



**EXECUTIVE COMMITTEE  
SPECIAL MEETING AGENDA**

TIME: **8:30 a.m.**

DATE: **Wednesday, September 9, 2020**

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 🌀**

Ben J. Benoit, City of Wildomar – Chair  
Jan Harnik, City of Palm Desert – Vice Chair  
V. Manuel Perez, County of Riverside, District 4 – Second Vice Chair  
Chuck Washington, County of Riverside, District 3 – Past Chair  
Lloyd White, City of Beaumont  
Brian Berkson, City of Jurupa Valley  
Lisa Middleton, City of Palm Springs  
Michael S. Naggari, City of Temecula  
Kevin Jeffries, County of Riverside, District 1  
Karen Spiegel, County of Riverside, District 2  
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 SPECIAL MEETING AGENDA**

**8:30 A.M.**

**WEDNESDAY, SEPTEMBER 9, 2020**

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/87121917353>

Meeting ID: 871 2191 7353

One tap mobile

+16699006833,,87121917353# US

Meeting ID: 871 2191 7353

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 September 8, 2020 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. **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.*
  
3. **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.*

4. **APPROVAL OF THE MINUTES – AUGUST 12, 2020**

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5. **DUE DILIGENCE UPDATE REGARDING RCA'S REQUEST THAT RCTC ACT AS THE MANAGEMENT AGENCY FOR RCA**

6. **FISCAL YEAR 2020/21 ORGANIZATION RECOMMENDATIONS**

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**Overview**

This item is for the Committee to:

- 1) Reinstatement of merit increases and salary range cost of living adjustment (COLA) for FY 2020/21 effective July 1, 2020;
- 2) Approve revised FY 2020/21 salary ranges;
- 3) Reinstatement of funding for Planning and Programming Director on range 63 (\$13,098-\$17,682); and
- 4) Direct staff to include these proposed actions in a budget adjustment for consideration by the Commission.

7. **ADJOURNMENT**

# **AGENDA ITEM 4**

## **MINUTES**



# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES**

**AUGUST 12, 2020**

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

The meeting of the Executive Committee was called to order by Chair Ben J. Benoit at 8:30 a.m. via Zoom Meeting ID: 863 5390 4672. 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\*  
Lisa Middleton  
Michael Naggar  
V. Manuel Perez  
Karen Spiegel\*  
Chuck Washington  
Lloyd White

\*arrived after the meeting was called to order

##### **Commissioners Absent**

Kevin Jeffries  
Jeff Hewitt

### **2. PUBLIC COMMENTS**

There were no requests to speak from the public.

### **3. ADDITIONS/REVISIONS**

There were no additions or revision to the agenda.

### **4. APPROVAL OF MINUTES**

**M/S/C (Naggar/Middleton) to approve the minutes of June 10, 2020 meeting as submitted.**

At this time, Commissioners Spiegel and Harnik joined the meeting.

**5. PROPOSED ADMINISTRATIVE CODE CHANGES**

John Standiford, Deputy Executive Director, presented the proposed changes to the Administrative Code including amending the language pertaining to the Commission's Fiscal Officer as well as amending the language pertaining to weighted voting.

Commissioner Spiegel requested clarification on the history and procedures of a weighted vote. Steve DeBaun, Legal Counsel, provided a history of the weighted vote and Mr. Standiford explained the procedure of the weighted vote.

Vice Chair Harnik requested clarification as to the makeup of the Commission when the weighted vote was added versus the Commission now. Mr. DeBaun and Executive Director Anne Mayer provided background information on the Commission first as a seven member board and moving to its current makeup.

Commissioner Middleton asked if we are mandated to have weighted voting or if the Commission has the discretion to remove it. Mr. DeBaun stated it is mandated by State law.

Commissioner Washington stated he served on the committee to expand the Commission and as it expanded, there was concern that the Supervisor's vote would become moot because they would be outnumbered by the number of cities added to the Commission. He provided historical perspective on the weighted vote as the Board of Supervisors is a separate entity.

Commissioner Berkson asked if the weighted vote applies to all votes that come before the Commission, and Mr. DeBaun confirmed it applies to all votes before the Commission.

