

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

(COMMISSIONERS MARION ASHLEY, JOHN BENOIT,
BOB BUSTER, RICK GIBBS, TERRY HENDERSON, DARCY KUENZI
GREG PETTIS, RON ROBERTS, KAREN SPIEGEL, JEFF STONE, JOHN TAVAGLIONE)

PLEASE NOTE TIME CHANGE

8:45 A.M.

WEDNESDAY, APRIL 13, 2011

**County of Riverside Administrative Center
Conference Room A
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.

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. PUBLIC COMMENTS**
- 3. APPROVAL OF MINUTES – [JANUARY 12, 2011](#)**
- 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. ADMINISTRATIVE CODE AMENDMENTS

This item is for the Committee to adopt Ordinance No. 11-001, *"An Ordinance Amending the Riverside County Transportation Commission's Administrative Code"*.

6. NEW STAFF POSITION

Overview

This item is for the Committee to:

- 1) Establish a Capital Projects Contracts and Claims Manager position on Range 11, (\$7,910 - \$10,678 per month). This position will be responsible for construction contracts and claims administration; and
- 2) Approve the revised organization chart to reflect the proposed change.

7. ADJOURNMENT

AGENDA ITEM 3

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

January 12, 2011

Minutes

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chair Greg Pettis at 9:03 a.m. in Conference Room A at the County of Riverside Administrative Center, 4080 Lemon Street, Third Floor, Riverside, California, 92501.

Commissioners Present

Marion Ashley
John J. Benoit
Bob Buster
Rick Gibbs
Terry Henderson
Darcy Kuenzi
Greg Pettis
Ron Roberts
Karen Spiegel
Jeff Stone*

Commissioners Absent

John Tavaglione

* Arrived after the meeting was called to order.

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

M/S/C (Ashley/Roberts) to approve the minutes of December 8, 2010, as submitted.

Abstain: Kuenzi

4. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

5. CLOSED SESSION – EXECUTIVE DIRECTOR

Conference with Labor Negotiations Pursuant to Section 54957.6

Agency Representative: Chair

Employee: Executive Director

There were no announcements from closed session items.

6. EXECUTIVE DIRECTOR – EMPLOYMENT CONTRACT

M/S/C (Henderson/Gibbs) to:

- 1) Approve an amendment to the Executive Director's employment contract; and**
- 2) Direct legal counsel to work with the Chair to finalize the amendment and authorize the Chair to execute the amendment on behalf of the Commission.**

7. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:12 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer Harmon". The signature is written in a cursive style with a large, looped initial "J".

Jennifer Harmon
Clerk of the Board

AGENDA ITEM 5

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	April 13, 2011
TO:	Executive Committee
FROM:	Jennifer Harmon, Clerk of the Board John Standiford, Deputy Executive Director
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	Administrative Code Amendments

STAFF RECOMMENDATION:

This item is for the Committee to adopt Ordinance No. 11-001, *“An Ordinance Amending the Riverside County Transportation Commission’s Administrative Code”*.

BACKGROUND INFORMATION:

With the exception of legal provisions explicitly stated in law, the Commission’s operations and day-to-day activities are governed by its Administrative Code. The Administrative Code provides direction on issues including but not limited to personnel, corporate powers, election of officers, contract administration, tort procedures, committee composition and responsibilities, and meetings. Changes to the Administrative Code are the responsibility of the Executive Committee and are usually considered on an annual basis to ensure the code remains current with Commission priorities.

During the last few months staff has been reviewing the Administrative Code to determine if specific sections require updating or improvement and a number of changes have been identified for the Executive Committee to consider in the following areas.

Election of Officers – Commission Voting Procedures

Staff, with the assistance of legal counsel, has updated language regarding the election of Commission officers. The previous version of the code lacked specifics on the actual mechanics of how elections are conducted for the offices of Chair, First Vice Chair, and Second Vice Chair. In most cases, one Commissioner is nominated for each position, which tends to ease the process. When more than one Commissioner is nominated, the procedures become increasingly important. New language has been drafted that will provide for a balloting procedure. The actual votes will be publicly disclosed as required by California law.

Under the proposed procedure, the Chair shall call for the Commission's Board of Directors to cast votes for one of the nominees. All nominees shall be voted on using a single written ballot.

Citizens Advisory Committee

State law requires the operation of a Citizens Advisory Committee (CAC) to provide advice and comment on transit-related policies. CAC members are also asked to participate in the evaluation of SB 821 Bicycle and Pedestrian Grant applications and the recent Specialized Transit Call for Projects. The proposed language change in the Administrative Code provides more flexibility in the number of CAC members. Specifically, instead of requiring 15 CAC members, the updated language allows up to 15 members while requiring participation from various stakeholder groups that are identified in state law.

Technical Advisory Committee

State law provides for and mandates the provision of a Technical Advisory Committee (TAC). In the Commission's case, the TAC plays a valuable role in addressing and developing consensus on a variety of funding and policy issues. In reviewing the existing language regarding the TAC, staff discovered a few areas where the language needed an update. The changes include clarification of county staff's participation, term of the officers, and the identification of the Caltrans participant.

Commission Committee Membership

Staff recommends minor changes in the code to reflect the addition of new incorporated cities in the county. The new cities change the number needed for quorums and increases the number of Commissioners who can be appointed to various committees. A slight change was also made to the subject matter under each committee's purview in order to allow additional flexibility in the assignment of committee items.

Claims Procedure

The proposed new language identifies a threshold that defines which claims must be presented to the Commission for consideration. Claims that do not involve wrongful death or personal injury of less than \$100,000 would be addressed administratively by the Executive Director or legal counsel.

Procedures for Design Immunity

The proposed new language clearly outlines administrative procedures to be followed by the Commission in accepting and approving design plans on construction projects. The language is intended to limit the Commission's liability while complying fully with state law.

Attachments:

- 1) Ordinance No. 11-001
- 2) Revised Administrative Code

ORDINANCE NO. 11-001

AN ORDINANCE OF THE RIVERSIDE COUNTY TRANSPORTATION COMMISSION
AMENDING THE COMMISSION'S ADMINISTRATIVE CODE

WHEREAS, the Riverside County Transportation Commission ("Commission") is a public agency of the State of California formed under the County Transportation Commission Act set forth in California Public Utilities Code Section 130000 et seq.; and

WHEREAS, the Commission has the power to adopt such rules and regulations as it may deem necessary for the conduct of the Commission's affairs; and

WHEREAS, the Commission has enacted and subsequently amended an Administrative Code pursuant to California Public Utilities Code Section 130105(b) for the purpose of setting forth the powers and duties of the Commission's officers, the method of appointment of the Commission's employees, and methods, procedures, and systems of operation and management of the Commission; and

WHEREAS, the Commission has determined that it is now necessary to amend its Administrative Code to: 1) amend the election process for the Chair, Vice Chair, and Second Vice Chair; 2) amend provisions relating to the Technical Advisory Committee and the Citizens Advisory Committee; 3) change the number of members and subject matter for the Budget and Implementation Committee, the Eastern Riverside County Programs and Projects Committee, and the Western Riverside County Programs and Projects Committee; 4) change the responsibility of Executive Director for claims for physical personal injury; 5) memorialize the Commission's Executive Director's existing the authority over plans or designs for construction of, or improvement to, public property by the Commission in order to affirm the assertion of the defense of design immunity as set forth in California Government Code Section 830.6.

NOW, THEREFORE, the Riverside County Transportation Commission's Board hereby ordains as follows:

Section 1. Article III, Section B shall be amended to read as follows:

B. ELECTION OF CHAIR, VICE CHAIR AND SECOND VICE CHAIR.

The Commission annually, at its first meeting in December, and at such other times as there may be a vacancy in either office, shall elect a Chair who shall preside at all meetings, a Vice Chair who shall preside in the absence of the Chair, and a Second Vice Chair who shall preside in the absence of the Chair and the Vice Chair. The Chair, the Vice Chair, and the Second Vice Chair shall be elected by the

Commission at its first meeting in December for a one-year term. The changes will be effective on January 1st.

The election for each position is as follows:

(1) At the start of the agenda item, Commission Board members may nominate one or more regular members to fill the positions of Chair, Vice Chair, and Second Vice Chair. Each nomination must be seconded in order to qualify that member for the election. Only those members nominated and seconded shall be part of the selection process set forth below.

(2) If no objections are made, the nominations will be closed when the Chair makes a formal announcement closing the nomination period.

(3) If only one nomination is received for a position, the Chair shall call on the Commission's Board of Directors to approve the nomination. If more than fifty (50%) percent of the votes cast approve that nominee, the nominee shall be elected and the election for that position shall be considered complete. If the nominee fails to obtain more than fifty percent (50%) of votes cast by the Board, the process for electing a member to the desired position shall begin again from paragraph 1.

(4) If two nominations are received for a position, the Chair shall call for the Commission's Board of Directors to cast votes for one of the nominees. Both nominees shall be voted on using a single written ballot. If one of the nominees receives more than fifty percent (50%) of the votes cast, that nominee shall be elected and the election for that position shall be considered complete. If the election fails to result in a nominee with more than fifty percent (50%) of the vote, the nominee with the most votes will be placed before the Commission's Board of Directors for approval. The nominee must be approved by more than fifty percent (50%) of the votes cast by the Board in order to be elected to the desired position. If the nominee fails to obtain more than fifty percent (50%) of the Board's vote, the process for electing a person to the desired position shall begin again from paragraph 1.

