RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE
MEETING AGENDA

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

DATE: **Tuesday, November 10, 2026**

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

COMMITTEE MEMBERS

Raymond Gregory, City of Cathedral City – Chair
Jeremy Smith, City of Canyon Lake – Vice Chair
Chuck Washington, County of Riverside, District 3 – Second Vice Chair
Karen Spiegel, County of Riverside, District 2 – Past Chair
Linda Krupa, City of Hemet
Brian Berkson, City of Jurupa Valley
Jan Harnik, City of Palm Desert
Chuck Conder, City of Riverside
Jose Medina, County of Riverside, District 1
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
MEETING AGENDA

8:45 A.M.
Tuesday, November 10, 2026

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.

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 – AUGUST 12, 2026**

7. PROPOSED ADMINISTRATIVE CODE CHANGES

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Overview

This item is for the Committee to recommend that the Commission adopt Ordinance No. 26-003:

1) Revising eligibility requirements for appointments to outside agencies and organizations to allow, with Executive Committee approval, certain alternate or former Commission members to serve as Commission representatives; and
2) Minor clarifying language edits.

8. ADJOURNMENT

AGENDA ITEM 6

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

MINUTES
EXECUTIVE COMMITTEE MEETING
Wednesday, August 12, 2026

1. CALL TO ORDER

Chair Raymond Gregory called the meeting of the Executive Committee to order at 8:48 a.m. in the March Field Conference Room, 4080 Lemon Street, 3rd Floor, Riverside, CA 92501.

2. ROLL CALL

Members/Alternates Present	Members Absent
Brian Berkson	Yxstian Gutierrez
Chuck Conder	Jose Medina
Raymond Gregory	V. Manuel Perez
Jan Harnik	Karen Spiegel
Linda Krupa	Chuck Washington
Jeremy Smith	

3. PLEDGE OF ALLEGIANCE

Vice Chair Smith 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 – MAY 13, 2026

M/S/C (Smith/Krupa) to approve the minutes of May 13, 2026, as submitted.

7. FLEXIBLE BENEFITS PLAN UPDATES

Pamela Velez-Renteria, Human Resources Manager, presented proposed updates to the Commission's Flexible Benefits Plan. Chair Gregory asked for clarification on whether the benefit was considered reportable income under CalPERS, and Ms. Velez-Renteria clarified it was not reportable under CalPERS.

M/S/C (Berkson/Conder) to:

1) **Approve the proposed restatement and revisions to the Commission's Flexible Benefits Plan (Plan);**
2) **Approve the revised "Flexible Benefits Plan Summary" for distribution to staff;**
3) **Amend previously approved benefit of the health care waiver incentive in Fiscal Year 2026/27; and**
4) **Adopt Resolution No. 26-018, *"Approving the restatement of the Riverside County Transportation Commission Flexible Benefits Plan to establish an eligible opt-out arrangement to allow eligible employees to decline coverage under the CalPERs health benefits program and receive a taxable cash payment in lieu thereof."***

8. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 8:53 a.m.

Respectfully submitted,



Lisa Mobley
Administrative Services Director/
Clerk of the Board

AGENDA ITEM 7

RIVERSIDE COUNTY TRANSPORTATION COMMISSION	
DATE:	November 10, 2026
TO:	Executive Committee
FROM:	Lisa Mobley, Administrative Services Director/Clerk of the Board
THROUGH:	Aaron Hake, Executive Director
SUBJECT:	Proposed Administrative Code Changes

STAFF RECOMMENDATION:

This item is for the Committee to recommend that the Commission adopt Ordinance No. 26-003:

1) Revising eligibility requirements for appointments to outside agencies and organizations to allow, with Executive Committee approval, certain alternate or former Commission members to serve as Commission representatives; and
2) Minor clarifying language edits.

BACKGROUND

Since adopted in 1993, the administrative code has been regularly updated and amended to reflect changes in policy, amend outdated language and to ensure the organization is structured in a way to address the County's ongoing transportation needs.

This item puts forward proposed changes to the Administrative Code to support continuity in Commission representation on outside agencies and organizations.

Ad Hoc Committee Appointments

The proposed amendments clarify that members of ad hoc committees must be appointed from among the regular members of the Commission.

Appointments to Outside Agencies and Organizations

The Administrative Code currently provides for the Chair to appoint Commission representatives to outside agencies and organizations. The proposed amendments clarify that representatives generally must be regular Commission members. With Executive Committee approval, however, the Chair may appoint an alternate Commission member or a former regular or alternate Commission member who most recently served as the Commission representative when the individual's Commission service ended. This limited

exception supports continuity when an experienced representative leaves the Commission. This would only apply to outside agencies and organizations who also allow representation from members other than Commission members, such as the LOSSAN Rail Corridor Agency.

Presentation of Proposed Amendments and Minor Language Edits

Staff attached the entire Administrative Code for the Committee's review and has clearly denoted proposed amendments and changes discussed previously in this staff report, as well as minor clarifications.

