

# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE**

(COMMISSIONERS MARION ASHLEY, BOB BUSTER, CHRIS BUYDOS, TERRY HENDERSON, ROBIN LOWE, JEFF MILLER, JEFF STONE, JOHN TAVAGLIONE, MICHAEL WILSON, ROY WILSON)

**8:00 A.M.**

**Wednesday, February 8, 2006**

County of Riverside Administrative Center

Conference Room A

4080 Lemon Street, 3<sup>rd</sup> Floor, Riverside

*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 – DECEMBER 14, 2005**
4. **APPROVAL OF REVISED 401(A) DEFINED CONTRIBUTION QUALIFIED PLAN LOAN GUIDELINES AND 457 DEFERRED COMPENSATION PLAN LOAN PROGRAM AND GUIDELINES**

### ***Overview***

This item is for the Committee to:

- 1) Approve the revised 401(a) Defined Contribution Qualified Plan Loan Guidelines; and
- 2) Approve the 457 Deferred Compensation Plan Loan Program and Guidelines.

**5. PROPOSED 2006 COMMITTEES MEETING SCHEDULE AND TRANSIT POLICY COMMITTEE MEMBERSHIP**

***Overview***

This item is for the Committee to approve the proposed 2006 Committees meeting schedule and to review and discuss the Transit Policy Committee membership.

**6. ADJOURNMENT**

The next Executive Committee meeting is scheduled to be held at 8:00 a.m., **Wednesday, March 8, 2006**, Conference Room A, County of Riverside Administrative Center, 4080 Lemon Street, Third Floor, Riverside.

# **AGENDA ITEM 3**

## **MINUTES**

# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE**

**December 14, 2005**

### **Minutes**

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

Chair Robin Lowe called the meeting to order at 8:34 a.m., on Wednesday, December 14, 2005 at the Riverside County Transportation Commission's Conference Room A, 4080 Lemon Street, Third Floor, Riverside, California 92501.

<b>Members Present:</b>	Marion Ashley	Jeff Miller
	Bob Buster	Jeff Stone
	Chris Buydos	John Tavaglione
	Terry Henderson	Mike Wilson
	Robin Lowe	Roy Wilson

#### **2. PUBLIC COMMENTS**

There were no public comments.

#### **3. APPROVAL OF MINUTES**

***M/S/C (Buydos/Ashley) to approve the minutes of September 14, 2005 as submitted.***

**Abstain: M. Wilson**

#### **4. NEW YORK RATING AGENCY TRIP**

Eric Haley, Executive Director, reported on the meetings held with the bond rating agencies and the remarkable comments received regarding Riverside County Transportation Commission's financial prospects. During those meetings, use of private/public financing for future projects and importance of an investment portfolio were discussed.

Chair Lowe and Vice Chair Marion Ashley commented on the value of the annual meetings with the bond rating agencies and the overall success of the trip. They also commended Theresia Trevino, Chief Financial Officer, for her organizational efforts that contributed to the success of the trip.

**4. MANAGEMENT STAFF RETREAT**

Eric Haley stated that a retreat was held with the management staff on Friday, December 2<sup>nd</sup>. The retreat was timely, proved to be very beneficial, and focused on staffing needs to sufficiently support a number of upcoming programs and projects of the Commission. He presented the interim organization chart and provided an overview of the proposed organizational changes.

Commissioner Jeff Miller expressed his support for Stephanie Wiggins' promotion and recognized her realm of possibilities.

**M/S/C (Henderson/Miller) to approve the interim organization chart and the organizational changes as proposed by the Executive Director.**

**6. CLOSED SESSION**

At this time, the Executive Director declared that there was not a need for a closed session.

**7. ADJOURNMENT**

There being no other items to be considered, the Executive Committee meeting adjourned at 8:54 a.m. The next meeting is scheduled to be held at 8:00 a.m., Wednesday, January 12, 2006.

Respectfully submitted,

Jennifer Harmon  
Acting Clerk of the Board

# **AGENDA ITEM 4**

***RIVERSIDE COUNTY TRANSPORTATION COMMISSION***

<b>DATE:</b>	February 8, 2006
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Anne Mayer, Programming and Administration Director
<b>THROUGH:</b>	Eric Haley, Executive Director
<b>SUBJECT:</b>	Approval of Revised 401(a) Defined Contribution Qualified Plan Loan Guidelines and 457 Deferred Compensation Plan Loan Program and Guidelines

**STAFF RECOMMENDATION:**

This item is for the Committee to:

- 1) Approve the revised 401(a) Defined Contribution Qualified Plan Loan Guidelines; and
- 2) Approve the 457 Deferred Compensation Plan Loan Program and Guidelines.

**BACKGROUND INFORMATION:**

Commission employee benefits include employer paid contributions to a 401(a) Defined Contribution Qualified Plan as well as optional employee paid contributions to a 457 Deferred Compensation Plan. Both plans are administered by ICMA Retirement Corporation. ICMA, in accordance with Internal Revenue Code (IRC) Section 72(p), allows participants to borrow portions of their vested account balances subject to specific criteria. One of the requirements is that the employer must establish a loan program. In July 1993, the Commission approved an amendment to the 401(a) plan to allow loans and adopted loan guidelines. Loans to employees from 457 plans were not included in that program. There are no additional administrative costs associated with the loan program.

Staff recommends approval of revised 401(a) loan guidelines and the establishment of a 457 Loan Program. Copies of the guidelines will be available for review and discussion at the Committee Meeting.