(5) If there are more than two nominees, the following steps shall be followed in the order set forth below:

a. The Chair shall call for the Commission's Board of Directors to cast votes for one of the nominees. All nominees shall be voted on

using a single written ballot. If one nominee receives more than fifty percent (50%) of the votes cast that nominee shall be elected and the election for that position shall be considered complete. If the vote fails to result in a nominee receiving more than fifty percent (50%) of the votes cast, the two nominees with the most votes will be placed in a runoff election.

b. The winning nominee in the runoff election is selected if that nominee receives more than fifty percent (50%) of the votes cast. In that case, the election for that position shall be considered complete.

c. If the runoff election fails to result in a nominee with more than fifty percent (50%) of the vote, the nominee with the most votes will be placed before the Commission's Board of Directors for approval.

d. If the nominee receives more than fifty percent (50%) of the votes cast, the nominee shall be elected and the election for that position shall be considered complete.

e. If the nominee placed before the Commission's Board of Directors fails to obtain more than fifty percent (50%) of the votes cast, the process for electing a person to the desired position shall begin again from Paragraph 1, above

f. If there is a tie in any step in the election process and the next step of the process cannot proceed, then one or more tie-breaking votes will occur in which all members of the Commission's Board of Directors present at the meeting will be allowed to vote again. The winning nominee must receive more than fifty percent (50%) of the votes cast to be elected.

At any point the Commission may vote to suspend the vote until a subsequent meeting. If the Chair has been selected prior to the vote to suspend, the new Chair shall be seated when his or her term commences, but shall relinquish his or her seat as the vice-Chair if applicable. If the Chair and vice-Chair have been selected prior to the vote to suspend, the new vice-Chair shall also be seated when his or her term commences, but shall relinquish his or her seat as second vice Chair, if applicable.

The tally of all votes taken by written ballot hereunder shall be read aloud by the Clerk of the Board immediately following the vote. The

written ballots shall be retained by the Clerk of the Board as part of the public record of the meeting.

The Chair, the Vice Chair and the Second Vice Chair shall annually alternate between a regular member of the Commission representing a city and a regular member of the Commission who is a member of the Riverside County Board of Supervisors. During the time in which the Chair is a regular member of the Commission representing a city, the Vice Chair shall be a regular member of the Commission who is a member of the Riverside County Board of Supervisors and the Second Vice Chair shall be a regular member of the Commission representing a city. During the time in which the Chair is a regular Commission member who is a member of the Riverside County Board of Supervisors, the Vice Chair shall be a regular member of the Commission representing a city and the Second Vice Chair shall be a regular member of the Commission who is a member of the Riverside County Board of Supervisors.

Section 2: Article III, Section E, Paragraph 5(j) shall be added to the Administrative Code to read as follows:

(j) The Executive Director, or his or her designee, has the discretionary authority of approval over all project designs or plans for construction and the construction of all projects by the Commission as set forth herein, unless the Commission finds otherwise.

Section 3: Article III, Section G, Paragraph 1(a) shall be amended to read as follows:

(a) Membership. There is hereby created the Social Services Transportation Advisory Council as required by Public Utilities Code ("PUC") Section 99238. This committee shall also serve as the Citizens' Advisory Committee pursuant to PUC Section 130105. The Social Services Transportation Advisory Council and the Citizens' Advisory Committee shall hereinafter be referred to collectively as the "Committee." The Committee shall consist of up to fifteen (15) members appointed by the Commission, in the manner provided by the Commission. Pursuant to PUC Section 99238, the Committee shall at minimum include the following members:

- 1) One (1) representative of potential transit users who is 60 years of age or older;
- 2) One (1) representative of potential transit users who is handicapped;

- 3) Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;
- 4) Two (2) representatives of local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists;
- 5) One (1) representative of a local social service provider or persons of limited means; and
- 6) Two (2) representatives from the local consolidated transportation service agency.

All members of the Committee shall be selected so as to reflect a broad spectrum of interests and the Commission shall strive to attain both minority representation and representation from all geographic areas of the County. Committee members shall serve at the will and pleasure of their nominating authority and the Commission.

Section 4: Article III, Section G, Paragraph 2 shall be amended to read as follows:

(a) Membership. There is hereby created the Technical Advisory Committee. The Committee shall consist of members selected as follows:

- (1) One (1) member representing the County of Riverside.
- (2) One (1) member representing each City in the County which designates such a representative.
- (3) One (1) member representing the Riverside Transit Agency.
- (4) One (1) member representing the Western Riverside County Council of Governments.
- (5) One (1) member representing the Coachella Valley Association of Governments.
- (6) The District Directors of Caltrans District 8 or designee.

(7) One (1) member representing the SunLine Transit Agency.

(8) One (1) member representing the Palo Verde Valley Transit Agency.

Committee members shall serve at the will and pleasure of their appointing authority and the Commission. An alternate may be named by each appointee to represent him or her in his or her absence.

(b) Function. Subject to the supervision of the Commission, the Committee shall provide technical assistance to the Commission by reviewing and evaluating the various transportation proposals and alternatives within Riverside County. The Committee shall review, comment upon, and make recommendations on such matters as are referred to it by the Commission, including all matters relating to the programming of federal funds appropriated to Riverside County and allocated by the Commission.

(c) Meetings. In the dispatch of its responsibilities, the Committee may conduct meetings, may appoint subcommittees to include regular members and/or alternate members, and engage in such related activities as it deems necessary. Subcommittees shall not be composed of a regular and alternate member who represent the same jurisdiction.

(d) Compensation. Members of the Committee shall serve without compensation.

(e) Officers. The Committee shall elect a Chair and Vice Chair from the members thereof, each of whom shall serve for two (2) year and thereafter until his or her successor is elected. Committee support shall be provided by the Commission staff.

(f) Voting. Each member of the Committee shall have one (1) vote, except the County of Riverside member shall have three (3) votes and the Transportation Planning Director of the Southern California Association of Governments shall be a non-voting member.

(g) Quorum. A quorum shall be a majority of the voting members. All actions of the Committee shall require a majority of the votes cast.

Section 5: Article III, Section H, Paragraph 1(a) shall be amended to read as follows:

(a) The Budget and Implementation Committee. This Committee shall be composed of up to fifteen (15) regular members of the Commission selected by the Chair, with at least nine (9) members being Western Riverside County regular members of the Commission and four (4) members being Eastern Riverside County regular members of the Commission. For the purposes of this subsection (1), the Fifth District Supervisor shall be considered a Western Riverside County member. Subject to supervision by the Commission, the jurisdiction of the Committee shall be to provide policy direction on countywide transportation matters which will can include but is not limited to annual budget development and oversight, competitive state and federal grant programs, countywide communications and outreach programs, countywide strategic plan, legislation, short range transit plans (SRTP), and other areas as may be prescribed by the Commission. Meetings shall be held at 9:30 a.m. on the fourth Monday of the month at the offices of the Commission, unless otherwise determined by the Committee or the Commission. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a "Committee of the Whole," for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee and should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

Section 6: Article III, Section H, Paragraph 1(b)(1) shall be amended to read as follows:

(1) The Eastern Riverside County Programs and Projects Committee shall be composed of all of the regular members of the Commission representing the Coachella Valley and Palo Verde Valley area cities and, at the discretion of the Chair, one or both of the Supervisors representing some or all of those areas. Subject to supervision by the Commission, the jurisdiction of the Committee shall be to provide policy direction on transportation projects and programs that impact the Coachella Valley and Palo Valley Verde areas of the county. The subject matter can include, but is not limited to: capital

projects, communications and outreach programs, transit projects, intermodal programs, motorist services, new corridors, regional agencies/regional planning, Regional Transportation Improvement Program (RTIP), and State Transportation Improvement Program (STIP) related to the Coachella and Palo Verde Valleys, and other areas as may be prescribed by the Commission. Meetings shall be held at 10:30 a.m. or directly following the meeting of the Coachella Valley Association of Governments Transportation Committee on the first Monday of the month, except when the first Monday and second Wednesday fall in the same week, at the offices of the Coachella Valley Association of Governments, unless otherwise directed by the Committee or the Commission. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a "Committee of the Whole," for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

Section 7: Article III, Section H, Paragraph 1(b)(2) shall be amended to read as follows:

(2) The Western Riverside County Programs and Projects Committee shall be composed of up to twelve (12) Western Riverside County regular members of the Commission selected by the Chair. Subject to supervision by the Commission, the jurisdiction of the Committee shall be to provide policy direction on transportation programs and projects which impact Western Riverside County. The subject matter may include, but is not limited to: air quality, capital projects, communications and outreach programs, intermodal programs, motorist services, new corridors, regional agencies/regional planning, Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP), and Transportation Uniform Mitigation Fee (TUMF) Program related to Western Riverside County, and other areas as may be prescribed by the Commission. Meetings shall be held at 1:30 p.m. on the fourth Monday of the month at the offices of the Commission unless otherwise directed by the Committee or the Commission. At any regular meeting not yet convened because of the lack of a quorum, the committee members

who are present may constitute themselves a "Committee of the Whole," for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting

Section 8: Article IX, Section D, Paragraph 3 shall be amended to read as follows:

3. The Executive Director shall present all claims for physical personal injury for which the claimant is likely to seek payment in excess of \$100,000 or wrongful death to the Commission Board for consideration.

