, funds, and other administrative divisions. On-going activities include the preparation of the Agency audit, budget amendments, and preparation of the WRCOG budget for consideration and approval by WRCOG Committees.

Present Situation

Fiscal Year 2023/2024 Year-End Close: The Fiscal Year 2023/2024 audit was successfully completed in December 2024 and received an unmodified opinion, indicating no findings or issues of concern were identified. Completing the audit within six months after the fiscal year-end is considered "on time" by the Government Finance Officers Association (GFOA), marking the first time in five years that the Agency has achieved this milestone. The Agency has also applied for the GFOA Award for Excellence in

Financial Reporting.

Fiscal Year 2025/2026 Budget: Over the past month, staff have collaborated to develop the Fiscal Year 2025/2026 budget. Beginning in February, the budget will be presented to the Technical Advisory Committee, followed by the Finance Director's Committee. Based on feedback from these committees, staff will then present to the Administration & Finance Committee before seeking a recommendation from the Executive Committee for General Assembly approval. Key topics for discussion this year include:

1. Commercial PACE Bond Capacity Increase
2. Additional Positions
3. Cost of Living Adjustment
4. Member Dues
5. Building Purchase

Financial Documents

All of WRCOG's most recent financial statements, budget, monthly financials, amendments, etc., are located on the Agency's Fiscal Department's webpage [here](#).

Prior Action(s):

None.

Financial Summary:

Fiscal Department activities are included in the Agency's adopted Fiscal Year 2024/2025 Budget under the Finance Department under Fund 110.

Attachment(s):

None.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: 34th Annual General Assembly & Leadership Address Community Service Award Nominations

Contact: Bonnie Woodrome, Communications and External Affairs Manager,
bwoodrome@wrcog.us, (951) 405-6752

Date: February 12, 2025

Recommended Action(s):

1. Review and/or amend Community Service Award guidelines.
 2. Direct the Executive Director to open the nomination period, effective February 14, 2025.
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Summary:

Each year WRCOG recognizes community members who have made extraordinary contributions to the region by presenting them with Community Service Awards. Upon final selection by the Executive Committee, this year's awardees are scheduled to be recognized at the 34th Annual General Assembly & Leadership Address on June 12, 2025. The Executive Committee will consider a recommendation from the Administration & Finance Committee following the close of the nomination period. This item is intended to provide the Administration and Finance Committee an opportunity to affirm or amend the award criteria prior to the opening of the nomination period.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to provide an opportunity for WRCOG to recognize community members from the WRCOG subregion who have made extraordinary contributions to their efforts in their communities. This effort aligns with WRCOG's 2022-2027 Strategic Plan Goal #4 (Communicate proactively about the role and activities of the Council of Governments).

Discussion:

Background

WRCOG's Community Service Awards highlight community members that have gone above and beyond their respective roles and responsibilities to support western Riverside County. The awardees are selected by the Executive Committee after receiving a recommendation from the Administration & Finance (A&F) Committee in its role as the nominating body for the Community Service Awards.

Throughout the nominating period, WRCOG member agency representatives are asked to nominate

individuals or groups for the award. The A&F Committee evaluates the nominations and makes a recommendation to the Executive Committee for final action. The nominating period is scheduled to open on February 14, 2025, with a recommendation from the A&F Committee on March 12, 2025, and the final action by the Executive Committee on April 7, 2024. The awardees will then be honored at WRCOG's Annual General Assembly & Leadership Address on June 12, 2025.

The process for award nomination and selection includes the following:

1. WRCOG staff notifies member agencies' elected officials and staff that the nomination period is open.
2. Applications are submitted to WRCOG.
3. Staff compiles a list of nominations.
4. Staff presents all submitted nominations to the A&F Committee for review and discussion.
5. The A&F Committee provides a recommendation to the Executive Committee for award recipients.
6. The Executive Committee approves award recipients.
7. Award recipients are honored at the General Assembly & Leadership Address.