Attachments:
1) Redlined RCTC Administrative Code with Proposed Changes
2) Ordinance No. 26-003

ORDINANCE NO. 26-003
AN ORDINANCE AMENDING THE RIVERSIDE COUNTY
TRANSPORTATION COMMISSION ADMINISTRATIVE CODE

WHEREAS, by Ordinance 93-003 the Riverside County Transportation Commission has enacted an Administrative Code;

WHEREAS, the Commission has determined that it is now necessary to amend its Administrative Code to revise eligibility requirements for appointments to outside agencies and organizations to allow, with Executive Committee approval, certain alternate or former Commission members to serve as Commission representatives; and correct typographical errors and minor language edits.

NOW, THEREFORE, the Riverside County Transportation Commission hereby ordains as follows:

The Administrative Code is hereby amended as shown in Attachment "A."

This Ordinance shall be effective upon adoption

APPROVED AND ADOPTED this 9th day of December, 2026.

_____
Raymond Gregory, Chair

ATTEST:

_____
Lisa Mobley
Clerk of the Board

ATTACHMENT A

ADMINISTRATIVE CODE OF THE
RIVERSIDE COUNTY TRANSPORTATION COMMISSION

ARTICLE I

PURPOSE

The Riverside County Transportation Commission is charged with the responsibility of carrying out the purposes and directives of the Legislature as provided for in the County Transportation Commission Act (Division 12, commencing with Section 130000 of the Public Utilities Code). Section 130105 of the Public Utilities Code requires the Commission to adopt an administrative code by ordinance.

ARTICLE II

MEMBERSHIP

A. POWERS OF COMMISSION. Subject to the powers and limitations as provided by law and these rules, all powers of the Commission shall be exercised, its property controlled and its affairs conducted by its Commission.

B. REGULAR MEMBERS. The Commission shall consist of 34 regular members appointed as follows:

1. The five members of the Riverside County Board of Supervisors.

2. One member appointed by each of the member cities, which member shall be either a member of that city's City Council or its Mayor.

3. One non-voting member appointed by the Governor.

C. ALTERNATE MEMBERS.

1. The Riverside County Board of Supervisors shall establish a procedure by which a member of that board may appoint an alternate member of the Board of Supervisors to represent the member for one meeting of the Riverside County Transportation Commission. Notice of the alternate appointment shall be made in writing to the Clerk of the Board 24 hours prior to the meeting.

2. Each incorporated city in Riverside County shall appoint one alternate member to the Commission who shall represent the regular member of the Commission who serves on behalf of the city, if the regular member is not in attendance at a meeting. Notice of the alternate appointment shall be made in writing to the Clerk of the Board 24 hours prior to the meeting. If an incorporated city appoints an alternate member, the alternate member shall be either the mayor or a city council member of that incorporated city.

D. VOTING RIGHTS. Except when a weighted vote is called, each regular member of the Commission, and each alternate member when acting in the place of a regular member, shall have one vote at meetings of the Commission. Except for the delegation of votes provided in Section C, above, there shall be no voting by proxy.

E. VACANCIES. Any vacancy in the office of regular or alternate member, whether because of death, incapacity, resignation, loss of underlying office, removal or otherwise, shall be filled by the appointing authority for such member.

F. RESIGNATION. Any regular or alternate member may resign at any time by giving written notice of such resignation to the Clerk of the Board. Such resignation shall be effective at the time specified; acceptance of such resignation shall not be necessary to make it effective.

G. REMOVAL. Any regular or alternate member may be removed, with or without cause stated, by the authority responsible for his or her appointment.

H. COMPENSATION. Unless prohibited by law from accepting compensation, each regular and alternate member of the Commission shall be compensated at the rate of One Hundred Dollars ($100) for any day attending to the business of the Commission, but not to exceed Four Hundred Dollars ($400) in any month, along with necessary traveling and personal expenses incurred in the performance of his or her duties as authorized by the Commission. An alternate member may receive compensation only for attendance at a meeting where a regular member is absent for all or part of the meeting. For purposes of this section, "attending to the business of the Commission" means:

1. Attendance at meeting of the Commission.

2. Attendance at committee meetings of the Commission if attending as a member of such committee.

3. Attendance at activities and events for the purpose of representing the Commission when such attendance is formally requested by the Commission or the Chair of the Commission.

4. Attendance at project-related events, e.g., groundbreakings, ribbon cuttings, etc. for Commission-financed or sponsored projects.

ARTICLE III

ADMINISTRATION

A. IN GENERAL. The Officers of the Commission shall consist of the Chair, a Vice Chair, and a Second Vice Chair, all of whom shall be regular members of the Commission, an Executive Director, a General Counsel, Fiscal Officer, and other such officers as the Commission may deem necessary.

B. ELECTION OF CHAIR, VICE CHAIR AND SECOND VICE CHAIR. The Commission annually, at its first meeting in December, and at such other times as there may be a vacancy in either office, shall elect a Chair who shall preside at all meetings, a Vice Chair who shall preside in the absence of the Chair, and a Second Vice Chair who shall preside in the absence of the Chair and the Vice Chair. The Chair, the Vice Chair, and the Second Vice Chair shall be elected by the Commission at its first meeting in December or as soon thereafter as practical for a one-year term. The changes will be effective on January 1. The election for each position is as follows:

1. At the start of the agenda item, Commission Board members may nominate one or more regular members to fill the positions of Chair, Vice Chair, and Second Vice Chair. Each nomination must be seconded in order to qualify that member for the election. Only those members nominated and seconded shall be part of the selection process set forth below.

2. If no objections are made, the nominations will be closed when the Chair makes a formal announcement closing the nomination period.