Section 9: Article X shall be added to the Administrative Code to read as follows:

ARTICLE X

PROCEDURES FOR DESIGN IMMUNITY

A. EXECUTIVE DIRECTOR REVIEW AND APPROVAL. Prior to commencement of a construction project undertaken by the Commission, the Executive Director shall review and approve or disapprove the plans for such project in writing, or delegate such authority in writing to a competent employee of the Commission with the knowledge to discern whether the plans are reasonable or not. Neither the Executive Director nor his or her designee of review and approval authority shall be responsible for drafting such plans.

B. DETERMINATION OF REASONABLENESS. The Executive Director or his or her designee of review and approval authority shall review the plans for a construction project undertaken by the Commission to determine whether such plans are reasonable or not. Evidence of reasonableness of such plans may be supported by approval of such plans by a competent professional; or if such plans have been prepared in conformity with a previously approved standard; or if such plans conform to established guidelines such as the Uniform Building Code or guidelines set forth by the California

Department of Transportation or the American Association of State Highway and Transportation Officials.

C. EXECUTION OF STATEMENT. Upon completion of the review of the plans, the Executive Director or his or her designee shall sign a statement in substantially the form set forth as follows:

I have been granted the authority to review and approve the plans for the _____ Project, and I am competent to do so. I have reviewed such plans, and I find them to be reasonable in my judgment as a reasonable employee and approve such plans.

APPROVED AND ADOPTED this 13th day of April, 2011.

Gregory S. Pettis, Chair
Riverside County Transportation Commission

ATTEST:

Jennifer Harmon
Clerk of the Board

EXHIBIT "A" TO ORDINANCE 98-002¹

ADMINISTRATIVE CODE OF THE
RIVERSIDE COUNTY TRANSPORTATION COMMISSION

ARTICLE I

PURPOSE

The Riverside County Transportation Commission is charged with the responsibility of carrying out the purposes and directives of the Legislature as provided for in the County Transportation Commission Act (Division 12, commencing with Section 130000 of the Public Utilities Code). Section 130105 of the Public Utilities Code requires the Commission to adopt an administrative code by ordinance.

ARTICLE II

MEMBERSHIP

a. POWERS OF COMMISSION. Subject to the powers and limitations as provided by law and these rules, all powers of the Commission shall be exercised, its property controlled and its affairs conducted by its Commission.

b. REGULAR MEMBERS. The Commission shall consist of ~~3233~~ regular members appointed as follows:

1. The five members of the Riverside County Board of Supervisors.
2. One member appointed by each of the member cities, which member shall be either a member of that city's City Council or its Mayor.
3. One non-voting member appointed by the Governor.

c. ALTERNATE MEMBERS.

1. The Riverside County Board of Supervisors shall establish a

¹Revised per Ordinance Nos. 99-001, 99-002, 00-01, 00-02, 01-001, 04-001, 04-002, 04-003, 05-001, 06-001, 07-001, 08-001, 08-002, 09-001, and 10-001; Resolution Nos. 04-016 and 05-003; and Commission action on September 13, 2000.

procedure by which a member of that board may appoint an alternate member of the Board of Supervisors to represent the member for one meeting of the Riverside County Transportation Commission. Notice of the alternate appointment shall be made in writing to the Clerk of the Commission 24 hours prior to the meeting.

2. Each incorporated city in Riverside County shall appoint one alternate member to the Commission who shall represent the regular member of the Commission who serves on behalf of the city, if the regular member is not in attendance at a meeting. Notice of the alternate appointment shall be made in writing to the Clerk of the Commission 24 hours prior to the meeting. If an incorporated city appoints an alternate member, the alternate member shall be either the mayor or a city council member of that incorporated city.

d. VOTING RIGHTS. Except when a weighted vote is called, each regular member of the Commission, and each alternate member when acting in the place of a regular member, shall have one vote at meetings of the Commission. Except for the delegation of votes provided in Section II.C, there shall be no voting by proxy.

e. VACANCIES. Any vacancy in the office of regular or alternate member, whether because of death, incapacity, resignation, loss of underlying office, removal or otherwise, shall be filled by the appointing authority for such member.

f. RESIGNATION. Any regular or alternate member may resign at any time by giving written notice of such resignation to the Clerk of the Commission. Such resignation shall be effective at the time specified; acceptance of such resignation shall not be necessary to make it effective.

g. REMOVAL. Any regular or alternate member may be removed, with or without cause stated, by the authority responsible for his or her appointment.

h. COMPENSATION. Unless prohibited by law from accepting compensation, each regular and alternate member of the Commission shall be compensated at the rate of One Hundred Dollars (\$100) for any day attending to the business of the Commission, but not to exceed Four Hundred Dollars (\$400) in any month, along with necessary traveling and

personal expenses incurred in the performance of his or her duties as authorized by the Commission. An alternate member may receive compensation only for attendance at a meeting where a regular member is absent for all or part of the meeting.

1. Attendance at meeting of the Commission.
2. Attendance at committee meetings of the Commission if attending as a member of such committee.
3. Attendance at activities and events for the purpose of representing the Commission when such attendance is formally requested by the Commission or the Chair of the Commission.
4. Attendance at project-related events, e.g., groundbreakings, ribbon cuttings, etc. for Commission-financed or sponsored projects.

ARTICLE III

ADMINISTRATION

A. IN GENERAL. The Officers of the Commission shall consist of the Chair, a Vice Chair and a Second Vice Chair, all of whom shall be regular members of the Commission, an Executive Director, a General Counsel, Fiscal Officer, and other such officers as the Commission may deem necessary.

B. ELECTION OF CHAIR, VICE CHAIR AND SECOND VICE CHAIR. The Commission annually, at its first meeting in December, and at such other times as there may be a vacancy in either office, shall elect a Chair who shall preside at all meetings, a Vice Chair who shall preside in ~~his or her~~the absence of the Chair, and a Second Vice Chair who shall preside in the absence of the Chair and the Vice Chair. The Chair, the Vice Chair and the Second Vice Chair shall be elected by the Commission at its first meeting in December for a one-year term. The changes will be effective on January 1st.

The election for each position is as follows:

(1) At the start of the agenda item, Commission Board members may nominate one or more regular members to fill the positions of Chair, Vice Chair and Second Vice Chair. Each nomination must be seconded in order to qualify that member for the election. Only those members nominated and seconded shall be shall be part of the selection process set forth below.

(2) If no objections are made, the nominations will be closed when the Chair makes a formal announcement closing the nomination period.

(3) If only one nomination is received for a position, the Chair shall call on the Commission's Board of Director's to approve the nomination. If more than fifty (50%) percent of the votes cast approve that nominee, the nominee shall be elected and the election for that position shall be consider complete. If the nominee fails to obtain more than fifty percent (50%) of votes cast by the Board, the process for electing a member to the desired position shall begin again from paragraph 1.

(4) If two nominations are received for a position, the Chair shall call for the Commission's Board of Director's to cast votes for one of the nominees. Both nominees shall be voted on using a single written ballot. If one of the nominees receives more than fifty percent (50%) of the votes cast, that nominee shall be elected and the election for that position shall be considered complete. If the election fails to result in a nominee with more than fifty percent (50%) of the vote, the nominee with the most votes will be placed before the Commission's Board of Directors for approval. The nominee must be approved by more than fifty percent (50%) of the votes cast by the Board in order to be elected to the desired position. If the nominee fails to obtain more than fifty percent (50%) of the Board's vote, the process for electing a person to the desired position shall begin again from paragraph 1.

(5) If there are more than two nominees, the following steps shall be followed in the order set forth below:

a. The Chair shall call for the Commission's Board of Directors to cast votes for one of the nominees. All nominees shall be voted on using a single written ballot. If one nominee receives more than fifty percent (50%) of the votes cast that nominee shall be elected and the election for that position shall be considered complete. If the vote fails to result in a nominee receiving more than fifty percent (50%) of the votes cast, the two nominees with the most votes will be placed in a runoff election.

b. The winning nominee in the runoff election is selected if that nominee receives more than fifty percent (50%) of the votes cast. In that case, the election for that position shall be considered complete.

c. If the runoff election fails to result in a nominee with more than fifty percent (50%) of the vote, the nominee with the most votes will be placed before the Commission's Board of Directors for approval.

d. If the nominee receives more than fifty percent (50%) of the votes cast, the nominee shall be elected and the election for that position shall be considered complete.

e. If the nominee placed before the Commission's Board of Directors fails to obtain more than fifty percent (50%) of the votes cast, the process for electing a person to the desired position shall begin again from Paragraph 1, above

f. If there is a tie in any step in the election process and the next step of the process cannot proceed, then one or more tie-breaking votes will occur in which all members of the Commission's Board of Directors present at the meeting will be allowed to vote again. The winning nominee must receive more than fifty percent (50%) of the votes cast to be elected.

