



**EXECUTIVE COMMITTEE
MEETING AGENDA**

TIME: 9:00 a.m.

DATE: Wednesday, December 9, 2020

Pursuant to Governor Newsom's Executive Order N-29-20, (March 18, 2020), the meeting will only be conducted via video conferencing and by telephone.

🌀 COMMITTEE MEMBERS 🌀

Ben J. Benoit, City of Wildomar – Chair
Jan Harnik, City of Palm Desert – Vice Chair
V. Manuel Perez, County of Riverside, District 4 – Second Vice Chair
Chuck Washington, County of Riverside, District 3 – Past Chair
Lloyd White, City of Beaumont
Brian Berkson, City of Jurupa Valley
Lisa Middleton, City of Palm Springs
Michael S. Naggar, City of Temecula
Kevin Jeffries, County of Riverside, District 1
Karen Spiegel, County of Riverside, District 2
Jeff Hewitt, County of Riverside, District 5

🌀 AREAS OF RESPONSIBILITY 🌀

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

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE MEETING AGENDA

9:00 A.M.

WEDNESDAY, DECEMBER 9, 2020

Pursuant to Governor Newsom's Executive Order N-29-20, (March 18, 2020), the meeting will only be conducted via video conferencing and by telephone. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting

<https://rctc.zoom.us/j/83302090225>

One tap mobile

+16699006833,,83302090225# US

Meeting ID: 833 0209 0225

For members of the public wishing to submit comment in connection with the Executive Committee Meeting please email written comments to the Clerk of the Board at lmobley@rctc.org prior to December 8, 2020 at 5:00 p.m. and your comments will be made part of the official record of the proceedings. Members of the public may also make public comments through their telephone or Zoom connection when recognized by the Chair.

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 on the Commission's website, www.rctc.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, Executive Order N-29-20, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (951) 787-7141 if special assistance is needed to participate in a Committee meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**

3. **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.*

4. **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.*

5. **APPROVAL OF THE MINUTES – NOVEMBER 12, 2020 SPECIAL MEETING**

6. **CLOSED SESSION – EXECUTIVE DIRECTOR**
 - 6A. Public Employee Performance Evaluation
Title: Executive Director

 - 6B. Conference with Labor Negotiators Pursuant to Section 54957.6
Agency Representative: Chair or Designee
Employee: Executive Director

7. **EXECUTIVE DIRECTOR – EMPLOYMENT CONTRACT**

Overview

This item is for the Committee to discuss and take possible action on amendment to Executive Director’s employment contract.

8. **ADJOURNMENT**

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

MINUTES SPECIAL EXECUTIVE COMMITTEE MEETING

THURSDAY, NOVEMBER 12, 2020

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chair Ben J. Benoit at 9:30 a.m. via Zoom Meeting ID: 867 6134 4945. Pursuant to Governor Newsom's Executive Order N-29-20, (March 18, 2020), the meeting was conducted via video conferencing and by telephone.

ROLL CALL

Commissioners Present

Ben J. Benoit
Brian Berkson
Jan Harnik
Jeff Hewitt
Kevin Jeffries
Lisa Middleton
Michael Naggar
V. Manuel Perez
Karen Spiegel
Lloyd White

Commissioners Absent

Chuck Washington

2. PLEDGE OF ALLEGIANCE

Commissioner Perez led the Pledge of Allegiance.

3. PUBLIC COMMENTS

There were no public comments.

4. ADDITIONS/REVISIONS

There were no additions or revisions.

5. APPROVAL OF THE MINUTES – OCTOBER 14 SPECIAL MEETING AND OCTOBER 14, 2020

M/S/C (Naggar/Berkson) to approve the minutes of October 14, 2020 and October 14, 2020 Special Meeting as submitted.

6. FISCAL YEAR 2020/21 ORGANIZATION AND CLASSIFICATION RECOMMENDATIONS RELATED TO THE IMPLEMENTATION AND MANAGEMENT SERVICES AGREEMENT BETWEEN RIVERSIDE COUNTY TRANSPORTATION COMMISSION AND WESTERN RIVERSIDE COUNTY REGIONAL CONSERVATION AUTHORITY

Pamela Velez, Human Resources Administrator, provided a report. Anne Mayer, Executive Director, noted the salary range table and the budget adjustment are the only items that need approval of the full Commission. She stated the new organizational chart incorporates positions created due to the appointment of RCTC as the managing agency of the Western Riverside Regional Conservation Authority. Ms. Mayer announced Mark Lancaster, acting Capital Project Manager, has accepted a job with the County which has left RCTC with a vacancy and therefore the Executive Commission may be asked to fund a Capitol Projects Manager position in the future.

Commissioner Harnik asked for clarification regarding Mark Lancaster's position. Ms. Mayer provided clarification that Mr. Lancaster's official title was Right of Way Manager but was serving as the acting Capital Projects Manager.

M/S/C (Naggar/Perez) to:

- 1) Approve the FY 2020/21 Organizational Chart;**
- 2) Approve the revised FY 2020/21 Salary Ranges Schedule;**
- 3) Approve the addition of Regional Conservation Deputy Executive Director on range 67 (\$14,441 - \$19,495);**
- 4) Approve the addition of Reserve Management/Monitoring Manager on range 53 (\$10,263 - \$13,855);**
- 5) Approve the addition of two Senior Management Analysts - Management/Monitoring on range 43 (\$8,041 - \$10,855);**
- 6) Approve the addition of Technical Information Program Manager on range 45 (\$8,443 - \$11,398);**
- 7) Approve the addition of Senior Management Analyst - GIS/IT Database on range 43 (\$8,041 - \$10,855);**
- 8) Approve the addition of three Senior Management Analysts - Right of Way on range 43 (\$8,041 - \$10,855);**
- 9) Approve the addition of Senior Management Analyst - Public Affairs on range 43 (\$8,041 - \$10,855);**
- 10) Approve the addition of Senior Management Analyst - Legislative Affairs on range 43 (8,041 - \$10,855);**
- 11) Approve the addition of Deputy Director of Financial Administration on range 57 (\$11,315 - \$15,275);**

- 12) **Approve the addition of Procurement Analyst on range 36 (\$6,777 - \$9,149);**
- 13) **Approve the addition of Financial Administration Manager on range 53 (\$10,263 - \$13,855);**
- 14) **Approve the addition of Accounting Supervisor - Regional Conservation on range 44 (\$8,237 - \$11,120);**
- 15) **Approve the addition of Accountant - Regional Conservation on range 33 (\$6,300 - \$8,505);**
- 16) **Approve the addition of Accounting Technician - Regional Conservation on range 25 (\$5,183 - \$6,997);**
- 17) **Approve the addition of Deputy Clerk of the Board on range 32 (\$6,147 - \$8,298);**
- 18) **Approve the addition of Administrative Assistant on range 17 (\$4,264 - \$5,757);**
and
- 19) **Approve and forward to the Commission budget adjustments of \$1.7 million and \$1.54 million to increase FY 2020/21 budgeted expenditures and revenues, respectively, related to salaries and benefits necessary to implement the Agreement.**

7. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:42 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Lisa Mobley", with a long horizontal flourish extending to the right.

Lisa Mobley
Clerk of the Board