The list below outlines the approved Community Service Award selection guidelines for this year's nomination process:

1. Recipient exhibits exemplary volunteerism.
2. Recipient is not a current public elected official.
3. Recipient is not currently employed by a WRCOG member agency.
4. There are two award categories: individual and group.
5. There is a 200-word narrative limit and each entry is allowed up to five, single-page, supporting documents.

The nomination period will close at 5:00 pm on Friday, March 7, 2025. All applications received by the deadline will be provided to Committee members prior to the meeting, and will also be presented during the presentation; however, the Committee retains the right to consider any nomination regardless of timing.

Prior Action(s):

February 12, 2024: The Executive Committee approved the Community Service Award selection current guidelines shared in this report.

February 6, 2023: The Executive Committee approved the Community Service Award selection current guidelines shared in this report.

Financial Summary:

The selection process has no fiscal impact to WRCOG. Winners receive gifts and video production opportunities whose cost is paid by the WRCOG Supporting Foundation, which has an approved budget for General Assembly activities for Fiscal Year 2024/2025.

Attachment(s):

None.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Selection of WRCOG Executive Committee 2nd Vice-Chair Position for Fiscal Year 2024/2025 and Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2025/2026

Contact: Dr. Kurt Wilson, Executive Director, kwilson@wrcog.us, (951) 405-6701

Date: February 12, 2025

Recommended Action(s):

1. Discuss and provide direction to the Executive Director regarding the election of the Executive Committee 2nd Vice-Chair Position for Fiscal Year 2024/2025.
 2. Discuss and provide direction to the Executive Director regarding the election of the Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair for Fiscal Year 2025/2026.
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Summary:

Each year, the Executive Committee recommends leadership appointments to the General Assembly, with nominations provided by the Administration & Finance Committee. Due to a vacancy in the Chair position during the 2024/2025 Fiscal Year, the Vice-Chair and 2nd Vice-Chair moved up, leaving the 2nd Vice-Chair position open. This item addresses filling that vacancy for the remainder of the term and outlines the election process for Fiscal Year 2025/2026 leadership.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item to provide information regarding leadership positions for Fiscal Year 2024/2025 and Fiscal Year 2025/2026. This item supports WRCOG's 2022-2027 Strategic Plan Goal #4 (Communicate proactively about the role and activities of the Council of Governments).

Discussion:

Background

WRCOG's Bylaws (November 2021) indicate that there are three elected positions for WRCOG leadership: Chair, Vice-Chair, and 2nd Vice-Chair. As per the Bylaws, there are several requirements, including:

1. Must be a member of the Executive Committee (Article II, Section 2.A)
2. Must be from different members of the WRCOG member agencies (Article II, Section 2.B)

The Chair, Vice-Chair, and 2nd Vice-Chair all serve on an annual basis, with a term that runs through the fiscal year (July 1 to June 30).

Present Situation

In April 2024, the Administration & Finance Committee nominated Rita Rogers, Brenda Dennstedt, and Jacque Casillas to serve as WRCOG Chair, Vice-Chair, and 2nd Vice-Chair, respectively, for Fiscal Year 2024/2025. The Executive Committee approved these nominations which were formally approved by the General Assembly during the 2024 General Assembly & Leadership Address.

In December 2024, the position of the Chair became vacant which resulted in the Vice-Chair assuming the Chairmanship and the 2nd Vice-Chair becoming the Vice-Chair. The position of 2nd Vice-Chair became vacant.

With the vacancy of the Chair, two questions need to be considered.

1. Should the position of 2nd Vice-Chair be filled? Filling the 2nd Vice-Chair position would require the opening of nominations, consideration of these nominations by the Administration & Finance Committee, and approval by the Executive Committee. The By-Laws do not require that the position of 2nd Vice-Chair be filled and it may be left open or filled at the discretion of the Executive Committee.
2. Should the election process for Fiscal Year 2024/2025 be modified from current practice? Historically, each person has served in a leadership position for one year. In this particular instance, both the Chair and Vice-Chair will have served in those positions for only a portion of the year. Given these unusual circumstances, there is flexibility to implement the traditional process (nominations by Administration & Finance, recommendation by the Executive Committee, and approval by the General Assembly) or implement an alternative process.