At any point the Commission may vote to suspend the vote until a subsequent meeting. If the Chair has been selected prior to the vote to suspend, the new Chair shall be seated when his or her term commences, but shall relinquish his or her seat as the vice-Chair if applicable. If the Chair and vice-Chair have been selected prior to the vote to suspend, the new vice-Chair shall also be seated when his or her term commences, but shall relinquish his or her seat as second vice Chair, if applicable.

The tally of all votes taken by written ballot hereunder shall be read aloud by the Clerk of the Board immediately following the vote. The written ballots shall be retained by the Clerk of the Board as part of the public record of the meeting.

–The Chair, the Vice Chair and the Second Vice Chair shall annually alternate between a regular member of the Commission representing a city and a regular member of the Commission who is a member of the Riverside County Board of Supervisors. During the time in which the Chair is a regular member of the Commission representing a city, the Vice Chair shall be a regular member of the Commission who is a member of the Riverside County Board of Supervisors and the Second Vice Chair shall be a regular member of the Commission representing a city. During the time in which the Chair is a regular Commission member who is a member of the Riverside County Board of Supervisors, the Vice Chair shall be a regular member of the Commission representing a city and the Second Vice Chair shall be a regular member of the Commission who is a member of the Riverside County Board of Supervisors. "

C. APPOINTMENT OF EXECUTIVE DIRECTOR, GENERAL COUNSEL AND FISCAL OFFICER. The Executive Director, General Counsel, Fiscal Officer, and such other officers as the Commission may deem necessary shall be appointed by the affirmative votes of a majority of the Commission.

D. REMOVAL OF OFFICERS. Officers may be removed by the affirmative vote of a majority of the Commission. Voting on removal shall take place no sooner than at the next regular meeting following the meeting at which the motion to remove officers was introduced.

E. DUTIES OF VARIOUS OFFICERS.

1. Duties of Chair. The Chair shall, if present, preside at all meetings of the Commission and shall exercise and perform such other powers and duties as may be from time to time assigned to him or her by the Commission or prescribed herein. In any case in which the execution of a document or the performance of an act is directed, the Chair, unless the act of the Commission otherwise provides, is empowered to execute such document or perform such act.

2. Duties of the Vice Chair. The Vice Chair shall perform the duties of the Chair in his or her absence. When so acting, the Vice Chair shall have all the powers of and be subject to all the restrictions upon, the Chair.

3. Duties of Second Vice Chair. The Second Vice Chair shall perform the duties of the Chair in the absence of the Chair and the Vice Chair. When so acting, the Second Vice Chair shall have all the powers of and be subject to all the restrictions upon the Chair.

4. Chair Pro Tempore. In the event of the absence or inability to act of the Chair, Vice Chair or Second Vice Chair, the Commission, by motion passed by majority vote, shall select one of its members to act as Chair Pro Tempore, who, while so acting, shall have all of the authority of the Chair.

5. Duties of Executive Director. The Executive Director shall be a full-time officer of the Commission. The powers and duties of the Executive Director are:

(a) To administer the personnel system, including contract employees of the Commission.

(b) To administer all contracts.

(c) To cause to be prepared by a Certified Public Accountant and to submit to the Commission as soon as practical after the end of each fiscal year a post-audit of the financial transactions and records of the Commission for the preceding year.

(d) To keep the Commission advised as to the needs of the Commission.

(e) To have full charge of the administration of the business affairs of the Commission.

(f) To see that all ordinances, rules and regulations, motions, or resolutions are enforced.

(g) To provide for the secretarial services required by the Commission including keeping a book of minutes of all meetings of the Commission, giving notice of all meetings as may be required by law or action of the Commission, and such other duties as may be prescribed by ordinance or resolution of the Commission.

(h) The Executive Director is authorized to take any or all of the following actions in relation to regular employees of the Commission:

(1) To hire employees at the appropriate salary range as determined by the Commission.

(2) To promote, transfer, suspend with or without pay, or discharge any employee.

(3) To notify the Commission of such actions at appropriate intervals.

(i) The Executive Director is authorized to make disbursements of funds of the Commission consistent with the annual budget of the Commission. He or she shall have such other duties, powers and responsibilities as may from time to time be assigned by the Commission. The compensation of the Executive Director shall be pursuant to written contract with the Commission.

(j) The Executive Director, or his or her designee, has the discretionary authority of approval overall project designs or plans for construction and the construction of all projects by the Commission as set forth herein, unless the Commission finds otherwise.

6. Duties of General Counsel. The General Counsel shall be a person admitted to practice law by the Supreme Court of California or a firm comprised of same, and

shall have been actively engaged in the practice of law for not less than five years preceding appointment. The General Counsel shall represent and advise the Commission in all legal matters, actions, or proceedings in which the Commission is concerned, or interested, or is a party.

7. Duties of Fiscal Officer. The Fiscal Officer, under the general direction of the Executive Director, shall be the custodian of funds received from the Commission from whatever source. The Fiscal Officer shall:

(a) Receive and receipt for all money of the Commission and place it in the Commission treasury.

(b) Draw warrants to pay demands against the Commission when the demands have been duly and regularly signed by the Executive Director.

(c) Execute a bond with one or more corporate sureties approved by the Commission in the sum of two hundred fifty thousand dollars (\$250,000.00) payable to the Commission and conditioned upon the faithful performance of the duties of the office, and the payment of money received by him or her according to the law and the orders of the Commission. The Commission may at any time require a new bond from the Fiscal Officer in such sum and in such form as may then be determined by the Commission. In the event that the person appointed as Fiscal Officer is also an officer of a governmental agency who is charged with execution of duties for said agency, similar to those herein established, for which he or she must maintain an official bond, said officer may upon Commission approval stand on his or her official bond in lieu of the above-mentioned bond provided that the bond being provided is for the same amount and for the same duties as those of Fiscal Officer to the Riverside County Transportation Commission as set forth in this Section E.6 of Article III of this Code.

(d) Prepare or cause to be prepared a report in writing on the first day of July, October, January and April of each year to the Commission detailing the amount

of money held, the amount and source of receipts since the last report, and the amount and recipient of amounts paid out since the last report.

(e) Keep a full and complete record of all financial transactions and records of the Commission. He or she shall have such other duties and responsibilities as may from time to time be assigned to the Fiscal Officer by the Commission.

F. EMPLOYEES. All employees other than independent contractors, shall be subject to the control and supervision of the Executive Director. Compensation of employees shall be as provided for from time to time by the Commission.

G. APPOINTMENT OF ADVISORY COMMITTEE.

1. Social Services Transportation Advisory Council/Citizens' Advisory Committee.

(a) Membership. There is hereby created the Social Services Transportation Advisory Council as required by Public Utilities Code ("PUC") Section 99238. This committee shall also serve as the Citizens' Advisory Committee pursuant to PUC Section 130105. The Social Services Transportation Advisory Council and the Citizens' Advisory Committee shall hereinafter be referred to collectively as the "Committee." The Committee shall consist of up to fifteen (15) members appointed by the Commission, in the manner provided by the Commission. Pursuant to PUC Section 99238, the Committee shall include the following members:

- 1) One (1) representative of potential transit users who is 60 years of age or older;
- 2) One (1) representative of potential transit users who is handicapped;
- 3) Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;

- 4) Two (2) representatives of local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists;
- 5) One (1) representative of a local social service provider or persons of limited means; and
- 6) Two (2) representatives from the local consolidated transportation service agency.

All members of the Committee shall be selected so as to reflect a broad spectrum of interests and the Commission shall strive to attain both minority representation and representation from all geographic areas of the County. Committee members shall serve at the will and pleasure of their nominating authority and the Commission.

(b) Function. Subject to the supervision of the Commission, the Committee shall also consult on and obtain and collect public input on those matters of interest and concern to the Commission that may from time to time be assigned to the Committee by the Commission for its review, comments and recommendation.

(c) Meeting. The Commission shall call the first meeting and may call subsequent meetings of the Committee, setting the time and place of said meeting(s) and designating the agenda from any meetings so called. The Chair of the Committee, elected pursuant to this Section G(1)(f) below, may also call meetings of the Committee, setting the time, place, and agenda for such meetings. The Committee may also hold subcommittee meetings of any subcommittees it establishes.

(d) Assistance. The staff of the Commission shall be available to aid the Committee in its work.

(e) Compensation. Members of the Committee shall serve without compensation.

(f) Officers. The Committee shall elect a Chair and Vice Chair from the members thereof, each of whom shall serve for one (1) year, and thereafter until his or her successor is elected. Secretarial services shall be provided by the Commission staff.

2. Technical Advisory Committee.

(a) Membership. There is hereby created the Technical Advisory Committee. The Committee shall consist of members selected as follows:

~~(1) One (1) member representing the County Planning Department.~~

~~(2) One (1) member representing the County Administrative Officer.~~

(3) One (1) member representing the County Transportation Department.

(4) One (1) member representing each City in the County which designates such a representative.

(5) One (1) member representing the Riverside Transit Agency.

(6) One (1) member representing the Western Riverside ~~County~~ Council of Governments.

(7) One (1) member representing the Coachella Valley Association of Governments.

(8) The District Director or designee of Caltrans Districts ~~8 and 11~~.

(9) One (1) member representing the SunLine Transit Agency.

(10) One (1) member representing the Palo Verde Valley Transit Agency.

~~(11) The Transportation Planning Director of the Southern Association of Governments, as a non-voting member.~~

Committee members shall serve at the will and pleasure of their appointing authority and the Commission. An alternate may be named by each appointee to represent him or her in his or her absence.

