



**Western Riverside Council of Governments  
Administration & Finance Committee**

**REVISED AGENDA**

**Wednesday, December 10, 2025  
12:00 PM**

**WRCOG HAS MOVED  
PLEASE NOTE THE NEW LOCATION:**

**1955 CHICAGO AVENUE  
RIVERSIDE, CA 92507**

**Members of the public are welcome to participate  
remotely from any location. Committee member  
participation is limited to locations that are listed on the  
published agenda.**

**[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 [jleonard@wrcog.us](mailto:jleonard@wrcog.us). To ensure distribution to Committee members prior to the meeting, please submit comments no later than two hours before the meeting is scheduled to begin. Public comments will also be accepted in person and via Zoom during the meeting.

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](mailto: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 November 12, 2025, Administration & Finance Committee Meeting**

**Requested Action(s):** 1. Approve the Action Minutes from the November 12, 2025, Administration & Finance Committee meeting.

**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. Update of General Assembly 2025 Outcomes and 2026 Discussion**

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

**B. Proposed Amendment to WRCOG Bylaws Clarifying Deputy Executive Director Authority**

**Requested Action(s):** 1. Recommend that the Executive Committee approve an amendment to the WRCOG Bylaws clarifying that the Deputy Executive Director is authorized to act as the Executive Director when the Executive Director is unavailable.

**7. CLOSED SESSION**

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

**Title: Executive Director**

**B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

**Property: 1955 Chicago Avenue, Suite 120, Riverside, CA 92507**

**Agency negotiator: Deputy Executive Director**

**Negotiating parties: Liberty Behavioral and Community Services**

**8. REPORT FROM THE COMMITTEE CHAIR**

Brenda Dennstedt, Western Water

**9. REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR**

Chris Gray

**10. ITEMS FOR FUTURE AGENDAS**

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

**11. GENERAL ANNOUNCEMENTS**

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

**12. NEXT MEETING**

The next Administration & Finance Committee meeting is scheduled for Wednesday, February 11, 2026, at 12:00 p.m., in **WRCOG's new office at 1955 Chicago Avenue, Riverside.**

**13. 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 12:01 p.m., on November 12, 2025, in WRCOG's office.

### 2. PLEDGE OF ALLEGIANCE

WRCOG Deputy Executive Director Chris Gray led the Committee members and guests in the Pledge of Allegiance.

### 3. ROLL CALL

- City of Beaumont - Mike Lara
- City of Corona - Jacque Casillas
- City of Eastvale - Christian Dinco
- City of Jurupa Valley - Chris Barajas
- City of Lake Elsinore - Brian Tisdale
- City of Menifee - Bob Karwin
- City of Norco - Kevin Bash
- County of Riverside, Dist. 2 - Karen Spiegel
- County of Riverside, Dist. 3 - Chuck Washington
- Western Water - Brenda Dennstedt (Chair)

Absent:

- City of Riverside

### 4. PUBLIC COMMENTS

There were no public comments.

### 11. CLOSED SESSION

This item was taken out of order. There were no reportable actions.

### 5. CONSENT CALENDAR

<b>RESULT:</b>	<b>APPROVED AS RECOMMENDED</b>
<b>MOVER:</b>	Lake Elsinore
<b>SECONDER:</b>	Norco

<b>AYES:</b>	Beaumont, Corona, Eastvale, Jurupa Valley, Lake Elsinore, Menifee, Norco, Dist. 2, Dist. 3, Western Water
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**A. Action Minutes from the September 10, 2025, Administration & Finance Committee Meeting**

**Action:**

1. Approved the Action Minutes from the September 10, 2025, Administration & Finance Committee meeting.

**B. Action Minutes from the October 31, 2025, Administration & Finance Committee Special Meeting**

**Action:**

1. Approved the Action Minutes from the October 31, 2025, Administration & Finance Committee special meeting.

**C. Action Minutes from the November 3, 2025, Administration & Finance Committee Special Meeting**

**Action:**

1. Approved the Action Minutes from the November 3, 2025, Administration & Finance Committee special meeting.

**D. Fiscal Activities Update**

**Action:**

1. Received and filed.

**6. REPORTS / DISCUSSION**

**A. Consideration of a New Commercial PACE Program Provider: PACE Loan Group, LLC**

**Action:**

1. Recommended that the Executive Committee adopt WRCOG Resolution Number 25-25; A Resolution of the Executive Committee of the Western Riverside Council of Governments authorizing PACE Loan Group, LLC, to administer and finance eligible improvements to be installed on commercial properties located within the boundaries of both the WRCOG Energy Efficiency and Water Conservation Program for Western Riverside County and the California HERO Program, and in connection with such authorization, approving amendments to the Program Report for such Programs and the forms of a Commercial Handbook, Assessment Contract, Administration Agreement, Master Indenture and Bond Purchase Agreement, and authorizing the Issuance of Bonds Pursuant to such Master Indenture Secured by Assessments Levied on commercial properties to finance the installation of eligible improvements on such commercial properties and approving other actions in connection thereto.