**M/S/C (Harnik/Middleton) to:**

- 1) **Amend language in the Administrative Code pertaining to the Commission's Fiscal Officer;**
- 2) **Amend language in the Administrative Code pertaining to weighted voting; and**
- 3) **Adopt Ordinance No. 20-002, "An Ordinance Amending the Riverside County Transportation Commission Administrative Code", to effectuate the changes.**

**6. CONSIDERATION OF AND POSSIBLE ACTION REGARDING RCA'S REQUEST THAT RCTC ACT AS THE MANAGEMENT AGENCY FOR RCA**

Anne Mayer, Executive Director, stated the item before the Executive Committee is a request from the Executive Committee of the Western Riverside County Regional Conservation Authority (RCA). The RCA is a Joint Powers Authority governed by a board of directors with a relatively small staff provided under a management services contract with the County of Riverside so staff are County employees. Ms. Mayer provided an



overview of funds invested into the Western County Habitat Conservation Plan (the Plan), noting RCTC is the single biggest contributor of the plan and a recipient of the benefits of participation in the plan as transportation projects have been accelerated by years by the fact that RCTC has coverage by participating in the plan. The RCA Executive Committee has been considering management options for some time and has been in discussions as to how to ensure the sustainability and stability of the Plan. At their last meeting, the RCA Executive Committee decided to proceed with further exploration of the concept of having RCTC act as the managing agency of the RCA.

The RCTC and the RCA board would remain as is, two separate boards each with their respective authorities. Ms. Mayer would serve as the Executive Director of both agencies, similar to the arrangement in the Coachella Valley where Tom Kirk serves as both the Executive Director of the Coachella Valley Association of Governments as well as the Executive Director of the Multi Species Habitat Conservation Plan. The goal would be to support the efforts to implement the Plan and be able to do so in a way that reduces redundancy in contracts and reduces duplication of administrative efforts by leverage each agency's resources as transportation and preservation are linked. RCA financial responsibilities would remain the responsibility of RCA and the RCA board and utilization of their revenues would be focused on RCA activities.

RCA Executive Committee Members and Management provided key examples of areas to focus on from their perspective: they would like implementation as soon as possible and no later than the end of the year which would require a phased in transition; a priority to maintain institutional knowledge; protection of existing employees; eliminating redundancy in contracts; and completion of the acquisition of lands.

Ms. Mayer stated the merger of staff could be beneficial to both agencies as they are both implementing agencies and have expertise in land acquisition and transportation and preservation are linked but she does not underestimate how challenging this could be in such a short period of time. She acknowledged and thanked the RCTC management staff for being willing to look at this as an opportunity and willing to look at this to see if it is something they would recommend to the RCTC Board while being good stewards of public funds. There are some areas that need to be evaluated: there needs to be complete cost recovery that assuming the role of the managing agency does not impact RCTC's finances with a firewall between RCA and RCTC finances; while there are opportunities for efficiencies and reduction of redundancies, a fully staffed RCTC and a fully staffed RCA would be imperative to make this successful. Most important to Ms. Mayer is the full support of the RCTC Board members. She recommended, if the Executive Committee would like to proceed with consideration of this request, for the Executive Committee to authorize Ms. Mayer to work with the Interim Executive Director of RCA and legal counsel to conduct a 30-60 day due diligence period to look into this further and return to the Executive Committee for further discussion.

Chair Benoit noted the Chair of RCA, Jonathan Ingram, approached him with this idea and Chair Benoit stated he was open to the idea however he also discussed with him the merger of RCHCA and WRCOG as there may be some synergy there. RCA took the time to

look at both agencies, WRCOG and RCTC, and decided RCTC would be the best option primarily for the ability to purchase property in large amounts.

Commissioner Spiegel requested clarification of cost recovery regarding employees and how it would change their benefit formulas. Ms. Mayer stated RCA currently reimburses the County for staff and in a transition, current RCA employees would separate from the County and be hired by RCTC. The changes to benefits is one of the primary concerns of RCA staff and if the Executive Committee wishes to move forward with the due diligence period looking at classifications, position, and an integrated organization would be an area of focus.

