



**EXECUTIVE COMMITTEE  
SPECIAL MEETING AGENDA**

TIME: **8:45 a.m.**

DATE: **Wednesday, May 14, 2025**

LOCATION: **MARCH FIELD CONFERENCE ROOM  
County of Riverside Administrative Center  
4080 Lemon Street, Third Floor, Riverside, California 92501**

**🌀 COMMITTEE MEMBERS 🌀**

Karen Spiegel, County of Riverside, District 2 – Chair  
Raymond Gregory, City of Cathedral City – Vice Chair  
Jeremy Smith, City of Canyon Lake – Second Vice Chair  
Lloyd White, City of Beaumont – Past Chair  
Wes Speake, City of Corona  
Linda Krupa, City of Hemet  
Brian Berkson, City of Jurupa Valley  
Jan Harnik, City of Palm Desert  
Chuck Washington, County of Riverside, District 3  
V. Manuel Perez, County of Riverside, District 4  
Yxstian Gutierrez, County of Riverside, District 5

**🌀 AREAS OF RESPONSIBILITY 🌀**

Reviews and makes final decisions on personnel issues  
and office operational matters.

*Comments are welcomed by the Committee. If you wish to provide comments to the Committee,  
please complete and submit a Speaker Card to the Clerk of the Board.*



# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE SPECIAL MEETING AGENDA**

**8:45 A.M.**

**WEDNESDAY, MAY 14, 2025**

**County of Riverside Administrative Center  
March Field Conference Room  
4080 Lemon Street, Third Floor, Riverside, California 92501**

*In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at the Commission office, 4080 Lemon Street, Third Floor, Riverside, CA, and on the Commission's website, [www.rctc.org](http://www.rctc.org).*

*In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Executive Committee meeting, please contact the Clerk of the Board at (951) 787-7141. Notification of at least 48 hours prior to meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.*

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS** - *Under the Brown Act, the Board should not take action on or discuss matters raised during public comment portion of the agenda which are not listed on the agenda. Board members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration. Each individual speaker is limited to speak three (3) continuous minutes or less.*
- 5. ADDITIONS/REVISIONS** – *The Committee may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Committee subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Committee. If there are less than 2/3 of the Committee members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*
- 6. APPROVAL OF THE MINUTES – MARCH 12, 2025**

**7. CLOSED SESSION - EXECUTIVE DIRECTOR**

- 7A.** Public Employee Performance Evaluation  
Title: Executive Director

**8. ADJOURNMENT**

# **AGENDA ITEM 6**

## **MINUTES**



# ***RIVERSIDE COUNTY TRANSPORTATION COMMISSION***

## **MINUTES EXECUTIVE COMMITTEE MEETING Wednesday, March 12, 2025**

### **1. CALL TO ORDER**

Chair Karen Spiegel called the meeting of the Executive Committee to order at 9:00 a.m. in the March Field Conference Room, 4080 Lemon Street, 3<sup>rd</sup> Floor, Riverside, CA 92501.

### **2. ROLL CALL**

#### **Members/Alternates Present**

Brian Berkson\*  
Raymond Gregory  
Yxstian Gutierrez  
Jan Harnik  
Linda Krupa  
V. Manuel Perez\*  
Jeremy Smith  
Karen Spiegel  
Chuck Washington  
Lloyd White

#### **Members Absent**

Wes Speake

\*Arrived after the meeting was called to order.

### **3. PLEDGE OF ALLEGIANCE**

Chair Spiegel led the pledge of allegiance.

### **4. PUBLIC COMMENTS**

There were no requests to speak from the public.

### **5. ADDITIONS/REVISIONS**

There were no additions or revisions to the agenda.

### **6. APPROVAL OF THE MINUTES – JANUARY 8,2025, MEETING**

**M/S/C (Krupa/Smith) to approve the special minutes of January 8, 2025, as submitted.**

## **7. FISCAL YEAR 2025/26 ORGANIZATION RECOMMENDATIONS**

Pamela Velez-Renteria, HR Manager, provided an overview for the Fiscal Year 2025/26 organization recommendations including a reclassification, addition of a manager position, 4 percent merit increase pool, and apply 3 percent annual CPI salary range adjustment.

Commissioner Jan Harnik asked for clarification about Pamela Velez-Renteria's comment that it does not immediately apply.

Pamela Velez-Renteria replied that the CPI policy they applied would be to the salary ranges only. It is a 3 percent increase to the structure that RCTC has in place, just the salary ranges would move up by 3 percent; it would not be a cost-of-living adjustment to each individual employee.

At this time, Commissioner Brian Berkson joined the meeting.

Vice Chair Raymond Gregory asked how employees move up the salary ranges, if that is done annually. Pamela Velez-Renteria replied yes, it would be through their merit increase the merit is based on a completed performance evaluation up to 4 percent.