<b>RESULT:</b>	<b>APPROVED AS RECCOMENDED</b>
<b>MOVER:</b>	Jurupa Valley

<b>SECONDER:</b>	Lake Elsinore
<b>AYES:</b>	Beaumont, Corona, Eastvale, Jurupa Valley, Lake Elsinore, Menifee, Norco, Dist. 2, Dist. 3, Western Water

## **B. TUMF Construction Cost Index Adjustment for 2025**

### **Action:**

1. Recommended that the Executive Committee approve the implementation of an automatic Construction Cost Index adjustment for all TUMF land uses tied to the September indices of the National Association of Realtors and Engineering News Record (ENR) with a cap at 5% on any annual adjustments.

<b>RESULT:</b>	<b>APPROVED AS RECCOMENDED</b>
<b>MOVER:</b>	Beaumont
<b>SECONDER:</b>	Lake Elsinore
<b>AYES:</b>	Beaumont, Corona, Eastvale, Jurupa Valley, Lake Elsinore, Menifee, Norco, Dist. 2, Dist. 3

## **C. WRCOG Supporting Foundation Discussion**

### **Action:**

1. This item was tabled for a future meeting.

## **7. REPORT FROM THE COMMITTEE CHAIR**

Chair Dennstedt reported that WRCOG experienced a significant fundraising loss for the General Assembly event following the departure of past Committee member Rita Rogers, who had previously generated approximately \$50,000 in sponsorships. To help close this gap, the Chair asked each Executive Committee member to recruit at least one new sponsor. Chair Dennstedt further noted that sponsorship expectations for cities, agencies, and districts may need to be revisited, and requested that table pricing and related sponsorship options be brought forward for future discussion. Chair Dennstedt also called for a detailed review of the Supporting Foundation's revenues and expenditures. Additionally, the Chair proposed re-establishing an ad hoc committee to support planning for General Assembly and encouraged members to consider participating. Chair Dennstedt concluded by reminding the Committee that a broader policy review will be needed and that the group should determine how best to approach that work.

## **8. REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR**

Deputy Executive Director Chris Gray noted that anyone with questions about postcard sponsorships should speak with WRCOG's Bonnie Woodrome. Mr. Gray reported that the recent luncheon generated between \$40,000 and \$80,000 in sponsor commitments and thanked those Committee members who attended, and emphasized that sponsors participate in the General Assembly specifically to engage with Committee members. Lastly, Mr. Gray encouraged attendance at future events, noting that member presence helps attract and retain sponsors, and concluded by thanking the Committee and reminding everyone that the effort is ultimately about giving.

## **9. ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas.

#### **10. GENERAL ANNOUNCEMENTS**

There were no general announcements.

#### **12. NEXT MEETING**

The next Administration & Finance Committee meeting is scheduled for Wednesday, December 10, 2025, at 12:00 p.m., in **WRCOG's new office at 1955 Chicago Avenue, Riverside.**

#### **13. ADJOURNMENT**

The meeting was adjourned at 1:42 p.m.



## Western Riverside Council of Governments Administration & Finance Committee

### Staff Report

**Subject:** Update of General Assembly 2025 Outcomes and 2026 Discussion  
**Contact:** Bonnie Woodrome, Manager of Communications and External Affairs,  
[bwoodrome@wrcog.us](mailto:bwoodrome@wrcog.us), (951) 405-6752  
**Date:** December 10, 2025

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**Recommended Action(s):**

1. Receive and file.
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**Summary:**

Staff will share information regarding the outcomes of General Assembly 2025 and provide updates to the 2026 event.

**Purpose / WRCOG 2022-2027 Strategic Plan Goal:**

The purpose of this item is to update the Committee on the outcomes of the 2025 event and discuss activities related to the 2026 General Assembly & Leadership Address. This item aligns with WRCOG's 2022-2027 Strategic Plan Goal #4 (Communicate proactively about the role and activities of the Council of Governments).