(b) Function. Subject to the supervision of the Commission, the Committee shall provide technical assistance to the Commission by reviewing and evaluating the various transportation proposals and alternatives within Riverside County. The Committee shall review, comment upon, and make recommendations on such matters as are referred to it by the Commission, including all matters relating to the ~~CMAQ/STP projects programming of federal funds apportioned to the Riverside County and allocated by the Commission. During the annual preparation of the Regional Transportation Improvement Program a STP Formula Fund Subcommittee of the Committee shall be formed to recommend the funding of selected STP projects to the Commission.~~

(c) Meetings. In the dispatch of its responsibilities, the Committee may conduct meetings, may appoint subcommittees to include regular members and/or alternate members, and engage in such related activities as it deems necessary.

(d) Compensation. Members of the Committee shall serve without compensation.

(e) Officers. The Committee shall elect a Chair and Vice Chair from the members thereof, each of whom shall serve for ~~one (1) year~~ two (2) years and thereafter until his or her successor is elected. ~~Secretarial services~~ Committee support shall be provided by the Commission staff.

3. Other Advisory Committees.

(a) Standing Committees. The Commission may appoint such other standing committees as it deems necessary. The Commission shall determine the membership of such committees from among the regular members of the Commission, and shall specify the functions, duties, responsibilities, and terms of service. The Commission shall give due

consideration to recommendations, advice or proposals received from Advisory Committees but shall not be bound thereby.

(b) Ad Hoc Committees and Representative Appointments. The Chair may create and appoint ad hoc committees as necessary to provide direction and advice to the Chair, Commissioners or Commission staff. In addition, the Chair shall appoint Commission representatives to the Southern California Regional Rail Authority, the Route 91 Advisory Committee, the MSRC, and other agencies or organizations of which the Commission is a member or party. Ad hoc committee members and representatives shall be appointed from among the regular Commission members.

H. COMMITTEES OF THE COMMISSION.

1. The following Committees of the Commission are hereby created:

(a) The Budget and Implementation Committee. This Committee shall be composed of up to fifteen (15) regular members of the Commission selected by the Chair, with at least ten (10) nine (9) members being Western Riverside County regular members of the Commission and at least five (5) four (4) members being Eastern Riverside County regular members of the Commission. ~~for a total of fifteen (15) regular members of the Commission selected by the Chair.~~ For the purposes of this subsection (a), the Fifth District Supervisor shall be considered a Western Riverside County member. Subject to supervision by the Commission, the jurisdiction of the Committee shall be as follows: annual budget development and oversight, competitive state and federal grant programs, countywide communications and outreach programs, countywide strategic plan, legislation, ~~Measure A implementation,~~ short range transit plans (SRTP), and other areas as may be prescribed by the Commission. Meetings shall be held at 9:30 a.m. on the fourth Monday of the month at the offices of the Commission, unless otherwise determined by the Committee or the Commission. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a “Committee of the Whole”, for purposes of discussing

agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee and should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

(b) Programs and Projects Committees. The following Programs and Projects Committees are hereby created:

(1) The Eastern Riverside County Programs and Projects Committee shall be composed of all of the regular members of the Commission representing the Coachella Valley and Palo Verde Valley area cities and, at the discretion of the Chair, one or both of the Supervisors representing some or all of those areas ~~s of the County, including the Fourth and Fifth District Supervisors.~~ Subject to supervision by the Commission, the jurisdiction of the Committee shall be to provide policy direction on transportation projects and programs that impact the Coachella Valley and Palo Valley Verde areas of the county. The subject matter may include, but is not limited to as follows: air quality, capital projects, communications and outreach programs, ~~Congestion Management Program (CMP), specific transit projects,~~ intermodal programs, motorist services ~~(ie. SAFE)~~, new corridors, regional agencies/regional planning, Regional Transportation Improvement Program (RTIP), and State Transportation Improvement Program (STIP) related to the Coachella and Palo Verde Valleys, and other areas as may be prescribed by the Commission. Meetings shall be held at 10:30 a.m. or directly following the meeting of the Coachella Valley Association of Governments Transportation Committee on the first Monday of the month, except when the first Monday and second Wednesday fall in the same week, at the offices of the Coachella Valley Association of Governments, unless

otherwise directed by the Committee or the Commission. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a “Committee of the Whole,” for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

(2) The Western Riverside County Programs and Projects Committee shall be composed of up to twelve (12) ten (10) Western Riverside County regular members of the Commission selected by the Chair, ~~including the Fifth District Supervisor~~. Subject to supervision by the Commission, the jurisdiction of the Committee shall be to provide policy direction on transportation programs and projects that impact Western Riverside County. The subject matter may include, but is not limited to as follows: air quality, capital projects, communications and outreach programs, ~~Congestion Management Program (CMP)~~, specific transit projects, intermodal programs, motorist services ~~(ie. SAFE/Freeway Service Patrol)~~, new corridors, regional agencies/regional planning, Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP), and Transportation Uniform Mitigation Fee (TUMF) Program related to Western Riverside County, and other areas as may be prescribed by the Commission. Meetings shall be held at 1:30 p.m. on the fourth Monday of the month at the offices of the Commission unless otherwise directed by the Committee or the Commission. At any regular meeting not yet convened because of the lack of a quorum, the committee members who

are present may constitute themselves a “Committee of the Whole,” for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

2. In the performance of their duties and responsibilities, the Committees in subsection 1 above shall submit all policy matters coming before them to the Commission for final consideration.

3. (a) Executive Committee. There shall be created an Executive Committee. Subject to supervision by the Commission, the Executive Committee shall oversee staff functions; recommend staff positions, job descriptions and salaries; appoint, contract with and determine the compensation of the Executive Director; discipline, review and terminate the Commission’s Executive Director; and oversee administration of the Commission’s office. Decisions of the Committee shall be final unless a member of the Commission, within five (5) days of the date of the decision, requests that the decision be placed on the agenda of the next regular Commission meeting for reconsideration. Meetings of the Committee shall be held at 9:00 a.m. on the day of the Commission meeting or as otherwise required and at a place and time to be set by the Executive Committee, unless otherwise directed by the Commission

(b) The membership of the Executive Committee shall be as follows:

- (1) The Chair of the Commission.
- (2) The Vice Chair of the Commission.
- (3) The Second Vice Chair of the Commission.
- (4) The Past Chair of the Commission.

(5) Two regular members of the Commission representing the cities of Corona, Moreno Valley, Murrieta, Riverside, and Temecula.

(6) A regular member of the Commission representing one of the following cities: Banning, Beaumont, Calimesa, Canyon Lake, Hemet, Lake Elsinore, Menifee, Norco, Perris, San Jacinto, and Wildomar. Such member shall be appointed by majority vote of the members representing the cities referenced in the previous sentence.

(7) A regular member of the Commission representing the following cities: Blythe, Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs and Rancho Mirage. Such member shall be appointed by a majority vote of the members representing the cities referenced in the previous sentence.

(8) Three members of the Commission who are members of the Riverside County Board of Supervisors. Such members shall be appointed by the Board of Supervisors.

(c) Actions of the Executive Committee shall require six (6) affirmatives "yes" votes.

(d) The term of the Executive Committee members, other than the Chair and Vice Chair and the Second Vice Chair shall be two (2) years. At the end of their two-year term, Executive Committee members shall stand for reappointment as set forth in Section H.3(b).

(e) A member of the Executive Committee may be removed by majority vote of the Commission members responsible for his or her appointment. In the event of a vacancy in the Executive Committee, the vacancy shall be filled as set forth in Section H.3(b) above. The new member shall fill out the remainder of the term.

(f) An alternate member of the Commission, as appointed in Article II.C.2, shall not assume the duties of the regular member on the Executive Committee

when the regular member is absent. In addition, should a member of the Executive Committee resign or otherwise leave the Commission, the vacancy shall be filled as set forth in Section H.3(b), above. The new member shall serve the remainder of the unexpired term.

(g) Amendments to this Administrative Code may be approved by the Executive Committee, subject to review by the Commission as set forth in Section H.3(a) above.

4. The Commission's Committees are authorized to establish rules of procedure relating to the activities and functions of the respective Committee, including the creation of subcommittees of committee members.

ARTICLE IV

MEETINGS

A. AGENDA. Matters to be placed on the Agenda for any regular meeting may be filed with the Executive Director of the Commission by any member of the Commission by the Thursday before such regular meeting. The Agenda for each regular meeting shall be prepared under the direction of the Executive Director. The Executive Director shall cause copies of the Agenda to be mailed or delivered to each regular and alternate member and the General Counsel at least three (3) working days prior to the regular meeting date.

B. REGULAR MEETING. Regular meetings of the Commission shall be held at 4080 Lemon Street, Riverside, California in the Board of Supervisors Chambers or at such other location set in public meeting by the Commission on the second Wednesday of each month at 9:30 a.m. unless such day is a holiday, in which case the meeting shall be held on the next business day. Regular meetings may be canceled by majority vote of the Commission at a regular or special meeting prior to the meeting to be canceled. A regular meeting may also be canceled by the Chair for lack of a quorum. The Executive Director shall endeavor to mail or

deliver notice of such cancellation to each regular member and alternate member at least twenty-four (24) hours prior to the time of the meeting.