Commissioner Chuck Washington stated that they have been doing this with the County for at least the last three years. Those at the bottom of the current salary range when it moves up, they get an automatic increase so they would be the exception to what she said. Pamela Velez-Renteria concurred and stated they need to pay a staff member within the minimum and maximum salary range. If they were below that minimum range, they would receive an automatic increase to meet those requirements.

Aaron Hake, Executive Director, stated that the Commission does not have cost of living adjustments, it has not been their practice. There is a 4 percent maximum merit increase and that is based on a performance evaluation provided by the supervisor.

Commissioner Washington stated RCTC has a rather seasoned staff, so they do not have a lot of staff left at the bottom of the salary range. Aaron Hake replied that Commissioner Washington is correct they would have to do a breakdown what they are seeing, but they do have seasoned staff. They have only had seven employees leave for other opportunities in the last five years so this is a very stable organization.

Chair Spiegel asked about the staff that have retired. Aaron Hake replied they have had several retirements, but he does not have those numbers with him. He stated when they have replaced an employee whether it is for retirement or one of those few that chose to leave, they find that they are negotiating for a mid-range of salary range, so new employees that are coming in are not in that situation.



Commissioner Yxstian Gutierrez clarified that there is no collective bargaining since it is so small. Aaron Hake concurred and stated there is no representation for staff.

Commissioner Harnik asked how many staff members there are, Pamela Velez-Renteria replied there are 85.

At this time, Commissioner Perez joined the meeting

Commissioner Harnik clarified that it is 85 full time positions, and it is a \$670,000 annual increase. Aaron Hake replied that it is the cost for the new position, plus a 4 percent merit pool for the employees, and the new reclassification of the Human Resources Assistant.

Commissioner Harnik asked Sergio Vidal, Chief Financial Officer, how he feels about this as far as the impact to the budget. Sergio Vidal replied they have capacity, and the finance department will look at what the numbers will look like, so the capacity is there, and they will continue to meet the Measure A Ordinance requirements of a 1 percent salary and benefits, so overall it does work from a numbers and budget capacity perspective for the merit increase and for this new position.

Commissioner Gutierrez stated he is supportive of this and asked what the previous merit was and is it every year that this is brought to this committee. Aaron Hake replied that they bring this every year and for the last several years they have been at 4 percent for quite some time. There was a time when they had less and/or none; during the great recession there were no merit increases here for several years.

**M/S/C (Washington/Smith) to:**

- 1) Reclassify the Human Resources Assistant classification range 17 (\$5,045- \$6,811 per month) to Human Resources Specialist range 28 (\$6,620- \$8,937 per month) and approve associated changes on the Fiscal Year 2025/26 organization chart and salary range schedule;**
- 2) Approve the addition of a Planning and Programming Manager range 51 (\$11,682- \$15,770 per month) to the FY 2025/26 organization chart;**
- 3) Approve a 4 percent merit increase pool for FY 2025/26;**
- 4) Apply a 3 percent annual CPI salary range adjustment to FY 2025/26 salary ranges;**
- 5) Approve the FY 2025/26 organization chart; and**
- 6) Forward the FY 2025/26 Salary Ranges schedule to the Commission for final adoption.**

## **8. DISCUSSION REGARDING REVIEW OF TOTAL EMPLOYEE COMPENSATION**

Aaron Hake thanked the committee members on behalf of the employees for the approval of the previous item. Every five years the Commission has done a compensation

study to make sure that RCTC's full compensation package is within market. The last study was done in 2022 and at that time the study showed that they are just above market, so they were at a competitive range for salaries and the benefits that RCTC offers. It is important that they can retain and attract professionals, especially in a technical capacity - engineering and project management. An employee engagement survey was just completed with all employees, and the number one comment received from employees is their concern about the cost of living and as it was just discussed they do not have a cost-of-living adjustment as other agencies do. RCTC has provided a system of merit only which this Commission has supported. He requested another compensation study be completed, which is about a year earlier than the typical five-year cycle just to make sure they are still within the market given everything that has gone on with inflation and competition for some positions RCTC is trying to fill. Also, he requested to analyze their structure of a merit only system and see if there is another structure that might better serve their employees given the feedback they have received and what other agencies are offering. That process will kick off in the new fiscal year once they have the budget and they will get back to the committee at this time next year with any recommendations from that study.

In response to Chair Spiegel's question about the 3 percent annual CPI, Aaron Hake replied that it is only applied to the ranges it does not get applied back to the salary. Chair Spiegel clarified with Aaron Hake that he is looking at a CPI to the range but now CPI to the employees with this study.

Aaron Hake replied that it is possible, and he would like to do an analysis of competitor agencies to see what they are offering.