**Discussion:**

Staff will share information regarding the outcomes of General Assembly 2025 and provide updates to the 2026 event.

**Prior Action(s):**

None.

**Financial Summary:**

The Fiscal Year 2025/2026 budget anticipates \$365,500 in revenues against \$363,450 in expenditures; however, a budget amendment will be brought forward once certain expenditures have been finalized.

As of June 30, 2025, the Supporting Foundation has a fund balance of approximately \$126,000. The total fund balance serves as a useful measure of the Foundation's net resources available for spending at the end of the fiscal year.



**Attachment(s):**

None.



# Western Riverside Council of Governments Administration & Finance Committee

## Staff Report

**Subject:** Proposed Amendment to WRCOG Bylaws Clarifying Deputy Executive Director Authority

**Contact:** Steven DeBaun, WRCOG General Counsel, [Steven.DeBaun@bbklaw.com](mailto:Steven.DeBaun@bbklaw.com), (951) 826-8201

**Date:** December 10, 2025

### **Recommended Action(s):**

1. Recommend that the Executive Committee approve an amendment to the WRCOG Bylaws clarifying that the Deputy Executive Director is authorized to act as the Executive Director when the Executive Director is unavailable.

### **Summary:**

In the absence of the Executive Director, the authority of the Deputy Executive Director is somewhat vague. Approval of this item will clarify authority of the Deputy Executive Director during periods when the Executive Director is unavailable.

### **Purpose / WRCOG 2022-2027 Strategic Plan Goal:**

The purpose of this item is to consider a Bylaws amendment to provide a clear and formal statement regarding the authority of the Deputy Executive Director to act during periods when the Executive Director is unavailable. 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 governing documents contain provisions that relate to delegated authority when the Executive Director is unavailable. Resolution Number 08-18 provides delegated signatory authority to the Deputy Executive Director for certain actions when the Executive Director is unavailable. Additionally, the Deputy Executive Director job description states that the position "serves as the Executive Director in their absence."

WRCOG's Bylaws provide the primary source that sets forth the powers and duties of the Executive Director. Legal counsel recommends that the Bylaws be amended to include an explicit statement addressing who is authorized to act when the Executive Director is unavailable. Such a provision would

provide a clear statement to third parties as to the role and authority of the Deputy Executive Director in cases where the Executive Director is not available. The proposed amendment would align the Bylaws with existing practice by clarifying that the Deputy Executive Director is authorized to act during such periods.

**Prior Action(s):**

None.

**Financial Summary:**

The results of this item cause no fiscal impact.

**Attachment(s):**

[Attachment 1 - Resolution Number 01-26 amending WRCOG's Bylaws](#)

# Attachment

Resolution Number 01-26 amending  
WRCOG's Bylaws

**RESOLUTION NUMBER 01-26**

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE  
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS  
AMENDING ITS BYLAWS**

**WHEREAS**, the Western Riverside Council of Governments (“WRCOG”) is a joint powers authority consisting of the County of Riverside and 18 cities, the Eastern Municipal Water District, the Western Municipal Water District, and the Riverside County Superintendent of Schools, situated in Western Riverside County; and

**WHEREAS**, pursuant to Section 2.4.2 of the JPA, the WRCOG Executive Committee is authorized to exercise the powers of the JPA between sessions of the General Assembly; and

**WHEREAS**, Section 2.4.1 of the JPA grants the Executive Committee the authority to amend WRCOG’s By-Laws (“Bylaws”); and

**WHEREAS**, the Executive Committee desires to amend the Bylaws to clarify who is authorized to act when the Executive Director is unavailable.

**NOW THEREFORE, BE IT RESOLVED** by the Executive Committee of the Western Riverside Council of Governments does hereby amend its Bylaws as follows:

Section 1: Article V, Section 1 of the Bylaws shall be amended to add a new subsection (D), to read as follows (new language is underlined):

“D. Acting Authority in the Absence of the Executive Director. In the absence or unavailability of the Executive Director, the Deputy Executive Director shall be authorized to act as the Executive Director and to exercise all duties and responsibilities assigned to the Executive Director under these Bylaws and WRCOG policies.”

Section 2: The Resolution shall become effective upon adoption by the WRCOG Executive Committee.

**PASSED AND ADOPTED** by the Executive Committee of the Western Riverside Council of Governments on January 9, 2026.

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Brenda Dennstedt, Chair  
WRCOG Executive Committee

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Chris Gray, Secretary  
WRCOG Executive Committee

Approved as to form:

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Steven DeBaun  
WRCOG Legal Counsel

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_