Commissioner Naggar stated he is reluctant to support this and expressed concern regarding RCA's reputation with many cities and the private sector. The resource agencies that work with RCA tend to exercise authority over RCA and hold up needed development in the cities. Commissioner Naggar stated the organization is not run in a way that is efficient for the cities; one could argue that RCTC taking over as managing agency may make it operate more efficiently but that would be a lot of work. He expressed additional concern that RCA has a lot of lawsuits filed against them and suggested RCA should get their house in order before RCTC considers taking over as managing agency.

Vice Chair Harnik requested clarification if the issues are with the MSHCP itself or with the process that the Plan is being implemented. Commissioner Naggar provided background of the development of the Plan and how it has been implemented, noting it has evolved into leveraging their authority to get property into conservation. Commissioner Naggar stressed the importance of looking into the number of lawsuits filed against the RCA and to discuss this with the private sector as the RCA takes property in the name of permits. Vice Chair Harnik stated taking 60 days to look into process and function is a reasonable approach to take.

Second Vice Chair Perez stated Tom Kirk and Erica Felci of CVAG could be helpful in looking at this endeavor moving forward. He suggested RCTC discuss this with Commissioner Naggar as he has a lot of experience in this area. He noted his biggest concern is RCTC's capacity and finances, but ultimately, he would look forward to the suggestions of those Commissioners representing the West end of the County.

Commissioner Berkson asked that as part of the due diligence process RCTC look into any pending lawsuits to ensure RCTC does not inherit culpability of paying out any outstanding lawsuits.

Chair Benoit stated a report back to the Executive Committee would have to include what RCTC would need to be fully resourced and staffed. Ms. Mayer concurred.

**M/S/C (Spiegel/Berkson) to authorize the Executive Director to work with the Interim Executive Director of the RCA as well as Legal Counsel to conduct a due diligence period of up to 60 days to look into this further and return to the Executive Commission for further discussion.**

**No: Naggar**

**7. ADJOURNMENT**

There being no other items to be considered, the Executive Committee meeting adjourned at 9:14 a.m.

Respectfully submitted,

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

Lisa Mobley  
Clerk of the Board



# **AGENDA ITEM 6**



<b>RIVERSIDE COUNTY TRANSPORTATION COMMISSION</b>	
<b>DATE:</b>	September 9, 2020
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Pamela Velez, Human Resources Administrator
<b>THROUGH:</b>	Anne Mayer, Executive Director
<b>SUBJECT:</b>	Fiscal Year 2020/21 Organization Recommendations

**STAFF RECOMMENDATION:**

This item is for the Committee to:

- 1) Reinstatement of merit increases and salary range cost of living adjustment (COLA) for FY 2020/21 effective July 1, 2020;
- 2) Approve revised FY 2020/21 salary ranges;
- 3) Reinstatement of funding for Planning and Programming Director on range 63 (\$13,098-\$17,682); and
- 4) Direct staff to include these proposed actions in a budget adjustment for consideration by the Commission.

**BACKGROUND INFORMATION:**

Given the uncertainty related to COVID-19 and the impact on revenues, staff recommended in May to defer merit increases and the annual Consumer Price Index (CPI) cost of living adjustment (COLA) on the Commission's salary ranges. This recommendation was made out of an abundance of caution in unknown circumstances as well as an understanding that many member agencies would be taking similar actions. In addition, an indefinite hiring freeze was implemented and four vacant positions were left unfunded in the FY 2020/21 budget approved in June 2020.

Although the COVID-19 crisis has created a number of uncertainties, one constant has been the Commission's heavy and ongoing workload. RCTC currently has 13 projects in some stage of development including a number of complex projects under construction including the I-15 Express Lanes, 15/91 Express Lanes Connector, 60 Truck Lanes, operational improvements at the Downtown Riverside Metrolink Station, and the I-15/Railroad Canyon Interchange.