3. If only one nomination is received for a position, the Chair shall call on the Commission's Board of Director's to approve the nomination. If more than fifty (50%) percent of the votes cast approve that nominee, the nominee shall be elected and the election for that position shall be consider complete. If the nominee fails to obtain more than fifty percent (50%) of votes cast by the Board, the process for electing a member to the desired position shall begin again from paragraph 1.

4. If two nominations are received for a position, the Chair shall call for the Commission's Board of Director's to cast votes for one of the nominees. If one of the nominees receives more than fifty percent (50%) of

the votes cast, that nominee shall be elected and the election for that position shall be considered complete. If the election fails to result in a nominee with more than fifty percent (50%) of the vote, the nominee with the most votes will be placed before the Commission's Board of Directors for approval. The nominee must be approved by more than fifty percent (50%) of the votes cast by the Board in order to be elected to the desired position. If the nominee fails to obtain more than fifty percent (50%) of the Board's vote, the process for electing a person to the desired position shall begin again from paragraph 1.

5. If there are more than two nominees, the following steps shall be followed in the order set forth below:

(a) The Chair shall call for the Commission's Board of Directors to cast votes for one of the nominees. All nominees shall be voted on using a single written ballot. A "written" ballot can be either physical or digital. If one nominee receives more than fifty percent (50%) of the votes cast that nominee shall be elected and the election for that position shall be considered complete. If the vote fails to result in a nominee receiving more than fifty percent (50%) of the votes cast, the two nominees with the most votes will be placed in a runoff election.

(b) The winning nominee in the runoff election is selected if that nominee receives more than fifty percent (50%) of the votes cast. In that case, the election for that position shall be considered complete.

(c) If the runoff election fails to result in a nominee with more than fifty percent (50%) of the vote, the nominee with the most votes will be placed before the Commission's Board of Directors for approval.

(d) If the nominee receives more than fifty percent (50%) of the votes cast, the nominee shall be elected and the election for that position shall be considered complete.

(e) If the nominee placed before the Commission's Board of Directors fails to obtain more than fifty percent (50%) of the votes cast, the process for electing a person to the desired position shall begin again from Paragraph 1, above

(f) If there is a tie in any step in the election process and the next step of the process cannot proceed, then one or more tie-breaking votes will occur in which all members of the Commission's Board of Directors present at the meeting will be allowed to vote again. The winning nominee must receive more than fifty percent (50%) of the votes cast to be elected.

At any point the Commission may vote to suspend the vote until a subsequent meeting. If the Chair has been selected prior to the vote to suspend, the new Chair shall be seated when his or her term commences, but shall relinquish his or her seat as the Vice Chair if applicable. If the Chair and Vice Chair have been selected prior to the vote to suspend, the new Vice Chair shall also seated when his or her term commences, but shall relinquish his or he seat as Second Vice Chair, if applicable.

The tally of all votes taken hereunder shall be read aloud by the Clerk of the Board immediately following the vote. The written ballots whether physical or digital shall be retained by the Clerk of the Board as part of the public record of the meeting.

The Chair, the Vice Chair, and the Second Vice Chair shall regularly alternate between regular members of the Commission representing a city and a regular member of the Commission who is a member of the Riverside County Board of

Supervisors. At all times, at least one of three officer slots – Chair, Vice Chair, or Second Vice Chair – shall be held by a member of the Riverside County Board of Supervisors. During the time in which the Chair is a regular member of the Commission representing a city, either the Vice Chair or the Second Vice Chair, or both, shall be a regular member of the Commission who is a member of the Riverside County Board of Supervisors. During the time in which the Chair is a regular Commission member who is a member of the Riverside County Board of Supervisors, either the Vice Chair or the Second Vice Chair, or both, shall be a regular member of the Commission representing a city in order to ensure the participation of both city and county representatives in leadership positions.

C. REMOVAL OF OFFICERS. The Chair, the Vice Chair and the Second Vice Chair may be removed by the affirmative vote of a majority of the Commission. Voting on removal shall take place no sooner than at the next regular meeting following the meeting at which the motion to remove officers was introduced.

D. DUTIES OF VARIOUS OFFICERS.

1. Duties of Chair. The Chair shall, if present, preside at all meetings of the Commission and shall exercise and perform such other powers and duties as may be from time to time assigned to him or her by the Commission or prescribed herein or by other official action of the Commission. In any case in which the execution of a document or the performance of an act is directed, the Chair, unless the act of the Commission otherwise provides, is empowered to execute such document or perform such act. At the beginning of the calendar year, the Chair shall make appointments to standing committees, ad hoc committees and outside agencies that require the representation of RCTC ~~by a Commissioner~~. Appointment terms are of a one-year duration and removal of a

Commissioner from a committee assignment prior to the end of the one-year term requires approval of the Executive Committee.

2. Duties of the Vice Chair. The Vice Chair shall perform the duties of the Chair in his or her absence. When so acting, the Vice Chair shall have all the powers of and be subject to all the restrictions upon, the Chair.

3. Duties of Second Vice Chair. The Second Vice Chair shall perform the duties of the Chair in the absence of the Chair and the Vice Chair. When so acting, the Second Vice Chair shall have all the powers of and be subject to all the restrictions upon the Chair.

