



**EXECUTIVE COMMITTEE
MEETING AGENDA**

TIME: 9:00 a.m.

DATE: Wednesday, January 13, 2021

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 🌀

Jan Harnik, City of Palm Desert – Chair
V. Manuel Perez, County of Riverside, District 4– Vice Chair
Bob Magee, City of Lake Elsinore – Second Vice Chair
Ben J. Benoit, City of Wildomar – Past Chair
Lloyd White, City of Beaumont
Brian Berkson, City of Jurupa Valley
Lisa Middleton, City of Palm Springs
Vacant, City of Temecula
Kevin Jeffries, County of Riverside, District 1
Karen Spiegel, County of Riverside, District 2
Chuck Washington, County of Riverside, District 3
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, JANUARY 13, 2021

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/81202460435>

Meeting ID: 812 0246 0435

One tap mobile

+16699006833,,81202460435# US

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 January 12, 2021 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 – DECEMBER 9, 2020**

6. **CAPITAL PROJECT MANAGER POSITION BACKFILL**

Overview

This item is for the Committee to approve backfilling a vacant and unfunded Capital Project Manager position.

7. **ADJOURNMENT**

AGENDA ITEM 5

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

MINUTES EXECUTIVE COMMITTEE MEETING

WEDNESDAY, DECEMBER 9, 2020

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chair Ben J. Benoit at 9:00 a.m. via Zoom Meeting ID: 833 0209 0225. 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
Chuck Washington
V. Manuel Perez
Karen Spiegel
Lloyd White

Commissioners Absent

Mike Naggar

2. PLEDGE OF ALLEGIANCE

Chair Benoit invited the Executive Committee to participate in a flag salute.

3. PUBLIC COMMENTS

There were no public comments.

4. ADDITIONS/REVISIONS

There were no additions or revisions.

5. APPROVAL OF THE MINUTES – NOVEMBER 12 SPECIAL MEETING

M/S/C (Spiegel/Berkson) to approve the minutes of November 12, 2020 as submitted with a correction made to the time the meeting was convened and adjourned.

At this time, the Executive Committee went into closed session.

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

M/S/C (Harnik/Middleton) to approve an amended Executive Director Employment Contract.

No: Jeffries

8. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:34 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

AGENDA ITEM 6

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	January 13, 2021
TO:	Executive Committee
FROM:	Pamela Velez, Human Resources Administrator
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	Capital Project Manager Position Backfill

STAFF RECOMMENDATION:

This item is for the Committee to approve backfilling a vacant and unfunded Capital Project Manager position.

BACKGROUND INFORMATION:

The FY 2020/21 budget approved by the Commission in June 2020 did not include funding for four vacant positions. The positions included the Planning and Programming Director, IT Administrator and two Capital Project Managers. Staff recommended to leave these positions unfunded due to uncertainty related to COVID 19 impacts to revenue.

In October 2020, the Executive Committee approved filling the Planning and Programming Director position and the Commission approved the associated budget adjustment. The three other positions remain unfunded.

Over the past several years, recruitment for the Capital Project Manager positions has been challenging, resulting in vacancies for an extended period of time. The significant infrastructure investments being made in the Southern California region in both the private and public sectors has impacted the candidate pool. As a result, RCTC's former Right of Way Manager, who is a Registered Civil Engineer, was reassigned to serve as the Project Manager for several high priority projects including the 71/91 Connector and Mid County Parkway. In late 2020, that RCTC employee was hired by the County of Riverside as the Director of Transportation. The departure of that employee has left a void that cannot be filled by reassignment of existing staff.

DISCUSSION:

