



**EXECUTIVE COMMITTEE
MEETING AGENDA**

TIME: 9:00 a.m.

DATE: Wednesday, April 14, 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, APRIL 14, 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/89631672050>

Meeting ID: 896 3167 2050
One tap mobile
+16699006833,,89631672050# US (San Jose)
Dial by your location
+1 669 900 6833 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 April 13, 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. 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 10, 2021

7. FISCAL YEAR 2021/22 ORGANIZATION RECOMMENDATIONS

Overview

This item is for the Committee to:

- 1) Adopt Fiscal Year 2021/22 salary ranges, which reflect a 2 percent cost of living adjustment (COLA);
- 2) Authorize a merit pool of no more than 4 percent for performance-based increases; and
- 3) Direct staff to include these proposed actions in the draft FY 2021/2022 operating budget for consideration by the Commission.

8. ADJOURNMENT

AGENDA ITEM 6

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

MINUTES EXECUTIVE COMMITTEE MEETING

WEDNESDAY, MARCH 10, 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: 857 8297 2757. 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 Benoit
Brian Berkson
Jan Harnik
Jeff Hewitt
Lisa Middleton
Karen Spiegel
Lloyd White

Commissioners Absent

Bob Magee
V. Manuel Perez
Matt Rahn
Chuck Washington

2. PLEDGE OF ALLEGIANCE

Commissioner Lloyd White 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 – JANUARY 13, 2021

M/S/C (Hewitt/Benoit) to approve the minutes of January 13, 2021 as submitted.

6. REPORTING OF CONTRACT CHANGE ORDERS FOR CONSTRUCTION CONTRACTS

Anne Mayer, Executive Director, introduced Marlin Feenstra, Project Delivery Director, to provide a presentation on Contract Change Order reporting requested by Commissioners at a prior meeting. Mr. Feenstra noted the number of change orders processed in the prior quarter, explained the change order process, and the oversight of the process. He presented a suggested contract change order report that is recommended to be brought quarterly to the Budget and Implementation Committee.

Commissioner Brian Berkson noted this report is important to be brought to the Commission to keep them updated and expressed support for a quarterly report brought to the Budget and Implementation Committee. He requested if there is a major issue that may cause a project to be delayed that the Commission be updated as soon as possible.

Commissioner Karen Spiegel asked for clarification as to which change orders go to the Commission and if a percentage of dollar amount triggers Commission approval. Mr. Feenstra stated when contracts are taken to the Commission for award, a contingency amount is also approved. If the total value of all change orders gets close to or exceeds the total contingency amount staff would return to the Commission for approval before issuing any change orders that would exceed the contingency amount.

Commissioner Jeff Hewitt expressed confidence in the amount of oversight on the contract change order process and support for the reports being brought to the Commission for review.

Chair Harnik asked if the reports would go to the Commission on the Consent Calendar after they are presented at Budget and Implementation Committee as she thinks the reports provide good information to the Commissioners. Ms. Mayer confirmed the reports would go to the Commission on Consent.

Ms. Mayer thanked the Executive Committee for their feedback and noted how rarely the contingency amount is exceeded. She stated this is a forward-looking process; if staff projects a contract will be outside of the contingency staff will come to the Commission in advance before additional contingency is needed. Construction is fast-paced, and budget authority has to be in place before a change order can be signed.

M/S/C (Berkson/Hewitt) to direct staff to report Contract Change Orders (CCOs) to the Budget and Implementation Committee and the Commission on a quarterly basis.

7. ORGANIZATION UPDATE

Ms. Mayer provided a staffing and management update including existing staffing, a classification and compensation study, toll program changes, and Fiscal Year 2021/22 preparations. She noted an item would be coming back to the April Executive Committee focused on the RCTC toll program reorganization and other budget related issues for staffing and in the fall will return again to the Executive Committee to discuss the results of the Classification and Compensation study, focusing on RCA activities.

Commissioner Spiegel questioned current organizational levels. Ms. Mayer stated there are 73 authorized position, 61 of which are filled. Ms. Mayer stated the organization has been very proud of being “lean and mean” for some time, however, the scope of the RCTC program, especially with the toll operations, is significant. There are several parts of the organization that have only one person in the job, giving the example of Human Resources and Payroll, which have one person each that creates an issue when staff retires. Ms. Mayer noted her focus will be on creating depth in the organization and succession planning, noting there have been several retirements and there are more to come.

Commissioner Hewitt expressed his appreciation for staying on top of the agency’s PERS obligations and requested any position requests that come for approval include the total cost of the position, including PERS costs.

M/S/C to receive and file a presentation on the status of staffing, organization analysis and Fiscal Year 21/22 Budget preparation and provide feedback and policy guidance on organization analysis efforts.

8. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:30 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Lisa Mobley".

Lisa Mobley
Clerk of the Board

AGENDA ITEM 7

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	April 14, 2021
TO:	Executive Committee
FROM:	Pamela Velez, Human Resources Administrator
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	Fiscal Year 2021/22 Organization Recommendations

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Adopt Fiscal Year 2021/22 salary ranges, which reflect a 2 percent cost of living adjustment (COLA);
- 2) Authorize a merit pool of no more than 4 percent for performance-based increases; and
- 3) Direct staff to include these proposed actions in the draft FY 2021/2022 operating budget for consideration by the Commission.

BACKGROUND INFORMATION:

Each year in accordance with the Administrative Code and as a part of the budget process, the Executive Committee considers organization recommendations including but not limited to staff classifications and compensation. Budget related decisions are included in the annual budget for consideration and approval by the full Commission.

The current staffing level is 73 full time equivalents with 12 vacancies. Two of the vacant positions were unfunded for the full 20/21 fiscal year with another unfunded for 8 months of the fiscal year. That partially funded position will likely remain vacant for the balance of the fiscal year.

The Measure A Ordinance limits administrative salaries and benefits to 1 percent of Measure A revenues and Commission policy states that administrative costs, including administrative salaries and benefits, will not exceed 4 percent. These limitations have not been exceeded.

The Commission's delivery of projects and programs is primarily accomplished through the use of vendors, consultants and contractors with oversight from RCTC staff.

Fiscal Year 2021/22 Budget Assumptions

The Commission is required to publicly adopt a separate salary range table as a part of the budget approval process. This method ensures clarity and public disclosure. Commission policy applies an annual COLA to the salary range table. The COLA is predicated on the percentage change in the Consumer Price Index-All Urban Wage Earners, covering the Riverside-San Bernardino-Ontario, for the 12-month period ending December 31, rounded to the nearest half a percent, with a maximum adjustment of 4 percent. The COLA is not automatically applied to current employees' salaries except those whose salaries are at the range minimum. For FY 21/22 this would impact 5 employees. It is recommended that the Commission approve a 2 percent salary range COLA adjustment for FY 2021/22.

As previously stated, the COLA adjustment only affects salary ranges not each employee's salary. Typically, employees earn salary increases only through the Commission's performance management process. The Commission compensation structure utilizes a merit-based evaluation process to individually determine if annual salary adjustments are warranted based on performance. Any merit-based salary adjustments are made on a sliding scale up to the maximum percentage determined by the Commission in its annual budget adoption. The FY 2020/21 budget included funds for up to 4 percent merit-based increases. It is recommended that the Commission include funds for up to 4 percent merit-based increases for FY 2021/22.

Summary

If approved, the proposed actions will be included in the FY 21/22 budget for consideration by the Commission.