

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

(COMMISSIONERS STEVE ADAMS, MARION ASHLEY, JOHN BENOIT,
BOB BUSTER, MARY CRATON, TERRY HENDERSON, BOB MAGEE
GREG PETTIS, KAREN SPIEGEL, JEFF STONE, JOHN TAVAGLIONE)

PLEASE NOTE TIME CHANGE

8:30 A.M.

WEDNESDAY, JANUARY 13, 2010

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 – DECEMBER 9, 2009**
- 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. PROPOSED COMMITTEE RESTRUCTURING

Overview

This item is for the Committee to:

- 1) Review and approve disbanding the Plans and Programs Committee;
- 2) Approve the formation of the Coachella Valley Programs and Projects Committee and the Western Riverside County Programs and Projects Committee;
- 3) Review and approve the restructuring of the Budget and Implementation Committee; and
- 4) Forward to the Commission for discussion at its annual workshop on January 29, 2010 and return for final action at the February Executive Committee meeting.

6. UPDATE ON FEDERAL REQUIREMENTS FOR PROCUREMENT AND FUNDING ELIGIBILITY

Overview

This item is for the Committee to receive an oral report on the Federal Transit Administration and Federal Highway Administration requirements for procurement and funding eligibility.

7. ADJOURNMENT

The next Executive Committee meeting is scheduled to be held at **9:00 a.m., Wednesday, February 10, 2010**, 4080 Lemon Street, Third Floor, Conference Room A, Riverside.

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

December 9, 2009

Minutes

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chair Bob Magee at 8:45 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 Benoit
Bob Buster
Mary Craton
Terry Henderson
Bob Magee
Greg Pettis
Jeff Stone

Commissioners Absent

Steve Adams
Karen Spiegel
John Tavaglione

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

M/S/C (Henderson/Craton) to approve the minutes of January 14, 2009, as submitted.

4. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

5. BUSINESS CONTINUITY/DISASTER RECOVERY PLAN

Jennifer Harmon, Office and Board Services Manager/Clerk of the Board, presented the proposed Business Continuity and Disaster Recovery Plan.

Commissioner Mary Craton briefly discussed the importance of life and safety.

In response to Commissioner John Benoit's question regarding the development of the plan, Jennifer Harmon responded that the plan was a template developed by TechTarget and modified by staff, with the assistance of the Riverside County Information Technology department, to suit the Commission's needs.

M/S/C (Henderson/Craton) to adopt Resolution No. 09-020, "Resolution of the Executive Committee of the Riverside County Transportation Commission Adopting a Business Continuity/Disaster Recovery Plan".

6. CLOSED SESSION

6A. Public Employee Performance Evaluation
Title: Executive Director

There was no announcement from the closed session item.

7. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:23 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

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

DATE:	January 13, 2010
TO:	Executive Committee
FROM:	Anne Mayer, Executive Director
SUBJECT:	Proposed Committee Restructuring

STAFF RECOMMENDATION:

This item is for the Committee to:

- 1) Review and approve disbanding the Plans and Programs Committee;
- 2) Approve the formation of the Coachella Valley Programs and Projects Committee and the Western Riverside County Programs and Projects Committee;
- 3) Review and approve the restructuring of the Budget and Implementation Committee; and
- 4) Forward to the Commission for discussion at its annual workshop on January 29, 2010 and return for final action at the February Executive Committee meeting.

BACKGROUND INFORMATION:

Upon expansion of the Commission in 1999, the existing committee structure was defined and implemented per the Administrative Code. Budget and Implementation and Plans and Programs have served as two primary Commission committees that provide policy and program direction. A summary of the existing committee responsibilities and 2009 appointments are attached.

The following observations have been made by staff and/or Commissioners regarding these two standing committees.

- Many of the Commission's programs overlap and specific project decisions could come under the purview of either committee;
- There can be an imbalance in the number of agenda items for each committee;
- Committees are occasionally canceled due to lack of substantive items;
- Due to the Coachella Valley Association of Governments (CVAG) active role and authority in administering the Coachella Valley's share of transportation funding, the Commission's committee agenda items are often Western County related; and

- Coachella Valley Commissioners have expressed concern regarding travel and time commitments for committee items unrelated to their geographic area or the county as a whole.

DISCUSSION:

Measure A contains a unique feature in providing a geographic return to source of funding between Western Riverside County, the Coachella Valley, and the Palo Verde Valley. The existence of this provision recognizes the economic importance of the eastern part of Riverside County in spite of its smaller population and fewer municipal jurisdictions. Ten of Riverside County's cities are located in the eastern portion of the county, one county supervisorial district is located entirely in the eastern part of the county, and another supervisorial district is partially located within the Coachella Valley.

The intent of this proposal is to formulate a committee and governance structure to serve the entire county, but to also provide opportunities to receive advice and counsel from all Commissioners and ensure that every Commissioner has an opportunity to fully participate. As mentioned above, there have been times where Commission discussions have often centered on topics that are localized to the western portion of the county. A prime example of this can be seen on discussions regarding the Western Riverside County Transportation Uniform Mitigation Fee (TUMF) program. The main reason for the dichotomy is the specific authority that is granted to CVAG under Measure A to actively participate in the programming of Measure A revenues returned to the Coachella Valley.

Based on the above, staff believes that some slight modifications of the existing committee structure will benefit the Commission as a whole and has explored the following options for discussion:

1. Disband the existing Plans and Programs Committee and form two geographically-based committees.

- **Western County Programs and Projects:**

Responsibilities include Capital Projects, TUMF, STIP, RTIP, New Corridors, Air Quality, Regional Agencies/Planning, Clean Fuels, Congestion Management Program related to Western Riverside County and other areas as may be prescribed by the Commission.