Recently the Commission was approached with a new challenge in evaluating the possibility of serving as the managing agency for the Western Riverside County Multi Species Habitat Conservation Plan. At the August 2020 Executive Committee, in response to a request from the Western Riverside County Regional Conservation Agency (RCA), staff was directed to proceed with a due diligence process to evaluate the request. This due diligence effort has included an evaluation of the Commission's staffing needs. Even without the RCA challenge, the Executive Committee should reconsider some of the actions taken in May.

As was discussed at the May and June 2020 Executive Committees, the FY 2020/21 budget will require continuous monitoring, assessment, and potential adjustment throughout the fiscal year. 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. As a result of COVID-19, this annual consideration was delayed until May in order to obtain as much financial information as possible before the required June 15 budget deadline.

Workload and productivity remains high and staff suggests the following actions to maintain its level of productivity and respond to upcoming needs.

### **Merit Increases**

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 2019/20 budget included funds for up to 4% merit-based increases. Given the unknown impacts of COVID-19 on revenues and out of an abundance of caution, staff previously recommended suspension of the increases until further information was known.

It is now recommended that funding for 4% merit increases in FY 2020/21 be reinstated due to the significant workload being managed by a lean RCTC organization.

### **Cost of Living Adjustment (COLA) on Salary Ranges**

The Commission is required to publicly and separately adopt a 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. Typically employees earn salary increases only through the Commission's performance management process. Given the unknown impacts of COVID-19 on revenues and out of an abundance of caution, staff previously recommended that the Commission suspend the salary range COLA adjustment for FY 2020/21.

It is now recommended that a revised Salary Range table including a 2.9% COLA calculated per policy be reinstated.

### **Modification to Hiring Freeze: Director of Planning and Programming Position**

One of the four unfunded positions in the FY 2020/21 budget is the Director of Planning and Programming. This position was vacant at the start of the COVID-19 crisis due to a recent retirement. Although it is a critical position, it was recommended to leave the position vacant and unfunded out of an abundance of caution.

It is strongly recommended that this position be funded and filled at the earliest opportunity to ensure RCTC representation in regional and statewide policy, planning and programming discussions. Inadequate involvement could be detrimental not only for RCTC but also member agencies with respect to the consequences of incompatible policies or inability to compete for transportation funds.



The State of California continues to implement significant policy objectives related to climate change, greenhouse gas reduction, and reduction of vehicle miles travelled. These policy objectives are being integrated with transportation policy and funding decisions at the state level. In addition, the California Transportation Commission policies, guidelines, and priorities are increasingly shifting toward a focus on implementing state policies. Traditionally, the Planning and Programming Director is actively engaged to ensure Riverside County priorities, projects and programs are protected to the maximum extent possible.

The other three vacant positions will remain unfunded until a critical need is identified and discussed with the Executive Committee.

**Overall Budget Impact**

The Measure A Ordinance limits administrative salaries and benefits to 1% of Measure A revenues and Commission policy states that administrative costs, including administrative salaries and benefits, will not exceed 4%. Staff projects that these limitations will not be exceeded as a result of the staff recommendations above. Even with reduced revenues projected as a result of COVID-19, compliance with these caps will be achieved.

The Commission’s delivery of projects and programs is primarily accomplished through the use of vendors, consultants and contractors with oversight from RCTC staff. RCTC continues to manage an extensive program with an annual budget this year of \$1.3 billion. Reinstatement of the merit increases, salary range COLA, and funding for the vacant Planning and Programming Director position will increase the overall salary and benefit costs by approximately \$504,000 to a total of \$11,436,000, which represents 0.9% of the overall budget. Staff recommends that the Executive Committee direct staff to include the impacts of these proposed actions in a budget adjustment for consideration by the Commission.