C. SPECIAL MEETINGS. A special meeting of the Commission may be called at any time by the Chair, or in his or her absence by the Vice Chair or in the absence of the Chair and the Vice Chair by the Second Vice Chair, or by any sixteen (16) regular members by delivering personally or by mail written notice to the Executive Director and each regular and alternate member. Such notice shall be so delivered at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be transacted at such meeting. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Executive Director a written waiver of notice. Such waiver may be given by telegram or fax. Such written notice may also be dispensed with as to any regular or alternate member who is actually present at the meeting at the time it convenes.

D. POSTING OF AGENDAS. The Commission shall post agendas of all regular meetings, containing a brief general description of each item of business to be transacted or discussed at the meeting, at least seventy-two (72) hours before such regular meeting. The agenda shall specify the time and location of the meeting and shall be posted in a location freely accessible to members of the public. No action shall be taken on any item not appearing on such posted agendas, except as permitted by state law.

E. QUORUM AND VOTING REQUIREMENTS. Sixteen members of the Commission shall constitute a quorum for the transaction of business. Unless otherwise required by law or this Administrative Code, all official acts of the Commission shall require the affirmative vote of a majority of the members of the Commission voting on the matter.

F. WEIGHTED VOTING. Notwithstanding subdivision E above, any member of the Commission, immediately after a vote of the Commission in accordance with subdivision E,

may call for a weighted vote. For an item to be passed by weighted vote, all of the following requirements shall be met:

(a) The item shall be approved by a majority of the Commission members present at the meeting who represent the board of supervisors, who each shall have one vote.

(b) The item shall be approved by a majority of the Commission members present at the meeting who represent the Board of Supervisors, who each shall have one vote.

(c) The item shall be approved by Commission members present at the meeting who represent cities in Riverside County representing a majority of the population of the county living in incorporated areas. For the purpose of this subdivision, each regular commission member at the meeting who represents a city in Riverside County shall be assigned votes based on the percentage of the population of incorporated areas of Riverside County represented by that member in relation to the total population of incorporated areas of Riverside County represented by that member in relation to the total population of incorporated areas of Riverside County represented at the meeting. Population data shall be determined through Department of Finance estimates, adjusted annually on June 1 or as soon thereafter as possible. The population represented by members not voting because of a legal conflict of interest shall not be counted for any purpose in a weighted vote.

F. RALPH M. BROWN ACT. All meetings of the Commission shall be called, noticed, and conducted in the manner prescribed by the Ralph M. Brown Act (Chapter 9, commencing with Section 54950, Part I, Division 2, Title 5 of the Government Code).

G. ADDRESSING COMMISSION ON AGENDA ITEMS. No person shall address the Commission at any meeting until he or she has first been recognized by the Chair. The decision of the chair to recognize a person may be changed by vote of a majority of the members of the Commission present at the meeting. Persons wishing to address the Commission shall fill out a speaker card and provide it to the Clerk of the Commission prior to the start of the agenda item upon which he or she wishes to be heard. The Chair may, in his or her discretion, direct the Clerk to accept speaker cards filed after the start of the agenda item. Except as set forth below,

when addressing the Commission, each individual speaker will be limited to three continuous minutes or less of public testimony. The Commission may, either at the direction of the Chair or by a majority vote of the Commission, waive this three minute time limitation. Depending on the number of items on the Agenda and the number of speaker cards, the Chair may, in his or her discretion, reduce the time for each individual speaker to two continuous minutes. In addition, the maximum time for public comment for any individual item or topic is thirty (30) minutes, unless extended by the Chair or majority vote of the Board. Speakers may not yield their time to others without the consent of the Chair. The Commission may terminate public comments if such comments become repetitious.

H. COMMITTEE OF THE WHOLE. At any regular meeting not yet convened because of the lack of a quorum, the regular members, and alternates acting in the place of a regular member, who are present, may constitute themselves a "Committee of the Whole", for the purposes of discussing agenda matters or any other matter of interest to the members present. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

ARTICLE V

CORPORATE POWERS

A. SUCCESSION. The Commission has perpetual succession and may adopt a seal and alter it at its pleasure.

B. LITIGATION. The Commission may sue and be sued, except as otherwise provided by law, in all actions and proceedings, in all courts and tribunals of competent jurisdiction.

C. CLAIMS. All claims for money or damages against the Commission are governed by Division 3.6 (commencing with Section 810) of Title 1 of the Government Code except as provided therein, or by other statutes or regulations expressly applicable thereto.

D. MOTIONS, REGULATIONS AND ORDINANCES. The acts of the Commission shall be expressed by motion, resolution, or ordinance. All ordinances shall take effect upon their adoption. The enacting clause of all ordinances shall be as follows: "The Riverside County Transportation Commission hereby ordains as follows:" All ordinances shall be signed by the Chair or by the Vice Chair of the Commission.

E. MISCELLANEOUS. The Commission shall have the power and authority to do any and all things necessary to carry out the purposes of Division 12 (commencing with Section 130000) of the Public Utilities Code.

ARTICLE VI

CONTRACTS

The Commission may make contracts and enter into stipulations of any nature whatsoever either in connection with eminent domain proceedings or otherwise, including but not limited to, contracts and stipulations to indemnify and save harmless, to employ labor, and to do all acts necessary and convenient for the full exercise of the powers authorized by law or by this Ordinance. The Commission may contract with any Department or Agency of the United States of America, with any public agency (including but not limited to, the Department of Transportation or any Transit District, County, or City), or with any person upon such terms and conditions as the Commission finds is in its best interest.

ARTICLE VII

BUDGET

A. ANNUAL BUDGET. The Commission, after holding public hearings, shall annually, on or before June 15th of each year, adopt a budget for the succeeding Fiscal Year.

B. PUBLIC HEARINGS. The Commission shall hold public hearings prior to the adoption of its budget. Notice of time and place of such hearings shall be published pursuant to

Section 6061 of the Government Code and shall be published no later than the 15th day prior to the date of the hearing.

C. PUBLIC INSPECTION. The proposed annual budget shall be available for public inspection at least fifteen (15) days prior to the hearing.

ARTICLE VIII

AUDIT

The Commission shall make, or cause to be made annually as soon as practical after the end of each Fiscal Year, a post-audit of the financial transactions and records of the Commission for the preceding year. Such post-audit shall be made by a Certified Public Accountant.

ARTICLE IX

TORT CLAIMS POLICY

A. WRITTEN CLAIM (Gov. Code § 945.4)¹

Before commencing a lawsuit for money or damages, the claimant must present a written claim to the Riverside County Transportation Commission (herein referred to as “RCTC”) and allow it to act upon the claim.² (See page 5, below, for Sample RCTC Claim Form.)

B. SUFFICIENCY - CONTENTS OF CLAIM (Gov. Code §§ 910, 910.2)

A claim shall be presented by the claimant or by a person acting on the claimant’s behalf.

The written claim must include all of the following:

- (a) The name and postal address of the claimant.

¹ All references herein are to the California Government Code, unless otherwise noted.

² Under special circumstances, this requirement may be excused. (See for example Gov. Code §§ 946.4, 946.6.)

- (b) The postal address to which the person presenting the claim desires notices to be sent.
- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) A general description of the indebtedness, obligation, injury, damage or loss so far as it may be known at the time of presentation of the claim;
- (e) The name(s) of public employee(s) causing the injury, damage, or loss, if known.
- (f) The amount claimed, if it totals less than \$10,000.00 as of the date of the presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of presentation of the claim, together with the basis for computation of the amount claimed. If the amount claimed is more than \$10,000.00, no dollar amount shall be included in the claim, but it shall indicate whether the claim would be a limited civil case.
- (g) The signature of the claimant or his or her representative.

C. TIMELINESS (Gov. Code § 911.2)

1. A claim relating to a cause of action for death, injury to person, injury to personal property or growing crops must be presented within six (6) months after the accrual of the cause of action.
2. A claim relating to any other cause of action, such as damage to real property, must be presented within one (1) year after the accrual of the cause of action.

D. ACTION BY EXECUTIVE DIRECTOR OR DESIGNEE (Gov. Code §§ 912.6, 935.4)

The Clerk of the Board shall present claims received by the Commission to the Executive Director or designee. The Executive Director or designee shall review claims submitted to RCTC and may act on such claims in one of the following ways:

1. If the Executive Director determines that the claim is for a debt or liability which is not the responsibility of RCTC, it shall be rejected by the Executive Director or designee.
2. If the Executive Director determines that the claim is for a debt or liability which may be the responsibility of RCTC, the Executive Director or designee shall present the claim to the Commission's Board for consideration.
3. The Executive Director shall present all claims for physical personal injury for which the claimant is likely to seek payment in excess of \$100,000 or wrongful death to the Commission Board for consideration.

The Commission Board must approve all settlements on claims.

E. WRITTEN REJECTIONS (Gov. Code §§ 912.4(a), 913, 945.6(a)(1))

If a claim is rejected in writing within 45 days of presentation, the claimant has six (6) months from the date the written notice of rejection is personally delivered or mailed in which to file suit. The claimant and RCTC may extend by written agreement the period within which RCTC must act on the claim. (See page 6, below, for Sample Rejection on the Merits Letter.)