4. Chair Pro Tempore. In the event of the absence or inability to act of the Chair, Vice Chair, or Second Vice Chair, the Commission, by motion passed by majority vote, shall select one of its members to act as Chair Pro Tempore, who, while so acting, shall have all of the authority of the Chair.

5. Duties of Executive Director. The Executive Director shall be a full-time officer of the Commission. The appointment and employment of the Executive Director shall be overseen by the Executive Committee pursuant to Section III.G.3, below. The powers and duties of the Executive Director are:

(a) To administer the personnel system, including contract employees of the Commission.

(b) To administer all contracts.

(c) To cause to be prepared by a Certified Public Accountant and to submit to the Commission as soon as practical after the end of each fiscal year a post-audit of the financial transactions and records of the Commission for the preceding year.

(d) To keep the Commission advised as to the needs of the Commission.

(e) To have full charge of the administration of the business affairs of the Commission.

(f) To see that all ordinances, rules and regulations, motions, or resolutions are enforced.

(g) To provide for the secretarial services required by the Commission including keeping a book of minutes of all meetings of the Commission, giving notice of all meetings as may be required by law or action of the Commission, and such other duties as may be prescribed by ordinance or resolution of the Commission.

(h) The Executive Director is authorized to take any or all of the following actions in relation to regular employees of the Commission:

(1) To hire employees at the appropriate salary range as determined by the Commission.

(2) To promote, transfer, suspend with or without pay, or discharge any employee.

(3) To notify the Commission of such actions at appropriate intervals.

(i) The Executive Director is authorized to make disbursements of funds of the Commission consistent with the annual budget of the Commission. He or she shall have such other duties, powers and responsibilities as may from time to time be assigned by the Commission. The compensation of the Executive Director shall be pursuant to written contract with the Commission.

(j) The Executive Director, or his or her designee, has the discretionary authority of approval overall project designs or plans for

construction and the construction of all projects by the Commission as set forth herein, unless the Commission finds otherwise.

6. Duties of General Counsel. The General Counsel shall be a person admitted to practice law by the Supreme Court of California or a firm comprised of same, and shall have been actively engaged in the practice of law for not less than five years preceding appointment. The General Counsel shall represent and advise the Commission in all legal matters, actions, or proceedings in which the Commission is concerned, or interested, or is a party.

7. Duties of Chief Financial Officer. The Chief Financial Officer, under the general direction of the Executive Director, shall be the custodian of funds received from the Commission from whatever source. The Chief Financial Officer shall act as and hold the title of treasurer of the Commission for purposes of Government Code section 53630, et. seq., and any similar statutory provisions that refer to the treasurer of a local agency. The Fiscal Officer shall act as and hold the title of auditor/controller of the Commission for purposes of debt issuance.

The Fiscal Officer shall be a full-time employee of the Commission and shall:

(a) Receive and receipt for all money of the Commission and place it in the Commission treasury.

(b) Draw warrants to pay demands against the Commission when the demands have been duly and regularly signed by the Executive Director.

(c) Prepare or cause to be prepared a report in writing on a quarterly basis each year to the Commission detailing investments held, and a summary of budget to actuals since the last report.

(d) Keep a full and complete record of all financial transactions and records of the Commission. He or she shall have such other duties and responsibilities as may from time to time be assigned to the Fiscal Officer by the Commission.

E. EMPLOYEES. All employees other than independent contractors, shall be subject to the control and supervision of the Executive Director. Compensation of employees shall be as provided for from time to time by the Commission and/or the Executive Committee.

F. APPOINTMENT OF ADVISORY COMMITTEES.

1. Citizens and Specialized Transit Advisory Committee ('CSTAC").

(a) Membership. There is hereby created the Citizens and Specialized Transit Advisory Committee ("CSTAC"). This committee shall serve as the Social Services Transportation Advisory Council and as the Citizens' Advisory Committee pursuant to PUC Section 130105. The CSTAC shall consist of up to fifteen (15) members appointed by the Commission, in the manner provided by the Commission. Pursuant to PUC Section 99238, the CSTAC shall include the following members:

(1) One (1) representative of potential transit users who is 60 years of age or older;

(2) One (1) representative of potential transit users who is disabled;

(3) Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;

(4) Two (2) representatives of local social service providers for the disabled, including one representative of a social service transportation provider, if one exists;

(5) One (1) representative of a local social service provider or persons of limited means; and

(6) Two (2) representatives from the local consolidated transportation service agency designated pursuant to subdivision (a) of Section 15975 of the Government Code, if on exists, including one representative from an operator, if one exists.

All members of the CSTAC shall be selected so as to reflect a broad spectrum of interests and the Commission shall strive to attain both minority representation and representation from all geographic areas of the County. CSTAC members shall serve at the will and pleasure of their nominating authority. The Commission has the discretion to dismiss any CSTAC members for any reason, including if the individual fails to participate in two (2) consecutive CSTAC meetings. The Commission shall appoint and renew individuals to the CSTAC for three (3) year terms.

(b) Function. Subject to the supervision of the Commission, the CSTAC shall also consult on and obtain and collect public input on those matters of interest and concern to the Commission that may from time to time be assigned to the CSTAC by the Commission for its review, comments and recommendation.