In response to Commissioner Berkson's question about the cost for this study, Aaron Hake replied that a study would be about \$55,000. Commissioner Berkson clarified that they just did one two years ago. Aaron Hake replied that this one will be completed around this time in 2026. In response to Commissioner Berkson's clarification that they were above average last time, Aaron Hake replied yes.

Vice Chair Gregory replied that their cities do it every 10 years and that is pretty good although they are looking at individual positions in between because they looked at the position here, so they are aware that there are shortages in certain positions and are rightfully looking at the individual positions.

Commissioner Berkson stated that it seems a little early.

Chair Spiegel asked Aaron Hake when they would start looking at the study. Aaron Hake replied that he is asking for it now so they can budget for it for next year so it will begin sometime after the fiscal year begins. They will try bringing recommendations on the salary and organization to this committee around February, March or April as they are preparing the budget for the following fiscal year.

In response to Chair Spiegel's question about when the survey was done, Aaron Hake replied for the employees, it was just done last month. Chair Spiegel expressed being hesitant since after an election and all the chatter about what is going to happen there is always that extra feeling that the cost of living has gone dramatically higher. It is usually six months after an election before things start settling down but the inflation being so extremely high, they are already seeing it go down.

Commissioner Washington replied that it is at 2.8 percent they are striving for 2 percent, but he thinks it pretty much dominated the conversation which is inflation. He does not think it is too soon, and it is wise to invest \$55,000 to evaluate as nothing is guaranteed until they see the results of that.

Commissioner Harnik stated that the study they had concluded in 2022 there was some impetus for that if it was that they lost some people or there was some movement around between agencies that prompted that. Additionally, they sweetened the benefit packets with medical as well which she supports and asked what prompted that study.

Aaron Hake replied that they were also due to do one at that time. He stated what also prompted it is that RCTC had added the Western Riverside Regional Conservation Authority (RCA), so they added a whole new group of employees, and they were also looking at changing the structure because the structure they inherited from the RCA did not really fit with RCTC. He replied to Commissioner Harnik that she is correct, what the survey also found was that salaries and benefits overall, RCTC was slightly above market, but in health care contribution they were below. The survey found that their compared agencies on average gave about \$2,000 a month to employees for health care - at the time, they were at \$750, and the Commission approved increasing that to \$1,500.

Commissioner Perez stated the difference between cost of living and a merit increase do they prefer cost of living over the merit. He asked how often this discussion is taking place with other areas or what is the difference or what is better the analysis between a merit increase versus cost of living increase. Aaron Hake replied that they have not done that analysis yet. Prior to coming to the Executive Committee, he spoke to the executive directors from Coachella Valley Association of Governments (CVAG) and Western Riverside Council of Governments (WRCOG) as they recently completed a study a couple of years ago but they also at the same time overhauled their system to include a combination of step and merit. He plans to read those studies to see what they came up with. Commissioner Perez clarified he is trying to understand what a better situation is here as they could never keep up with the cost of living.

Commissioner Washington stated that all their employees are represented in the County and ultimately, they have to negotiate and part of that negotiation is getting as close as they can to keeping up with CPI across the board - all their employees got a significant annual increase. He explained here they have a group of employees that are committed to this organization and without representation staff continue to work hard and they keep

good people, so this committee has an obligation to look out for their well-being and whatever the result of their analysis is presented to this committee.

In response to Commissioner Gutierrez's question about the process at RCTC for out-of-class employees and if they do individual classifications. Aaron Hake replied yes and what happens is an employee will raise it with the supervisor and the supervisor will raise it to human resources, and they have a consultant who does a classification analysis to determine if they are working out of class or not and one of the items that this committee just approved was an employee that just went through such a process.

Second Vice Chair Jeremy Smith concurred with Commissioner Washington's earlier comments and will staff get the direction from this committee moving forward. He asked if there has been a conversation internally streamlining it where this happens every four years every five years, or as indicated every 10 years so that when this happens, they are being competitive and retaining employees regularly. Aaron Hake replied yes, they have done it typically every five years and so the reason they are having this discussion now is he is recommending they do it every four years.

Commissioner Perez asked what the better scenario is if it is cost of living or is it merit or a combination of the two what does the studies say. Aaron Hake replied he does not know and that is why he wants to look at it.

Chair Spiegel clarified that there was a motion from Commissioner Washington and a second by Second Vice Chair Smith. Commissioner Berkson stated that he opposed.

**MSC (Washington/Smith) to prepare the compensation study for next fiscal year and to come back to the Executive Committee with any recommendations.**  
**Berkson: Opposed**

## **9. ADJOURNMENT**

There being no other items to be considered, the Executive Committee meeting adjourned at 9:24 a.m.

Respectfully submitted,



Lisa Mobley  
Administrative Services Director/  
Clerk of the Board