The Administration & Finance Committee will be asked to provide direction to the Executive Director regarding the above items.

Prior Action(s):

May 6, 2024: The Executive Committee recommended that the General Assembly appoint Rita Rogers, Brenda Dennstedt, and Jacque Casillas to serve as WRCOG Chair, Vice-Chair, and 2nd Vice-Chair, respectively, for Fiscal Year 2024/2025.

April 10, 2024: The Administration & Finance Committee nominated Rita Rogers, Brenda Dennstedt, and Jacque Casillas to serve as WRCOG Chair, Vice-Chair, and 2nd Vice-Chair, respectively, for Fiscal Year 2024/2025.

Financial Summary:

The action itself does not make any financial transactions; however, meeting stipends are allocated in the Fiscal Year 2024/2025 Agency Budget.

Attachment(s):

None.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Appointment of a WRCOG Representative to the I-REN Executive Committee
Contact: Casey Dailey, WRCOG Director of Energy & Environmental Programs,
cdailey@wrcog.us, (951) 405-6720
Date: February 12, 2025

Recommended Action(s):

1. Nominate a current member of the WRCOG Executive Committee to serve as WRCOG's representative to the I-REN Executive Committee.

Summary:

The Inland Regional Energy Network, or I-REN, is a collaboration between WRCOG, CVAG, and SBCOG for the purpose of developing and implementing programs and services designed to reduce energy consumption and promote energy efficiency. I-REN governance is provided by the I-REN Executive Committee which is composed of elected officials from the region. Each COG is allowed to appoint up to three representatives at their discretion. WRCOG had previously appointed three representatives and one of those positions is now vacant. The Administration & Finance Committee is being asked to nominate a current member of the Executive Committee to fill this currently vacant position. The Executive Committee is responsible for the final selection of this representative.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is for the Administration & Finance Committee to nominate a current Executive Committee member to serve as one of the WRCOG representatives on the I-REN Executive Committee meeting. This item supports WRCOG's 2022-2027 Strategic Plan Goal #4 (Communicate proactively about the role and activities of the Council of Governments).

Discussion:

Background

I-REN is a collaboration between WRCOG, CVAG, and SBCOG for the purpose of developing and implementing programs and services designed to reduce energy consumption and promote energy efficiency. I-REN is funded under the authority of the California Public Utilities Commission (CPUC) from the Public Purpose Programs charge on California ratepayers' electric and gas utility bills. I-REN is currently funded through 2027 and is currently developing the next application, or Business Plan, to request funding for 2028-2032. I-REN has an Executive Committee that consists of elected

representatives from each of the three partner COGs.

Existing Setting

The WRCOG Executive Committee had previously designated Chris Barajas (City of Jurupa Valley), Crystal Ruiz (City of San Jacinto), and Jacque Casillas(City of Corona), to serve on the I-REN Executive Committee. Ms. Casillas has reluctantly stepped down from her role on the I-REN Executive Committee, which creates a vacancy.

A notice was sent out to each current Executive Committee member regarding this opportunity on February 4, 2025. The Administration & Finance Committee is being asked to nominate a current Executive Committee member to serve in this role. Once the Administration & Finance Committee nominates an I-REN representative, the Executive Committee will be asked to approve this nomination.

Prior Action(s):

September 12, 2022: The Executive Committee selected Chris Barajas (City of Jurupa Valley), Crystal Ruiz (City of San Jacinto) and Jacque Casillas(City of Corona) to serve as WRCOG's representatives on the I-REN Executive Committee.

Financial Summary:

The action itself does not make any financial transactions; however, meeting stipends are allocated in the Fiscal Year 2024/2025 Agency Budget.

Attachment(s):

None.