(c) Meeting. The Commission shall call the first meeting and may call subsequent meetings of the CSTAC, setting the time and place of said meeting(s) and designating the agenda from any

meetings so called. The Chair of the CSTAC, elected pursuant to this Section G.(1)(f) below, may also call meetings of the CSTAC, setting the time, place, and agenda for such meetings. The CSTAC may also hold subcommittee meetings of any subcommittees it establishes.

(d) Assistance. The staff of the Commission shall be available to aid the CSTAC in its work.

(e) Compensation. Members of the CSTAC shall serve without compensation.

(f) Officers. The CSTAC shall elect a Chair and Vice Chair from the members thereof, each of whom shall serve for one (1) year, and thereafter until his or her successor is elected. Secretarial services shall be provided by the Commission staff.

2. Technical Advisory Committee.

(a) Membership. There is hereby created the Technical Advisory Committee. The Committee shall consist of members selected as follows:

(1) One (1) member representing the County of Riverside.

(2) One (1) member representing each City in the County which designates such a representative.

(3) One (1) member representing the Riverside Transit Agency.

(4) One (1) member representing the Western Riverside Council of Governments.

(5) One (1) member representing the Coachella Valley Association of Governments.

(6) The District Director of Caltrans District 8 or designee.

(7) One (1) member representing the SunLine Transit Agency.

(8) One (1) member representing the Palo Verde Valley Transit Agency.

Committee members shall serve at the will and pleasure of their appointing authority and the Commission. An alternate may be named by each appointee to represent him or her in his or her absence.

(b) Function. Subject to the supervision of the Commission, the Committee shall provide technical assistance to the Commission by reviewing and evaluating the various transportation proposals and alternatives within Riverside County. The Committee shall review, comment upon, and make recommendations on such matters as are referred to it by the Commission, including all matters relating to the programming of federal funds apportioned to the Riverside County and allocated by the Commission.

(c) Meetings. In the dispatch of its responsibilities, the Committee may conduct meetings, may appoint subcommittees to include regular members and/or alternate members, and engage in such related activities as it deems necessary. Subcommittees shall not be composed of a regular and alternate member who represents the same jurisdiction.

(d) Compensation. Members of the Committee shall serve without compensation.

(e) Officers. The Committee shall elect a Chair and Vice Chair from the members thereof, each of whom shall serve for two (2) years

and thereafter until his or her successor is elected. Committee support shall be provided by the Commission staff.

(f) Voting. Each member of the Committee shall have one (1) vote, except the county of Riverside member shall have three (3) votes and the Transportation Planning Director of the Southern California Association of Governments shall be a non-voting member.

(g) Quorum. A quorum shall be a majority of the voting members. All actions of the Committee shall require a majority of the votes cast.

3. Other Advisory Committees.

(a) Standing Committees. The Commission may appoint such other standing committees as it deems necessary. The Commission shall determine the membership of such committees from among the regular members of the Commission, and shall specify the functions, duties, responsibilities, and terms of service. The Commission shall give due consideration to recommendations, advice or proposals received from Advisory Committees but shall not be bound thereby.

(b) Ad Hoc Committees and Representative Appointments. The Chair may create and appoint ad hoc committees as necessary to provide direction and advice to the Chair, Commissioners or Commission staff. In addition, the Chair shall appoint Commission representatives to the Southern California Regional Rail Authority, the Route 91 Advisory Committee, the MSRC, and other agencies or organizations of which the Commission is a member or party. Ad hoc committee members ~~and representatives~~ shall be appointed from among the regular Commission members.

Representatives shall be appointed from among the regular Commission members; provided, however, that, with the approval of the Executive Committee, the Chair may appoint an alternate Commission member or a former Commission member or who

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most recently served as a Commission representative at the time their Commission service ended

G. COMMITTEES OF THE COMMISSION.

1. The following Committees of the Commission are hereby created:

(a) The Budget and Implementation Committee. This Committee shall be composed of up to fifteen (15) regular members of the Commission selected by the Chair, with at least nine (9) members being Western Riverside County regular members of the Commission and at least four (4) members being Eastern Riverside County regular members of the Commission. For the purposes of this subsection (a), the Fifth District Supervisor shall be considered a Western Riverside County member. Subject to supervision by the Commission, the jurisdiction of the Committee shall be as follows: annual budget development and oversight, competitive state and federal grant programs, countywide communications and outreach programs, countywide strategic plan, legislation, short range transit plans (SRTP), and other areas as may be prescribed by the Commission. Meetings shall be held at 9:30 a.m. on the fourth Monday of the month with its principal location at the offices of the Commission, unless otherwise determined by the Committee or the Commission. During a declared state of emergency the meeting may be held at another location, including virtually, as authorized by law or executive order. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a "Committee of the Whole", for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation

presented to the Commission from a Committee of the Whole and not the whole committee and should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

(b) Western Riverside County Programs and Projects Committee.

