



**EXECUTIVE COMMITTEE
MEETING AGENDA**

TIME: 9:00 a.m.

DATE: Wednesday, March 10, 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
Matt Rahn, City of Temecula
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, MARCH 10, 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/85782972757>

Meeting ID: 857 8297 2757

One tap mobile

+16699006833,,85782972757# US (San Jose)

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 March 9, 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 – JANUARY 13, 2021

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6. REPORTING OF CONTRACT CHANGE ORDERS FOR CONSTRUCTION CONTRACTS

Page 3

Overview

This item is for the Committee to give direction to staff concerning the reporting of Contract Change Orders (CCOs) for construction contracts to the Commission.

7. ORGANIZATION UPDATE

Page 5

Overview

This item is for the Committee to:

- 1) Receive a presentation on the status of staffing, organization analysis and Fiscal Year 21/22 Budget preparation; and
- 2) Provide feedback and policy guidance on organization analysis efforts.

8. ADJOURNMENT

AGENDA ITEM 5

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

MINUTES EXECUTIVE COMMITTEE MEETING

WEDNESDAY, JANUARY 13, 2021

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chair Jan Harnik at 9:00 a.m. via Zoom Meeting ID: 812 0246 0435. 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
Lisa Middleton
Chuck Washington
V. Manuel Perez
Karen Spiegel
Lloyd White

Commissioners Absent

Kevin Jeffries
Mike Naggar

2. PLEDGE OF ALLEGIANCE

Chair Benoit led the Executive Committee 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 – DECEMBER 9, 2020

M/S/C (Benoit/Perez) to approve the minutes of December 9, 2020 as submitted.

6. CAPITAL PROJECT MANAGER POSITION BACKFILL

Pamela Velez, Human Resources Administrator, provided a report on staff's request for the Committee to approve backfilling a vacant and unfunded Capital Project Manager position.

Anne Mayer, Executive Director, noted it is not necessary to ask for a budget adjustment as there is cost savings created from a recently vacated position.

M/S/C (Washington/Perez) to approve backfilling a vacant and unfunded Capital Projects Manager position.

7. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:08 a.m.

Respectfully submitted,

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

Lisa Mobley
Clerk of the Board

AGENDA ITEM 6

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

| | |
|-----------------|--|
| DATE: | March 10, 2021 |
| TO: | Executive Committee |
| FROM: | Marlin Feenstra, Project Delivery Director |
| THROUGH: | Anne Mayer, Executive Director |
| SUBJECT: | Reporting of Contract Change Orders for Construction Contracts |

STAFF RECOMMENDATION:

This item is for the Committee to give direction to staff concerning the reporting of Contract Change Orders (CCOs) for construction contracts to the Commission.

BACKGROUND INFORMATION:

At its February 2021 meeting, the Commission gave direction to staff to report information concerning CCOs issued for construction contracts to the Executive Committee. Staff now seeks direction on the content and format of the report, and the desired committee to receive this report.

Further information and recommendations will be presented at the meeting. For the committee's information, attached is a table listing values, dates, and brief descriptions of all CCOs issued during the 4th quarter of calendar year 2020.

FISCAL IMPACT:

None.

Attachment: Contractor Change Orders executed in the 4th quarter of Calendar 2021

