



**EXECUTIVE COMMITTEE  
MEETING AGENDA**

**TIME: 9:00 a.m.**

**DATE: Wednesday, July 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, JULY 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/86024039354>

Meeting ID: 860 2403 9354  
One tap mobile  
+16699006833,,86024039354# 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](mailto:lmobley@rctc.org) prior to July 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](http://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 – MAY 12, 2021 SPECIAL MEETING**

**7. POLICY DISCUSSION REGARDING COMMISSIONER COMMENTS**

***Overview***

At the request of the Chair, this item is for the Committee to discuss Commission policies and legal requirements regarding board member comments during public meetings.

**8. ADJOURNMENT**

# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **MINUTES SPECIAL EXECUTIVE COMMITTEE MEETING**

**WEDNESDAY, MAY 12, 2021**

### **1. CALL TO ORDER**

The Special meeting of the Executive Committee was called to order by Chair Jan Harnik at 8:45 a.m. via Zoom Meeting ID: 885 2531 8133. Pursuant to Governor Newsom's Executive Order N-29-20, (March 18, 2020), the meeting was conducted via video conferencing and by telephone.

### **2. ROLL CALL**

#### **Commissioners Present**

Ben Benoit  
Brian Berkson  
Jan Harnik  
Jeff Hewitt  
Bob Magee  
Lisa Middleton  
V, Manuel Perez  
Karen Spiegel  
Chuck Washington  
Lloyd White

#### **Commissioners Absent**

Matt Rahn

### **3. PLEDGE OF ALLEGIANCE**

Commissioner Bob Magee led the Executive Committee in a flag salute.

### **4. PUBLIC COMMENTS**

There were no public comments.

### **5. ADDITIONS/REVISIONS**

There were no additions or revisions.

### **6. APPROVAL OF THE MINUTES – MAY 12, 2021**

**M/S/C (Hewitt/Benoit) to approve the minutes of May 12, 2021 as submitted.**

## **7. FISCAL YEAR 2021/22 ORGANIZATION RECOMMENDATIONS**

Pamela Velez, Human Resources Administrator, provided an overview of the Fiscal Year 2021/22 recommended organizational changes. She noted the input received from the Strategic Organization Planning Ad Hoc Committee which resulted in the recommendation of an additional position, the Community Engagement Manager.

Anne Mayer, Executive Director, expressed her appreciation for the opportunity to have an in-depth conversation with the Strategic Organization Planning Ad Hoc Committee to discuss the status of the organization, strengths, opportunities, and succession planning. She noted should the recommended actions be approved by the Executive Committee today they will be included in the budget presented at the June Commission meeting.

In response to a question from Commissioner Hewitt, Ms. Mayer clarified the options noted on the organizational chart were the result of a toll needs assessment study performed by HNTB, however that study did not anticipate the retirement of Michael Blomquist. As such, the proposed organizational chart takes the recommendations from the HNTB study as well as a management assessment performed after the retirement of Mr. Blomquist.

### **M/S/C (Washington/Hewitt) to:**

- 1) Retitle Toll Program Director on range 71 to Toll Project Delivery Director on range 71 (\$16,239-\$21,923);**
- 2) Retitle Toll Project Manager on range 65 to Senior Capital Project Manager on range 65 (\$14,028- \$18,938);**
- 3) Reclassify Toll Operations Manager on range 63 to Toll Operations Director on range 67 (\$14,729- \$19,885);**
- 4) Reclassify Project Delivery Director from range 67 to range 71 (\$16,239-\$21,923);**
- 5) Reclassify two existing Capital Project Manager positions on range 53 to Senior Capital Project Manager positions on range 65 (\$14,028- \$18,938);**
- 6) Approve the addition of a Senior Capital Project Manager on range 65 (\$14,028- \$18,938);**
- 7) Approve the addition of a Toll Customer Service Manager on range 53 (\$10,468- \$14,132);**
- 8) Approve the addition of a Toll Systems Engineer on range 45 (\$8,612-\$11,626);**
- 9) Approve the addition of a Community Engagement Manager on range 51 (\$9,969- \$13,459);**
- 10) Approve the FY 21/22 Salary Range table;**
- 11) Approve the FY 21/22 Organization chart; and**

**12) Direct staff to include these proposed actions in the draft FY 2021/2022 operating budget for consideration by the Commission.**

Chair Harnik commented the Strategic Organization Planning Ad Hoc had a very complete discussion regarding the organizational chart and good solutions were provided. She thanked everyone for their input.

Ms. Mayer expressed her appreciation to the Executive Committee for their support, noting the importance of ensuring there is depth and breadth within the organization and these organizational changes provide a solid foundation for the future.

**8. ADJOURNMENT**

There being no other items to be considered, the Executive Committee meeting adjourned at 9:02 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