The Western Riverside County Programs and Projects Committee shall be composed of up to twelve (12) Western Riverside County regular members of the Commission selected by the Chair. Subject to supervision by the Commission, the jurisdiction of the Committee shall be to provide policy direction on transportation programs and projects that impact Western Riverside County. The subject matter may include, but is not limited to: air quality, capital projects, communications and outreach programs, specific transit projects, intermodal programs, motorist services, new corridors, regional agencies/regional planning, Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP), and Transportation Uniform Mitigation Fee (TUMF) Program related to Western Riverside County, and other areas as may be prescribed by the Commission. Meetings shall be held at 1:30 p.m. on the fourth Monday of the month with its principal location at the offices of the Commission unless otherwise directed by the Committee or the Commission. During a declared state of emergency the meeting may be held at another location, including virtually, as authorized by law or executive order. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a "Committee of the Whole," for purposes of discussing agenda matters or any other matter of interest to the

members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

(c) Toll Policy and Operations Committee. The Toll Policy and Operations Committee shall be composed of up to eleven (11) regular members of the Commission selected by the Chair. Subject to supervision by the Commission, the jurisdiction of the Committee shall be as follows: policies involving the Commission's toll facilities, setting tolls or rates, considering contracts with vendors working on the toll program, statewide and federal legislative issues regarding tolling, outreach and marketing of the toll facilities, interactions with neighboring jurisdictions regarding toll matters, user-based funding programs and future opportunities for toll facility development in Riverside County. Meetings shall be held as needed with its principal location at the offices of the Commission, unless otherwise determined by the Committee or the Commission. During a declared state of emergency the meeting may be held at another location, including virtually, as authorized by law or executive order. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a "Committee of the Whole", for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the

Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee and should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

2. In the performance of their duties and responsibilities, the Committees in subsection 1 above shall submit all policy matters coming before them to the Commission for final consideration.

3. Executive Committee.

(a) There shall be created an Executive Committee. Subject to supervision by the Commission, the Executive Committee shall oversee staff functions; recommend staff positions, job descriptions and salaries; appoint, contract with and determine the compensation of the Executive Director; discipline, review and terminate the Commission's Executive Director; and oversee administration of the Commission's office. Decisions of the Committee shall be final unless a member of the Commission, within five (5) days of the date of the decision, requests that the decision be placed on the agenda of the next regular Commission meeting for reconsideration. Meetings of the Committee shall be held at 9:00 a.m. on the day of the Commission meeting or as otherwise required and at a place and time to be set by the Executive Committee, unless otherwise directed by the Commission.

(b) The membership of the Executive Committee shall be as follows:

(1) The Chair of the Commission.

(2) The Vice Chair of the Commission.

(3) The Second Vice Chair of the Commission.

(4) The Past Chair of the Commission.

(5) Two regular members of the Commission representing the cities of Corona, Jurupa Valley, Moreno Valley, Menifee, Murrieta, Riverside, and Temecula.

(6) A regular member of the Commission representing one of the following cities: Banning, Beaumont, Calimesa, Canyon Lake, Eastvale, Hemet, Lake Elsinore, Norco, Perris, San Jacinto, and Wildomar. Such member shall be appointed by majority vote of the members representing the cities referenced in the previous sentence.

(7) A regular member of the Commission representing the following cities: Blythe, Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs and Rancho Mirage. Such member shall be appointed by a majority vote of the members representing the cities referenced in the previous sentence.

(8) Three members of the Commission who are members of the Riverside County Board of Supervisors. Such members shall be appointed by the Board of Supervisors.

(c) Actions of the Executive Committee shall require six (6) affirmatives "yes" votes.

(d) The term of the Executive Committee members, other than the Chair, Vice Chair and the Second Vice Chair shall be two (2) years.

At the end of their two-year term, Executive Committee members shall stand for reappointment as set forth in Section G.3(b).

(e) A member of the Executive Committee may be removed by majority vote of the Commission members responsible for his or her appointment. In the event of a vacancy in the Executive Committee, the vacancy shall be filled as set forth in Section G.3(b) above. The new member shall fill out the remainder of the term.

(f) An alternate member of the Commission, as appointed in Article II.C.2, shall not assume the duties of the regular member on the Executive Committee when the regular member is absent. In addition, should a member of the Executive Committee resign or otherwise leave the Commission, the vacancy shall be filled as set forth in Section G.3(b), above. The new member shall serve the remainder of the unexpired term.

(g) Amendments to this Administrative Code may be approved by the Executive Committee, subject to review by the Commission as set forth in Section G.3(a) above.

4. The Commission's Committees are authorized to establish rules of procedure relating to the activities and functions of the respective Committee, including the creation of subcommittees of committee members.

5. Appointments made by the Chair shall be for a one-year term ending on December 31 of the year in which the appointments are made. In the event the Chair wishes to remove a Commissioner ("Appointee") appointed during the term of the appointment, the following steps shall be taken:

(a) The Chair shall provide Appointee with written notice of the Chair's decision to remove the Appointee from the appointment.

(b) The notice shall be provided in writing to the Appointee through the Commission's Clerk of the Board and shall include a brief statement of why removal is sought, which reason may include, without limitation, three or more consecutive absences of committee meetings. The notice shall be delivered to the email address, if any, provided by Appointee as well as by first class mail to the Clerk of the City/County appointing Appointee to the Commission and the Appointee's mailing address.

(c) The removal shall be effective on the 15th day after the Commission's Clerk of the Board sends notice to Appointee unless Appointee provides notice to the Commission's Clerk of the Board, prior to the expiration of such 15 day period, of his or her desire to contest the removal.

(d) In the event that the removal is contested, the removal shall be stayed and the Executive Director shall schedule an Executive Committee meeting at which both the Chair and Appointee may present their arguments for and against removal. Based thereon, the Executive Committee shall either uphold or reject the removal. The decision of the Executive Committee shall be final.