| Contractor Change Orders executed in the 4th Quarter of Calendar 2020 | | | | |
|---|---|--|----------------|--------------|
| Project | CCO No. | Description | Amount | Totals |
| 1 MCP Placentia Project | CCO 01 | Block wall removal | \$20,946.00 | |
| | CCO 02 | Maintain Traffic | \$50,000.00 | |
| | CCO 03 | Buried Man-made objects | \$15,000.00 | |
| | CCO 04 | City/County Permits and Inspection fees | \$15,000.00 | |
| | CCO 05 | Culvert clean out RCB under freeway | \$25,000.00 | |
| | CCO 06 | Revised Striping Stage 1a | \$35,475.00 | \$161,421.00 |
| 2 Railroad Canyon Interchange Project | CCO 09 | Fiber Optic conflicts | \$20,000.00 | |
| | CCO 15 | Relocate Lake Elsinore Center irrigation next to Grape St | \$15,000.00 | |
| | CCO 19 | Ramp Metering poles | \$0.00 | |
| | CCO 22 | Telecomms and video surveillance equip certificate of compliance | \$0.00 | |
| | CCO 24 | Video detection at city intersection | \$60,000.00 | |
| | CCO 27 | Electrical materials on hand | \$0.00 | \$95,000.00 |
| 3 91 Pachappa Underpass Project | CCO 02s1 | Stabilize boulders - resolve time deferral | \$0.00 | |
| | CCO 04 | Retaining Wall 335 changes | \$0.00 | |
| | CCO 09 | Consolidate Retaining Wall 335 Parapet Pours | \$38,622.21 | |
| | CCO 11 | Flashing at waterproofing and other details | \$6,500.00 | \$45,122.21 |
| 4 MCP Mitigation Site Project | CCO 04 | Hydroseed Disturbed Areas | \$78,200.00 | |
| | CCO 06 | Extend Plant Establishment Period | \$21,250.00 | \$99,450.00 |
| 5 SR-60 Truck Lanes Project | CCO 7s1 | Oil Index adjustment | (\$105,530.00) | |
| | CCO 30 | Widen WB detour to avoid pinning K-Rail | \$0.00 | |
| | CCO 35 | Revise fill and drainage at WB Station 681+60 | \$0.00 | |
| | CCO 42 | Adding JCPC treatments to east and west ends | \$64,390.00 | |
| | CCO 44 | Route 60 WB Edison pole #4775225, impacts to Stage 2 & 3 | \$87,898.00 | |
| | CCO 45 | Temporary railing (Type K) | \$82,296.00 | |
| | CCO 47 | Detours removal (design omission) | \$265,195.00 | |
| | CCO 48 | Additional asphalt shoulder | \$230,405.00 | |
| | CCO 50 | Differing Site Conditions under existing pavement | \$75,000.00 | |
| | CCO 51 | Changing 3 inlets from G1 to G2 | \$0.00 | |
| CCO 54 | Shop drawings submittals COVID requirements | \$0.00 | \$699,654.00 | |
| 6 Downtown Riverside Station Layover Facility Project | CCO 01s1 | Ambidextrous Sewer | \$0.00 | |
| | CCO 06s2 | Man-made Buried Objects | \$1,647.69 | |
| | CCO 09 | Miscellaneous irrigation modifications | \$9,620.00 | |
| | CCO 10 | Backflow Preventer relocation | \$7,000.00 | |
| | CCO 11 | Rail Plug | \$20,000.00 | \$38,267.69 |
| 7 I-15 Express Lanes Project | CCO 09s1 | Advance Limonite Interchange Construction | (\$161,647.00) | |
| | CCO 45 | Maintenance vehicle pullouts | (\$96,000.00) | |
| | CCO 74 | ELC scope reduction | (\$42,956.00) | |
| | CCO 76 | Extend Builders Risk insurance | \$71,919.00 | |
| | CCO 77 | 15/91 Abutment 1 | \$37,597.00 | |
| | CCO 78 | RCTC DL 25 | \$355,520.00 | |
| | CCO 79 | Omit shoulder restoration north of Limonite | (\$189,611.00) | |
| | CCO 80 | Channelizer upgrade | \$249,022.00 | |
| | CCO 81 | MIT Non-conformance deduction | (\$55,000.00) | |
| | CCO 82 | Splice & terminate fiber optic cables | \$4,944.00 | |
| | CCO 83 | Modify sign structure OS207 | \$33,021.00 | |
| CCO 86 | NONC-11 | (\$81,034.00) | \$125,775.00 | |
| 8 15/91 Express Lanes Connector | CCO 05 | LD for change-out of Design Manager | (\$50,000) | |
| | CCO 10s1 | Final Design and Construction Prep Rev.1 | (\$246,916) | (\$296,916) |
| 9 91 C.O.P | CCO 01 | Add sign and change concrete barrier | (\$1,061.05) | |
| | CCO 02 | Modify temporary traffic signal at Green River Rd | \$8,344.49 | |
| | CCO 03 | Modify Stage 1 Striping | \$0.00 | |
| | CCO 04 | Traffic control | \$20,000.00 | \$27,283.44 |

AGENDA ITEM 7

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

| | |
|-----------------|--------------------------------|
| DATE: | March 10, 2021 |
| TO: | Executive Committee |
| THROUGH: | Anne Mayer, Executive Director |
| SUBJECT: | Organization Update |

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Receive a presentation on the status of staffing, organization analysis and Fiscal Year 21/22 Budget preparation; and
- 2) Provide feedback and policy guidance on organization analysis efforts.

BACKGROUND INFORMATION:

Staff will present an update on staffing issues involving expanded toll responsibilities, integrating RCA staffing needs into RCTC's management structure and planning for future change. The item is intended not only to inform the committee but to also seek input and guidance.