Financial Information					
In Fiscal Year Budget:	N/A	Year:	N/A	Amount:	N/A
Source of Funds:	N/A			Budget Adjustment:	N/A
GLA No.:	N/A				
Fiscal Procedures Approved:	<i>Theresa Trevino</i>			Date:	01/31/2006



# **AGENDA ITEM 5**

***RIVERSIDE COUNTY TRANSPORTATION COMMISSION***

<b>DATE:</b>	February 8, 2006
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Jennifer Harmon, Acting Clerk of the Board
<b>THROUGH:</b>	Eric Haley, Executive Director
<b>SUBJECT:</b>	Proposed 2006 Committees Meeting Schedule and Transit Policy Committee Membership

**STAFF RECOMMENDATION:**

This item is for the Committee to approve the proposed 2006 Committees meeting schedule and to review and discuss the Transit Policy Committee membership.

**BACKGROUND:**

With regards to the meeting schedule of the Commission's Committees (Budget & Implementation, Plans & Programs, Transit Policy), with numerous meetings that Commissioners attend for their respective agency and for the Commission, including additional Ad Hoc Committee commitments, staff has attempted to locate a date and time that fits in with Commissioners' schedules. At its December 14<sup>th</sup> meeting, the Commission approved that the three statutory Committees be scheduled on the same date – 4<sup>th</sup> Monday of each month. It is important to note that the Transit Policy Committee only meets on a quarterly basis, in January, April, July and October. Since the Commissioners have that the 4<sup>th</sup> Monday already marked to attend either Plans & Programs or Budget & Implementation Committee meetings in Riverside, scheduling the Transit Policy Committee meeting on the same day provides convenience for the Commissioners.

After the Committee meetings held on January 23<sup>rd</sup>, Budget and Implementation Committee Commissioners expressed conflicts with the 8:30 a.m. meeting time (previously 10:00 a.m.). In response to Commissioners' concerns, staff polled the respective Commissioners to seek feedback on a newly proposed meeting time of 9:30 a.m. The majority of Commissioners responded positively to the new time.

As for the Transit Policy Committee, the current meeting time is 10:30 a.m. Due to the proposed shift of the Budget and Implementation Committee meeting time, staff polled the respective Commissioners to seek feedback on a newly proposed meeting time of 11:00 a.m. and requested additional days and times the Commissioners would be available if the proposed time for quarterly meetings

causes a schedule conflict. Only one of the responding Commissioners expressed a conflict with the proposed time. Therefore, staff recommends changing the Committee meeting times as proposed.

Additionally, this item is for the Committee to discuss the current membership of the Transit Policy Committee.

Attachments:

- 1) Proposed 2006 Committee Meeting Schedule
- 2) Transit Policy Committee Members

<b>Meeting Date (Monday)</b>	<b><i>Budget &amp; Implementation Committee</i></b>	<b><i>Transit Policy Committee</i></b>	<b><i>Plans &amp; Programs Committee</i></b>	<b>Location</b>
January 23	8:30 a.m.	10:30 a.m.	12:30 p.m.	Board Room
February 27	9:30 a.m.	N/A	12:30 p.m.	Board Room
March 27	9:30 a.m.	N/A	12:30 p.m.	Board Room
April 24	9:30 a.m.	11:00 a.m.	12:30 p.m.	Board Room
May 22	9:30 a.m.	N/A	12:30 p.m.	Board Room
June 26	9:30 a.m.	N/A	12:30 p.m.	Board Room
July 24	9:30 a.m.	<b>11:00 a.m.</b>	12:30 p.m.	Board Room
August 28	9:30 a.m.	N/A	12:30 p.m.	Board Room
September 25	9:30 a.m.	<b>N/A</b>	12:30 p.m.	Board Room
October 23	9:30 a.m.	11:00 a.m.	12:30 p.m.	Board Room
November 27	9:30 a.m.	N/A	12:30 p.m.	Board Room
<b><del>December 25</del></b>	<del>9:30 a.m.</del>	<del>N/A</del>	<del>12:30 p.m.</del>	<del>Board Room</del>

The meetings of the Plans & Programs Committee, Transit Policy Committee and Budget & Implementation Committee are held on the 4<sup>th</sup> Monday of each month. The Transit Policy Committee meets on a quarterly basis.

*Note: The December 25<sup>th</sup> meeting is canceled.*

<b><i>Palo Verde Valley Area Unmet Transit Needs Public Hearing</i></b>		
<b>1:30 p.m.</b>	<b>Wednesday, March 1, 2006</b>	<b>Blythe City Council Chambers 235 North Broadway Street, Blythe, CA</b>

**TRANSIT POLICY COMMITTEE  
2006 APPOINTMENT**

<b>Member</b>	<b>Appointment Year</b>
<b>Roger Berg / City of Beaumont</b>	<b>2004</b>
<b>John Chlebnik / City of Calimesa</b>	<b>2006</b>
<b>Terry Henderson / City of La Quinta</b>	<b>2004</b>
<b>Frank West / City of Moreno Valley</b>	<b>2004</b>
<b>Frank Hall / City of Norco</b>	<b>2004</b>
<b>Dick Kelly / City of Palm Desert</b>	<b>2004</b>
<b>Daryl Busch / City of Perris</b>	<b>2006</b>
<b>Steve Adams / City of Riverside</b>	<b>2006</b> (replaced vacancy by Ameal Moore)
<b>Jeff Stone / County of Riverside</b>	<b>2005</b> (replaced vacancy by Percy Byrd / Indian Wells)
<b>John Tavaglione / County of Riverside</b>	<b>2004</b>
<b>Roy Wilson / County of Riverside</b>	<b>2004</b>

Jeff Miller requested that he not be reappointed for 2006  
Daryl Busch and John Chlebnik were appointed for 2006