This committee meets on the fourth Monday of the month at 1:30 p.m. Membership is comprised of 10 Western County representatives as appointed by the Chair.

- **Coachella Valley Programs and Projects:**

Responsibilities include Capital Projects, STIP, RTIP, New Corridors, Air Quality, Regional Agencies/Planning, Clean Fuels, Congestion Management Program related to the Coachella and Palo Verde Valleys and other areas as may be prescribed by the Commission.

It is proposed that this committee will meet directly after the CVAG Transportation Committee on the first Monday of the month. Membership includes all of the Coachella Valley's representatives including the Fourth and Fifth District Supervisors.

Issues for resolution regarding CVAG Transportation Committee:

- The existing CVAG Committee will adjourn and then the Coachella Valley Programs and Projects Committee will convene. Membership and procedural issues can be addressed and a format developed through discussion with respective staff and legal counsel.
- CVAG will need to move the committee date from second Monday of the month at 12:00 p.m. to the first Monday of the month, except when the first Monday and second Wednesday fall in the same week, in order to meet Commission agenda deadlines.

2. Restructure Budget and Implementation Committee

Responsibilities include Annual Budget Development and Oversight, Countywide Strategic Plan, Legislation, Measure A Implementation, Intermodal Programs, Public Communications and Outreach Programs, Competitive State and Federal Grant Programs, SAFE/Freeway Service Patrol and other areas as may be prescribed by the Commission.

This Committee will still include members from both the western and eastern portions of the county. This Committee meets on the fourth Monday of each month at 9:30 a.m. (no change).

The Committee will be composed of 15 regular members of the Commission selected by the Chair to provide adequate representation from the western and desert areas of the county.

One thing to note is the members from the eastern part of the county will be required to serve on more than one committee because those members will also serve on the Coachella Valley Programs and Projects Committee.

IMPLEMENTATION:

If approved by the Executive Committee, staff recommends that this proposal be discussed by both the CVAG Executive Committee and the full Commission in the month of January to ensure that there is broad support for these actions. Informal concerns have been raised that separating discussions based on geography could lead to less cohesiveness when making countywide decisions.

Upon approval of the Commission and revision of the Administrative Code, staff recommends immediate implementation of new committee structures. Staff proposes to have initial committee assignments closely mirror those existing appointments to minimize impact and inconvenience for Commissioners e.g., a Western County Commissioner currently appointed to Plans and Programs would be appointed to the new Western County Projects and Programs Committee.

Attachments:

- 1) 2009 Committee Appointments
- 2) Administrative Code Article 3, Section H



2009 APPOINTMENTS

BUDGET AND IMPLEMENTATION COMMITTEE – Annual Budget Development and Oversight, Countywide Strategic Plan, Legislation, Measure A Implementation and Capital Programs, Public Communications and Outreach Programs, Competitive State and Federal Grant Programs, SAFE/Freeway Service Patrol, TUMF and other areas as may be prescribed by the Commission. *The Committee meets on the fourth Monday of each month at 9:30 a.m.*

Roger Berg / Beaumont	Darcy Kuenzi / Menifee
Joseph DeConinck / Blythe	Rick Gibbs / Murrieta
Ray Quinto / Calimesa	Ron Meepos / Rancho Mirage
Mary Craton / Canyon Lake	Steve Adams / Riverside
Greg Pettis / Cathedral City	Ron Roberts / Temecula
Eduardo Garcia / Coachella	John Tavaglione / District 2
Scott Matas / Desert Hot Springs	Jeff Stone / District 3
Terry Henderson / La Quinta	

PLANS AND PROGRAMS COMMITTEE – State Transportation Improvement Program, Regional Transportation Improvement Program, New Corridors, Intermodal Programs (Transit, Rail, Rideshare), Air Quality and Clean Fuels, Regional Agencies/Regional Planning, Intelligent Transportation System Planning and Programs, Congestion Management Program. *The Committee meets on the fourth Monday of each month at 1:30 p.m.*

Bob Botts / Banning	Steve Pougnet / Palm Springs
Karen Spiegel / Corona	Daryl Busch / Perris
Robin Lowe / Hemet	James Potts / San Jacinto
Patrick Mullany / Indian Wells	Scott Farnam / Wildomar
Glenn Miller / Indio	Bob Buster / District 1
Jesse Molina / Moreno Valley	John Benoit / District 4
To Be Appointed / Norco	Marion Ashley / District 5
Jim Ferguson / Palm Desert	

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 fourteen regular members of the Commission selected by the Chair to provide adequate representation from the western and desert areas of the County. Subject to supervision by the Commission, the jurisdiction of the Committee shall be as follows: annual budget development and oversight; countywide strategic plan; legislation; Measure A implementation and capital programs; public communications and outreach programs; competitive grant programs; TEA 21 (CMAQ & STP); transportation enhancement; SB 821 (Bicycle & Pedestrian); SAFE/freeway service patrol; TUMF; Property Management; 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) The Plans and Programs Committee. This Committee shall be composed of fourteen regular members of the Commission selected by the Chair to provide adequate representation from the western and desert areas of the County. Subject to supervision by the Commission, the jurisdiction of the Committee shall be as follows: State Transportation Improvement Program (STIP); Regional Transportation Improvement Program (RTIP); new corridors; intermodal programs: transit, rail and ridesharing; air quality and clean fuels; regional agencies/regional planning; Intelligent Transportation System (ITS) planning and programs;

Congestion Management Program (CMP), 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 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.