



**EXECUTIVE COMMITTEE  
SPECIAL MEETING AGENDA**

**TIME:** **8:45 a.m.**

**DATE:** **Wednesday, December 11, 2024**

**LOCATION:** **MARCH FIELD CONFERENCE ROOM  
County of Riverside Administrative Center  
4080 Lemon Street, Third Floor, Riverside**

**🌀 COMMITTEE MEMBERS 🌀**

Lloyd White, City of Beaumont – Chair  
Karen Spiegel, County of Riverside, District 2 – Vice Chair  
Raymond Gregory, City of Cathedral City – Second Vice Chair  
Bob Magee, City of Lake Elsinore – Past Chair  
Wes Speake, City of Corona  
Linda Krupa, City of Hemet  
Brian Berkson, City of Jurupa Valley  
Lisa Middleton, City of Palm Springs  
Chuck Washington, County of Riverside, District 3  
V. Manuel Perez, County of Riverside, District 4  
Yxstian Gutierrez, County of Riverside, District 5

**🌀 AREAS OF RESPONSIBILITY 🌀**

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

*Comments are welcomed by the Committee. If you wish to provide comments to the Committee,  
please complete and submit a Speaker Card to the Clerk of the Board.*



# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE SPECIAL MEETING AGENDA**

**8:45 A.M.**

**WEDNESDAY, DECEMBER 11, 2024**

**County of Riverside Administrative Center  
March Field Conference Room  
4080 Lemon Street, Third Floor, Riverside**

*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 at the Commission office, 4080 Lemon Street, Third Floor, Riverside, CA, and on the Commission's website, [www.rctc.org](http://www.rctc.org).*

*In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Executive Committee meeting, please contact the Clerk of the Board at (951) 787-7141. Notification of at least 48 hours prior to meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility 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 – OCTOBER 9, 2024**

**7. CLOSED SESSION - EXECUTIVE DIRECTOR**

- 7A.** Public Employee Performance Evaluation  
Title: Executive Director

**8. ADJOURNMENT**

# **AGENDA ITEM 6**

## **MINUTES**



# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **MINUTES EXECUTIVE COMMITTEE MEETING WEDNESDAY, OCTOBER 9, 2024**

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

Chair Lloyd White called the meeting of the Executive Committee to order at 9:02 a.m. in the March Field Conference Room, 4080 Lemon Street, 3<sup>rd</sup> Floor, Riverside, CA 92501.

### **2. ROLL CALL**

#### **Members/Alternates Present**

Raymond Gregory  
Yxstian Gutierrez  
Bob Magee  
Lisa Middleton\*  
Wes Speake  
Karen Spiegel\*  
Lloyd White

#### **Members Absent**

Brian Berkson  
Linda Krupa  
V. Manuel Perez  
Chuck Washington

*\*Arrived after the meeting was called to order.*

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

Chair White led the pledge of allegiance.

### **4. PUBLIC COMMENTS**

There were no requests to speak from the public.

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

There were no additions or revisions to the agenda.

Due to a lack of a quorum at the start of the Executive Committee meeting, Agenda Item 8, "Office Move Update" was heard first as it did not require a vote.

### **8. OFFICE MOVE UPDATE**

Lisa Mobley, Administrative Services Director/Clerk of the Board, provided an update for the office move due to the addition of RCA and approved growth at RCTC over the last several years, including the Commission's approval of the latest organizational chart at its June 2024 meeting, additional office space is necessary for the 86 budgeted positions and

the 24 Bechtel staff. Staff is prioritizing moving into new office space as quickly as possible, given that the Commission has several approved and funded positions that cannot be filled due to unavailable workspace.

**M/S/C to:**

- 1) Receive an update on the proposed office move.**

At this time, Commissioner Lisa Middleton joined the meeting and a quorum was reached.

**6. APPROVAL OF THE MINUTES – APRIL 10, 2024, SPECIAL MEETING**

**M/S/C (White/Speake) to approve the special minutes of April 10, 2024, as submitted.**

**7. JUNETEENTH NATIONAL INDEPENDENCE DAY**

David Knudsen, Deputy Director, presented the proposed revisions to the Personnel Policies and Procedure Manual which included adding Juneteenth National Independence Day as a Commission-observed holiday.

**M/S/C (Gregory/Gutierrez) to:**

- 1) Approve the revisions to the Personnel Policies and Procedures Manual (PPPM) to add Juneteenth National Independence Day as a Commission-observed holiday; and**
- 2) Adopt Resolution No. 24-017 *“Resolution of the Executive Committee of the Riverside County Transportation Commission Amending its Personnel Rules and Policies for Employees”*.**

**9. ADJOURNMENT**

There being no other items to be considered, the Executive Committee meeting adjourned at 9:16 a.m.

Respectfully submitted,



Lisa Mobley  
Administrative Services Director/  
Clerk of the Board