(e) If the removal is not contested or approved by the Executive Committee, the Chair may appoint a Commission member to fill the remainder of the Appointee's term.

(f) This Section G.5 shall only apply to appointments made by the Chair to 1) the Budget and Implementation Committee as defined under SectionG.1(a); 2) the Western Riverside County Programs and Projects Committee as defined under Section G.1(b)(1); the Toll Policy and Operations Committee as defined under Section G.1(c) and 3) Representative Appointments as defined under Section .F.3(b).

ARTICLE IV

MEETINGS

A. AGENDA. Matters to be placed on the Agenda for any regular meeting may be filed with the Executive Director of the Commission by any member of the Commission by the Thursday before such regular meeting. The Agenda for each regular meeting shall be prepared under the direction of the Executive Director. The Executive Director shall cause copies of the Agenda to be mailed or delivered to each regular and alternate member and the General Counsel at least three (3) working days prior to the regular meeting date.

B. REGULAR MEETING. Regular meetings of the Commission shall be held with its principal location at 4080 Lemon Street, Riverside, California in the Board of Supervisors Chambers or at such other location set in public meeting by the Commission on the second Wednesday of each month at 9:30 a.m. unless such day is a holiday, in which case the meeting shall be held on the next business day. During a declared state of emergency the meeting may be held at another location, including virtually, as authorized by law or executive order. Regular meetings may be canceled by majority vote of the Commission at a regular or special meeting prior to the meeting to be canceled. A regular meeting may also be canceled by the Chair for lack of a quorum. The Executive Director shall endeavor to mail or deliver notice of such cancellation to each regular member and alternate member at least twenty-four (24) hours prior to the time of the meeting.

C. SPECIAL MEETINGS. A special meeting of the Commission may be called at any time by the Chair, or in his or her absence by the Vice Chair or in the absence of the Chair and the Vice Chair by the Second Vice Chair, or by any sixteen

(16) regular members by delivering personally or by mail written notice to the Executive Director and each regular and alternate member. Such notice shall be so

delivered at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be transacted at such meeting. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Executive Director a written waiver of notice. Such waiver may be given by telegram or fax. Such written notice may also be dispensed with as to any regular or alternate member who is actually present at the meeting at the time it convenes. The meeting shall be posted as provided by law.

D. POSTING OF AGENDAS. The Commission shall post agendas of all regular meetings, containing a brief general description of each item of business to be transacted or discussed at the meeting, at least seventy-two (72) hours before such regular meeting. The agenda shall specify the time and location of the meeting and shall be posted in a location freely accessible to members of the public and at such other locations as required by law. No action shall be taken on any item not appearing on such posted agendas, except as permitted by state law.

E. QUORUM AND VOTING REQUIREMENTS. Seventeen (17) members of the Commission shall constitute a quorum for the transaction of business. Unless otherwise required by law or this Administrative Code, all official acts of the Commission shall require the affirmative vote of a majority of the members of the Commission voting on the matter.

F. WEIGHTED VOTING. Notwithstanding subdivision E above, any member of the Commission, immediately after a vote of the Commission in accordance with subdivision E, may call for a weighted vote. For an item to be passed by weighted vote, all of the following requirements shall be met:

(a) The item shall be approved by a majority of the Commission members present at the meeting who represent the Riverside County Board of Supervisors, who each shall have one vote.

(b) The item shall be approved by a majority of the Commission members present at the meeting who represent the cities in Riverside County, who each shall have one vote.

(c) The item shall be approved by Commission members present at the meeting who represent cities in Riverside County representing a majority of the population of the county living in incorporated areas. For the purpose of this subdivision, each regular commission member at the meeting who represents a city in Riverside County shall be assigned votes based on the percentage of the population of incorporated areas of Riverside County represented by that member in relation to the total population of incorporated areas of Riverside County represented by that member in relation to the total population of incorporated areas of Riverside County represented at the meeting. Population data shall be determined through Department of Finance estimates, adjusted annually on January 1 or as soon thereafter as possible. The population represented by members not voting because of a legal conflict of interest shall not be counted for any purpose in a weighted vote.

The provisions of this section shall not apply the election of the Chair, Vice Chair, or Second Vice Chair as defined under Article III.B.

G. RALPH M. BROWN ACT. All meetings of the Commission shall be called, noticed, and conducted in the manner prescribed by the Ralph M. Brown Act (Chapter 9, commencing with Section 54950, Part I, Division 2, Title 5 of the Government Code).

H. ADDRESSING COMMISSION ON AGENDA ITEMS. No person shall address the Commission at any meeting until he or she has first been recognized

by the Chair. The decision of the Chair to recognize a person may be changed by vote of a majority of the members of the Commission present at the meeting. Persons wishing to address the Commission shall fill out a speaker card and provide it to the Clerk of the Board prior to the start of the agenda item upon which he or she wishes to be heard, unless another method is specified by the Chair. The Chair may, in his or her discretion, direct the Clerk to accept speaker cards filed after the start of the agenda item. Except as set forth below, when addressing the Commission, each individual speaker will be limited to three continuous minutes or less of public testimony. The Commission may, either at the direction of the Chair or by a majority vote of the Commission, waive this three minute time limitation. Depending on the number of items on the Agenda and the number of speaker cards, the Chair may, in his or her discretion, reduce the time for each individual speaker to two continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes, unless extended by the Chair or majority vote of the Board. Speakers may not yield their time to others without the consent of the Chair. The Commission may terminate public comments if such comments become repetitious.