F. REJECTION BY OPERATION OF LAW (Gov. Code §§ 912.4 (c), 945.6(a)(2))

If a claim is not rejected in writing within 45 days of presentation, the claim is deemed rejected by operation of law on the 46th day. Notice of the rejection of the claim may be sent by the Commission after the claim is deemed rejected

G. INSUFFICIENT CLAIMS (Gov. Code §§ 910.8, 911, 915.4)

The Executive Director or designee has the right to return insufficient claims by providing notice in accordance with Gov. Code section 915.4.

If a claim does not comply with Government Code sections 910 and 910.2, the claim is legally insufficient. If an insufficient claim is presented to RCTC, then RCTC shall notify the claimant in writing within 20 days of presentation that the claim is insufficient and state with particularity the defects or omissions in the claim. The Commission Board may not take action on the claim for a period of 15 days after such notice is given. If such notice of insufficiency is not given, RCTC waives any defense as to the sufficiency of the claim and cannot later claim insufficiency as a defense. However, no notice need be given and no waiver shall result when the claim as presented fails to state either an address to which the person presenting the claim desires notices to be sent or the address of the claimant. (See page 7, below, for Sample Letter re Insufficient Claim Form.)

H. LATE CLAIMS (Gov. Code §§ 911.4, 911.6, 911.8)

1. If a claim is not presented in a timely manner pursuant to Gov. Code section 911.2 (6 month limitations period), the claimant must file an application to present a late claim.
2. The application:
 - (a) Must be presented within a reasonable time not to exceed one (1) year after the accrual of the cause of action;

- (b) Must have the written claim attached; and
 - (c) Must state the reason for the delay in presenting the claim.
3. Claims filed late, if not accompanied by an application for leave to file a late claim, should be rejected specifically because they are late. (See page 8 for Sample Letter re Untimely Claim Without Application For Leave To Present A Late Claim.)
4. In computing the one (1) year period for presentation of the application, time during which the person who sustained the alleged injury, damage, or loss is a minor shall be counted, but the time during which he is mentally incapacitated and does not have a guardian shall not be counted.

I. ACCEPTANCE OF APPLICATION FOR LATE CLAIM (Gov. Code § 911.6)

The Executive Director or designee shall grant or deny an application for acceptance of late claim within 45 days after it is presented. This period may be extended by written agreement between the claimant and RCTC.

The Executive Director or designee shall grant the application where one or more of the following is applicable:

- (a) Failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and RCTC was not prejudiced in its defense of the claim by the failure to present the claim in a timely manner; or,
- (b) The person who sustained the alleged injury, damage or loss was a minor during all of the time period; or,

- (c) The person who sustained the alleged injury, damage or loss was physically or mentally incapacitated during all of the time period; or,
- (d) The person who sustained the alleged injury, damage or loss died before the expiration of the time period.

J. DENIAL OF APPLICATION FOR LATE CLAIM (Gov. Code §§ 911.8, 946.6)

- 1. The Executive Director or designee may deny the application if it is not excused. (See page 9, below, for Sample Denial Letter.) The denial must be in writing and must advise the claimant that he has only six (6) months to take the matter to court. Written notice of the action on the application must be given in the manner prescribed in Gov. Code section 915.4. The notice shall contain a warning in substantially the form as prescribed in Gov. Code section 911.8. The denial of the application for late claim has nothing to do with the validity of the claim. It is not a rejection of the claim or its merits. It means only that the claim was not properly presented.

K. CALIFORNIA LAW

- 1. This Tort Claims Policy is intended to reflect the requirements set forth in the California Tort Claims Act (Gov. Code §§ 900 et seq.). RCTC intends to periodically update this Policy, however, because state law is amended from time to time, in the event any law cited herein is amended, modified, changed or omitted, then such law shall govern.

L. COMMISSION ACTION

- 1. This Tort Claims Policy provides the guidelines for RCTC in responding to a claim, however, a failure to follow this Policy shall not serve as a basis for invalidating an action taken by the Commission Board on a particular claim.

CLAIM FORM

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT: Riverside County Transportation Commission		
1	Name, address, mailing address if different, and phone number.	
	Name:	
	Address(es):	
	Phone Number:	
2	List name, address and phone number of any witnesses.	
	Name:	
	Address:	
	Phone Number:	
3	List the date, time, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.	
	Date:	Time:
	Place:	
	Tell What Happened (give complete information):	
	<i>NOTE: Attach any photographs you may have regarding this claim.</i>	
4	Give a general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim.	
5	Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.	
6	If the actual amount of your claim is less than \$10,000 indicate the exact amount of your claim, and if possible show specific itemization and/or include copies of any documents in support thereof. If the amount of the claim exceeds \$10,000, no dollar amount should be included in this claim form; however, it is necessary to indicate whether jurisdiction will rest in Municipal or Superior Court. (Jurisdiction for any claim under \$25,000 would rest in Municipal Court, and any claim over \$25,000 would rest in Superior Court.)	
	Date:	Signature:
ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT.		

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SAMPLE LETTER RE REJECTION ON THE MERITS

THIS LETTER SHOULD BE TYPED ON RCTC LETTERHEAD AND USED TO NOTIFY A POTENTIAL CLAIMANT THAT HIS/HER CLAIM HAS BEEN REJECTED ON ITS MERITS, NOT BECAUSE THE CLAIM IS LATE, OR THAT THE CLAIM IS INSUFFICIENT IN CONTENTS. IF USED, THIS FORM MUST BE MAILED WITHIN 45 DAYS OF PRESENTATION OF THE CLAIM.

(Enter date)

Dear _____:

Thank you for your recently submitted claim in the matter of _____.

As you know, we are guided by state law and are obligated to pay claims where there is liability on our part. We have reviewed all of the information submitted to us relating to your claim, and have endeavored to be absolutely fair in considering your case.

Your claim presented to the Riverside County Transportation Commission on _____ was rejected (or allowed in the amount of \$_____ and rejected as to the balance) on _____ (date of action or rejection by operation of law.)

WARNING

Subject to certain exceptions, you have only six months from the date this notice was personally delivered or mailed to file a court action on this claim. (See Government Code Section 945.6.) You may, of course, seek an attorney's advice on this matter. If you plan to consult an attorney, you should do so immediately.

If you have questions about the claim or this denial of liability, please call the undersigned.

Very truly yours,

Anne Mayer [or designee, such as General Counsel]
Executive Director

SAMPLE LETTER RE INSUFFICIENT CLAIM FORM

**THIS LETTER SHOULD BE TYPED ON RCTC LETTERHEAD
AND USED TO NOTIFY POTENTIAL CLAIMANTS OF
INSUFFICIENCIES IN CLAIMS FILED**

(Enter date)

Re: Notice of Insufficiency of Claim Filed
with the Riverside County Transportation Commission

Dear _____:

Your claim which was received by the Riverside County Transportation Commission on (enter date) failed to comply substantially with the California Government Code. It was insufficient for the following reason(s):

[Give reasons for insufficiency]

For your information, you may wish to consult Sections 910, 910.2, 910.4, 910.8 and other sections of the California Government Code pertaining to the filing of claims against a public entity. Due to specific time requirements for correcting these deficiencies, this should be tended to immediately.

Very truly yours,

Anne Mayer [or designee, such as General Counsel]
Executive Director

**SAMPLE LETTER RE UNTIMELY CLAIM WITHOUT
APPLICATION FOR LEAVE TO PRESENT A LATE CLAIM**

THIS LETTER SHOULD BE TYPED ON RCTC LETTERHEAD
AND USED TO NOTIFY POTENTIAL CLAIMANTS WHO FILE LATE CLAIMS
WITH NO ACCOMPANYING APPLICATION
FOR LEAVE TO PRESENT A LATE CLAIM

(Enter date)

Re: Response to your Late Claim Filed with
the Riverside County Transportation Commission

Dear _____:

The claim (or material) which you presented to the Riverside County Transportation Commission ("RCTC") on (Enter date) is being returned to you herewith, without any action having been taken by RCTC.

The claim (or material) is being returned because it was not presented within the time required by law. (See California Government Code Sections 911.2 to 912.2 and 946.6.) Your only recourse at this time is to file a written Application for Leave to Present a Late Claim as required by the Government Code. After this Application has been received by RCTC, it will be reviewed and considered.

Due to legal time requirements, this should be done without delay. To determine if you have a further remedy, or whether other procedures are open to you, you may wish to consult with an attorney of your choosing. If you consult with an attorney, you should do so immediately.

Very truly yours,

Anne Mayer [or designee, such as General Counsel]
Executive Director

**SAMPLE LETTER RE DENIAL OF APPLICATION FOR LEAVE TO
PRESENT A LATE CLAIM**

THIS LETTER SHOULD BE TYPED ON RCTC LETTERHEAD AND USED
TO DENY LATE CLAIMS PRESENTED WITHIN ONE YEAR OF ACCRUAL
WITH AN ACCOMPANYING APPLICATION FOR LEAVE TO PRESENT
A LATE CLAIM

(Enter date)

Re: Denial of Application for Leave
to Present a Late Claim to the
Riverside County Transportation Commission

Dear _____:

Your Application for Leave to Present a Late Claim is denied by the Riverside County
Transportation Commission as of (Enter date).