Financial Information					
In Fiscal Year Budget:	No	Year:	FY 2020/21	Amount:	\$504,000
Source of Funds:	Measure A, Local Transportation Funds, Transportation Uniform Mitigation Fees, Motorist Assistance funds, and other sources			Budget Adjustment:	Yes
GL/Project Accounting No.:	XXX-XX -6XXXX (various funds-departments-salaries and benefits)				
Fiscal Procedures Approved:	<i>Theresa Iuvino</i>			Date:	09/03/2020

Attachments: FY 2020/21 Proposed Salary Ranges with COLA adjustment



**Riverside County Transportation Commission**  
**Salary Range by Class Title**  
**FY20/21 - Effective July 2, 2020**

Salary Range	Class Title	Rate Type	Range Minimum <sup>(1)</sup>	Control Point <sup>(1)</sup>	Range Maximum <sup>(1)</sup>
33	Accountant	Monthly	\$6,300	\$7,732	\$8,505
17	Accounting Assistant	Monthly	\$4,264	\$5,233	\$5,757
44	Accounting Supervisor	Monthly	\$8,237	\$10,109	\$11,120
25	Accounting Technician	Monthly	\$5,183	\$6,361	\$6,997
17	Administrative Assistant	Monthly	\$4,264	\$5,233	\$5,757
51	Administrative Services Manager/Clerk of the Board	Monthly	\$9,774	\$11,995	\$13,195
53	Capital Projects Manager	Monthly	\$10,263	\$12,595	\$13,855
67	Chief Financial Officer	Monthly	\$14,441	\$17,722	\$19,495
45	Clerk of the Board	Monthly	\$8,443	\$10,362	\$11,398
51	Commuter/Motorist Assistance Manager	Monthly	\$9,774	\$11,995	\$13,195
32	Deputy Clerk of the Board	Monthly	\$6,147	\$7,544	\$8,298
57	Deputy Director of Finance	Monthly	\$11,315	\$13,886	\$15,275
75	Deputy Executive Director	Monthly	\$17,553	\$21,542	\$23,696
83	Executive Director	Monthly	\$21,335	\$26,184	\$28,803
63	External Affairs Director	Monthly	\$13,098	\$16,075	\$17,682
45	Facilities Administrator	Monthly	\$8,443	\$10,362	\$11,398
35	Financial Analyst	Monthly	\$6,615	\$8,119	\$8,931
51	Goods Movement Manager	Monthly	\$9,774	\$11,995	\$13,195
45	Human Resources Administrator	Monthly	\$8,443	\$10,362	\$11,398
45	IT Administrator	Monthly	\$8,443	\$10,362	\$11,398
51	Legislative Affairs Manager	Monthly	\$9,774	\$11,995	\$13,195
35	Management Analyst	Monthly	\$6,615	\$8,119	\$8,931
63	Multimodal Services Director	Monthly	\$13,098	\$16,075	\$17,682
63	Planning and Programming Director	Monthly	\$13,098	\$16,075	\$17,682
51	Planning and Programming Manager	Monthly	\$9,774	\$11,995	\$13,195
36	Procurement Analyst	Monthly	\$6,777	\$8,317	\$9,149
53	Procurement Manager	Monthly	\$10,263	\$12,595	\$13,855
67	Project Delivery Director	Monthly	\$14,441	\$17,722	\$19,495
51	Public Affairs Manager	Monthly	\$9,774	\$11,995	\$13,195
51	Rail Manager	Monthly	\$9,774	\$11,995	\$13,195
17	Records Technician	Monthly	\$4,264	\$5,233	\$5,757
53	Right of Way Manager	Monthly	\$10,263	\$12,595	\$13,855
25	Senior Administrative Assistant	Monthly	\$5,183	\$6,361	\$6,997
43	Senior Financial Analyst	Monthly	\$8,041	\$9,869	\$10,855
43	Senior Management Analyst	Monthly	\$8,041	\$9,869	\$10,855
13	Senior Office Assistant	Monthly	\$3,868	\$4,747	\$5,222
43	Senior Procurement Analyst	Monthly	\$8,041	\$9,869	\$10,855
63	Toll Operations Manager	Monthly	\$13,098	\$16,075	\$17,682
71	Toll Program Director	Monthly	\$15,921	\$19,539	\$21,493
65	Toll Project Manager	Monthly	\$13,753	\$16,879	\$18,566
53	Toll Technology Manager	Monthly	\$10,263	\$12,595	\$13,855
51	Transit Manager	Monthly	\$9,774	\$11,995	\$13,195

(1) Salary Ranges may be adjusted, as approved, by the Commission

Revised as of XX/XX/XXXX and adopted by the Commission as of XX/XX/XXXX