I. COMMITTEE OF THE WHOLE. At any regular meeting not yet convened because of the lack of a quorum, the regular members, and alternates acting in the place of a regular member, who are present, may constitute themselves a "Committee of the Whole", for the purposes of discussing agenda matters or any other matter of interest to the members present. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

ARTICLE V

CORPORATE POWERS

A. SUCCESSION. The Commission has perpetual succession and may adopt a seal and alter it at its pleasure.

B. LITIGATION. The Commission may sue and be sued, except as otherwise provided by law, in all actions and proceedings, in all courts and tribunals of competent jurisdiction.

C. CLAIMS. All claims for money or damages against the Commission are governed by Division 3.6 (commencing with Section 810) of Title 1 of the Government Code except as provided therein, or by other statutes or regulations expressly applicable thereto.

D. MOTIONS, REGULATIONS AND ORDINANCES. The acts of the Commission shall be expressed by motion, resolution, or ordinance. All ordinances shall take effect upon their adoption unless otherwise provided for by the Commission. The enacting clause of all ordinances shall be as follows: "The Riverside County Transportation Commission hereby ordains as follows:" All ordinances shall be signed by the Chair or by the Vice Chair of the Commission.

E. MISCELLANEOUS. The Commission shall have the power and authority to do any and all things necessary to carry out the purposes of Division 12 (commencing with Section 130000) and Division 25 (commencing with Section 240000) of the Public Utilities Code and other applicable law.

ARTICLE VI

CONTRACTS

The Commission may make contracts and enter into stipulations of any nature whatsoever either in connection with eminent domain proceedings or otherwise, including but not limited to, contracts and stipulations to indemnify and save harmless, to employ labor, and to do all acts necessary and convenient for the full exercise of the powers authorized by law or by this Ordinance. The Commission may contract with any Department or Agency of the United States of America, with

any public agency (including but not limited to, the Department of Transportation or any Transit District, County, or City), or with any person upon such terms and conditions as the Commission finds is in its best interest.

ARTICLE VII

BUDGET

A. ANNUAL BUDGET. The Commission, after holding public hearings, shall annually, on or before June 15th of each year, adopt a budget for the succeeding Fiscal Year.

B. PUBLIC HEARINGS. The Commission shall hold public hearings prior to the adoption of its budget. Notice of time and place of such hearings shall be published pursuant to Section 6061 of the Government Code and shall be published no later than the 15th day prior to the date of the hearing.

C. PUBLIC INSPECTION. The proposed annual budget shall be available for public inspection at least fifteen (15) days prior to the hearing.

ARTICLE VIII

AUDIT

The Commission shall make, or cause to be made annually as soon as practical after the end of each Fiscal Year, a post-audit of the financial transactions and records of the Commission for the preceding year. Such post-audit shall be made by a Certified Public Accountant.

ARTICLE IX

GOVERNMENT CLAIMS POLICY

A. The review, rejection, sufficiency and return of written claims shall be governed by the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or as otherwise provided by law.

B. The Executive Director or designee is authorized to review and reject claims submitted to RCTC.

C. The Executive Director may settle claims in the amount of $50,000 or less after consultation with the General Counsel. The Commission Board must approve all settlements on claims in excess of $50,000.

The Executive Director or designee may review and grant or deny an application for late claim relief submitted pursuant to the Government Claims Act.

D. This Government Claims Policy is intended to reflect the requirements set forth in the California Government Claims Act. Because state law is amended from time to time, in the event any law cited herein is amended, modified, changed or omitted, then such law shall govern.

This Tort Claims Policy provides the guidelines for RCTC in responding to a claim, however, a failure to follow this Policy shall not serve as a basis for invalidating an action taken by the Commission or the Executive Director on a particular claim.

ARTICLE X PROCEDURES

FOR DESIGN IMMUNITY

A. EXECUTIVE DIRECTOR REVIEW AND APPROVAL. Prior to commencement of a construction project undertaken by the Commission, the Executive Director shall review and approve or disapprove the plans for such project in writing, or delegate such authority in writing to a competent employee of the Commission with the knowledge to discern whether the plans are reasonable or not. Neither the Executive Director nor his or her designee of review and approval authority shall be responsible for drafting such plans.

B. DETERMINATION OF REASONABLENESS. The Executive Director or his or her designee of review and approval authority shall review the plans for a construction project undertaken by the Commission to determine whether such plans are reasonable or not. Evidence of reasonableness of such plans may be supported by approval of such plans by a competent professional; or if such plans have been prepared in conformity with a previously approved standard; or if such plans conform to established guidelines such as the Uniform Building Code or guidelines set forth by the California Department of Transportation or the American Association of State Highway and Transportation Officials.

C. EXECUTION OF STATEMENT. Upon completion of the review of the plans, the Executive Director or his or her designee shall sign a statement in substantially the form set forth as follows:

> I have been granted the authority to review and approve the plans for the _____Project, and I am competent to do so. I have reviewed such plans, and I find them to be reasonable in my judgment as a reasonable employee and approve such plans.