WARNING

If you wish to file a court action on this matter, you must first petition the appropriate court for
an order relieving you from the provisions of California Government Code Section 945.4. (Also
see Government Code Section 946.6.) Such petition must be filed with the court within six (6)
months from the date your Application for Leave to Present a Late Claim was denied.

You may seek the advice of an attorney of your choosing in connection with this matter. If you
consult an attorney, you should do so immediately.

Very truly yours,

Anne Mayer [or designee, such as General Counsel]
Executive Director

**SAMPLE LETTER RE RETURN OF APPLICATION FOR LEAVE TO
PRESENT A LATE CLAIM**

THIS LETTER SHOULD BE TYPED ON RCTC LETTERHEAD AND USED TO
REJECT LATE CLAIMS PRESENTED AFTER ONE YEAR FROM ACCRUAL
WITH AN ACCOMPANYING APPLICATION FOR LEAVE TO PRESENT A
LATE CLAIM

(Enter date)

Re: Return of Application for Leave to Present
a Late Claim to the Riverside County Transportation Commission

Dear _____:

The Application for Leave to Present a Late Claim which you presented to the Riverside County Transportation Commission on (Enter date) is being returned to you herewith, without any action having been taken on it by the Commission.

The Application is being returned because it was not presented within the time required by law.

To determine whether you have any further remedy, you may wish to consult with an attorney of your choosing. If you consult an attorney, you should do so immediately.

Very truly yours,

Anne Mayer [or designee, such as General Counsel]
Executive Director

ARTICLE X

PROCEDURES FOR DESIGN IMMUNITY

A. EXECUTIVE DIRECTOR REVIEW AND APPROVAL. Prior to commencement of a construction project undertaken by the Commission, the Executive Director shall review and approve or disapprove the plans for such project in writing, or delegate such authority in writing to a competent employee of the Commission with the knowledge to discern whether the plans are reasonable or not. Neither the Executive Director nor his or her designee of review and approval authority shall be responsible for drafting such plans.

B. DETERMINATION OF REASONABLENESS. The Executive Director or his or her designee of review and approval authority shall review the plans for a construction project undertaken by the Commission to determine whether such plans are reasonable or not. Evidence of reasonableness of such plans may be supported by approval of such plans by a competent professional; or if such plans have been prepared in conformity with a previously approved standard; or if such plans conform to established guidelines such as the Uniform Building Code or guidelines set forth by the California Department of Transportation or the American Association of State Highway and Transportation Officials.

C. EXECUTION OF STATEMENT. Upon completion of the review of the plans, the Executive Director or his or her designee shall sign a statement in substantially the form set forth as follows:

I have been granted the authority to review and approve the plans for the _____ Project, and I am competent to do so. I have reviewed such plans, and I find them to be reasonable in my judgment as a reasonable employee and approve such plans.

AGENDA ITEM 6

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	April 13, 2011
TO:	Executive Committee
FROM:	Marlin Feenstra, Project Delivery Director
THROUGH:	Anne Mayer, Executive Director
SUBJECT:	New Staff Position

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Establish a Capital Projects Contracts and Claims Manager position on Range 11, (\$7,910 - \$10,678 per month). This position will be responsible for construction contracts and claims administration; and
- 2) Approve the revised organization chart to reflect the proposed change.

BACKGROUND INFORMATION:

At its December 13, 2006 meeting, the Commission adopted the 2009 Measure A Western County Highway 10-Year Delivery Plan (Delivery Plan). Several projects in the Delivery Plan are nearing or have entered the construction phase. Additionally, the Commission continues the delivery of 1989 Measure A projects, which are now entering construction. The risks associated with rapid and consistent response to issues that arise during construction are sufficient to warrant a dedicated construction contracts and claims manager to achieve continuous improvement of the construction contracts and claims process and to keep up to date on current claim related trends in the construction industry. In addition, the state of California is releasing a revised Standard Specification for highway construction, which will require the Commission to update its own standard contract language and general conditions language over the next year.

The implementation of the Delivery Plan has an agency-wide impact. Consistent with budget policy, the majority of support resources will be provided by consultants at both the project and program levels. Even with the consultant support, existing staff levels are unable to effectively manage the construction contracts and claims process. Staff is recommending the addition of 1.0 full-time equivalent to the Commission's organization.

Capital Projects Contracts and Claims Manager

This position will primarily be responsible for the preparation of construction contracts for major projects in which the Commission is the lead agency, as well as the continual improvement and refinement of the Commission's contract and general conditions for such projects. This position will be the Commission's lead for dealing with claims that arise during construction and the processing of claims. It is proposed to fill this position FY 2011/12.

The approval of this position is requested in preparation of the FY 2011/12 budget process to provide sufficient time to recruit and hire. The FY 2011/12 budget will assume this position is filled on July 1, 2011.

Financial Information					
In Fiscal Year Budget:	N/A	Year:	FY 2011/12	Amount:	\$175,700
Source of Funds:	2009 Measure A Western County Highway			Budget Adjustment:	No
GL/Project Accounting No.:	262 31 60001		\$115,800		
	262 31 61401		\$58,900		
Fiscal Procedures Approved:	<i>Theresa Trevino</i>			Date:	04/05/11

Attachments:

- 1) Capital Projects Contract and Claims Manager Job Description
- 2) Organization Chart



Capital Projects Contract and Claims Manager

Department/Division:	Capital Projects
Reports To:	Project Delivery Director
Supervises:	N/A - provides technical direction
Pay Status:	Range 11
Date Prepared:	March 24, 2011

K:\Current Job Descriptions\Updated Job Descriptions\Capital Projects Contract & Claims Manager_2011.doc

Job Content

Job Summary:

Under general supervision, plans, organizes, and supports major transportation construction project contracts from the initial bid process through the project delivery process; assists in preparing construction bid documents and contracts to ensure compliance with California public contract codes, the Department of Transportation, and industry standards; ensures compliance with contractual terms and conditions and identifies areas of non-compliance and potential claims; performs other related work as necessary.

Examples of Essential Functions:

1. Plans, organizes, and manages the contract and claims process for major transportation construction projects that may be associated with but not limited to Measure A, the State Transportation Improvement Program (STIP), and federal funding sources.
2. Assists in compiling and preparing construction bid documents by providing support in developing the capital projects request for proposals (RFPs),

answering bidder questions, and producing bid addenda to clarify important details.

3. Prepares complex construction contracts, amendments, terminations, and close-outs. Ensures the terms and requirements meet the California public contract codes, the Department of Transportation requirements, and industry standards. Coordinates the negotiations of all construction contracts and disputes. Maintains the Commission standard construction contract general conditions based on state specification updates and construction industry trends.
4. Analyzes and evaluates construction-related claims and disputes. Assesses or validates entitlement and quantification of damages thus promoting a successful resolution in an efficient and timely manner.
5. Oversees the review, documentation, and approval of claims and invoices submitted against construction contracts.
6. Monitors compliance to contract requirements and identifies areas of non-compliance and potential claims. Interprets and applies contracting principles, applicable laws, regulations, and policies and procedures.
7. Initiates and/or conducts meetings with contractors concerning construction contractual issues.
8. Attends and participates in monthly commission, committee, joint powers, governmental, staff, and citizen advisory meetings; presents awards, amendments, and other contract changes to the management team and Commissioners.
9. Prepares or directs the preparation of various periodic and special reports; assists in providing training and mentoring to lower level staff; makes recommendations for improving operating procedures and policies.

The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Significant Relationships: This position interacts routinely with internal staff, Commissioners, Caltrans staff, local government staff, consultants, construction contractors, and legal counsel.

Qualifications Guidelines

Education/Training/Experience:

Required: A Bachelor's degree in Engineering, Planning, Public Administration, Business, or a closely related field. Five or more years of professional experience involving construction contract administration, program evaluation, project management, and various contract and administrative analyses, including experience involving transportation programs.

Desirable: California Professional Engineer. Specialized coursework or training in construction program evaluation, project management, project scheduling, budgetary planning, cost accounting, and the use of various applications programs for presentation purposes that are typically part of a Master's degree or continuing education curriculum.

Knowledge: Principles and practices used in the acquisition of professional construction services in accordance with current California public contract codes, the Department of Transportation Standard Specification for highway construction, federal, local agency, and industry standards; laws and ordinances regulating building construction; quantitative and program analysis methods and techniques; negotiating methods, report writing and interpreting contractual agreements, and presentation techniques; customer relations techniques; computer hardware and software including graphics, spreadsheet, word processing and Internet applications programs.

Skills/Abilities: Research, interpret, and apply applicable federal, state, and local laws, codes and regulations to construction contracts; prepare and compose contracts, change orders, bid documents, and specifications; negotiate contracts and contract changes and resolve contractual disputes; conduct analyses, prepare various reports, and make recommendations; analyze and solve problems; make effective oral and written presentations; plan, organize, and complete work within established deadlines; coordinate work and provide technical direction to staff; operate personal computer and standard office equipment; establish and maintain effective communications with staff, consultants, vendors, management, public and private representatives, and other parties.

Physical Elements: This classification works mainly in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, but will occasionally conduct meetings and site visits at the project location. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 40 pounds.

Special Requirements: Possession of a valid Class C or Class 3 California driver's license and an acceptable driving record in order to attend a variety of meetings on behalf of the agency.