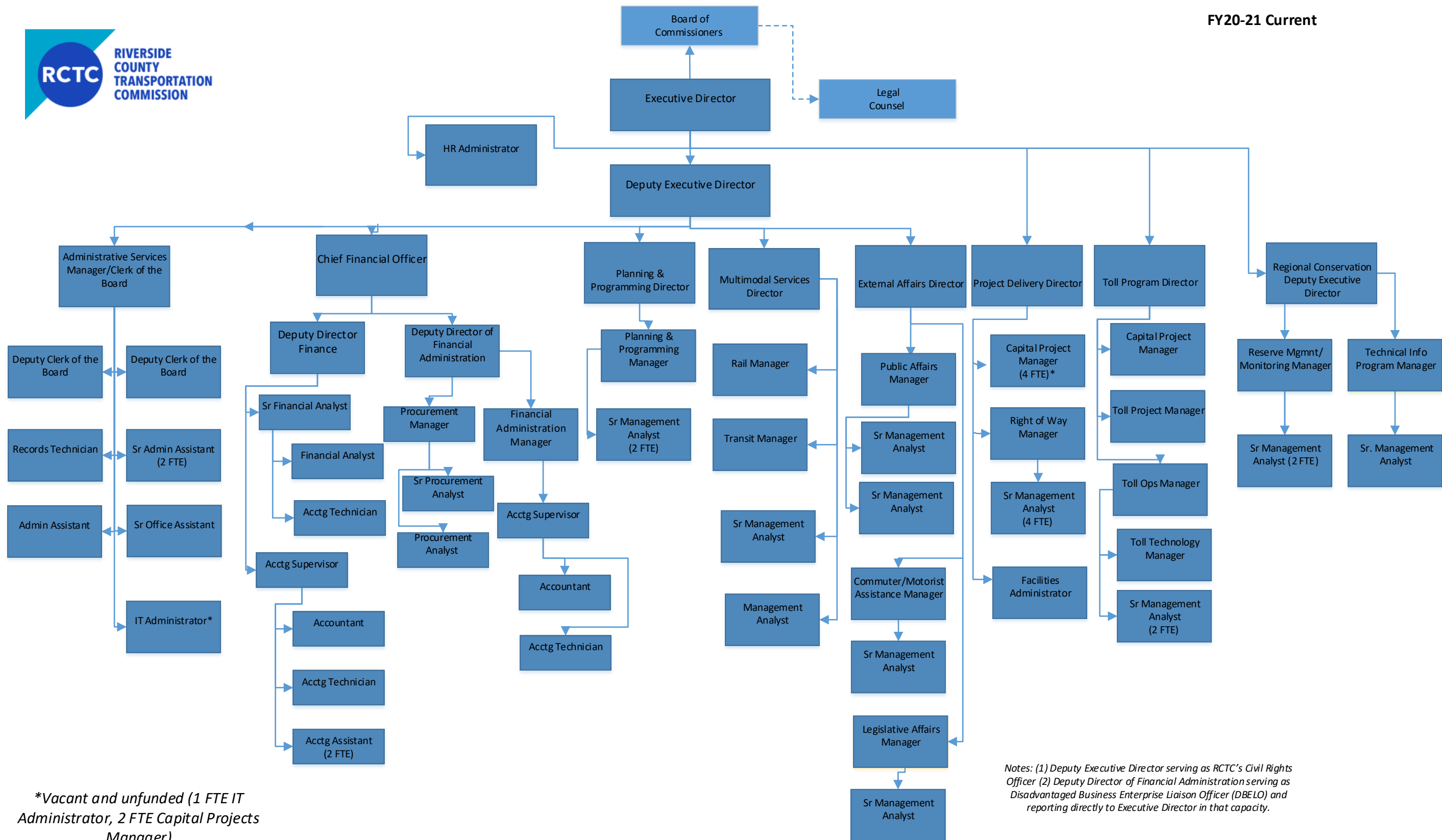
Staff recommends that one of the two Capital Project Manager positions be filled as soon as possible. Key projects are in progress and schedule commitments must be met. It is expected that a recruitment could take several months due to the current limited candidate pool in the engineering profession.

FISCAL IMPACT:

If the backfill is approved, no additional funding or budget adjustments for FY 2020/21 will be needed. The gap between the former employee's departure and the hiring of a new employee will result in sufficient savings.

Financial Information					
In Fiscal Year Budget:	Yes	Year:	FY 2020/21	Amount:	\$63,200
Source of Funds:	2009 Measure A and federal, state, and other local revenues			Budget Adjustment:	No
GL/Project Accounting No.:	623999 60001 00000 0000 262 31 60001 623999 61XXX 00000 0000 262 31 61XXX				
Fiscal Procedures Approved:	<i>Theresa Trevino</i>			Date:	01/05/2021

Attachments: FY 2020/21 Current Organization Chart



*Vacant and unfunded (1 FTE IT Administrator, 2 FTE Capital Projects Manager)

Notes: (1) Deputy Executive Director serving as RCTC's Civil Rights Officer (2) Deputy Director of Financial Administration serving as Disadvantaged Business Enterprise Liaison Officer (DBELO) and reporting directly to Executive Director in that capacity.