

## **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

### **EXECUTIVE COMMITTEE MEETING AGENDA**

**TIME: 9:00 a.m.**

**DATE: Wednesday, October 14, 2015**

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

#### **☞ COMMITTEE MEMBERS ☞**

Daryl Busch, City of Perris – Chair  
Scott Matas, City of Desert Hot Springs – Vice Chair  
John F. Tavaglione, County of Riverside, District 2 – Second Vice Chair  
Steven Hernandez, City of Coachella  
Karen Spiegel, City of Corona  
Rick Gibbs, City of Murrieta  
Ben Benoit, City of Wildomar  
Kevin Jeffries, County of Riverside, District 1  
Chuck Washington, County of Riverside, District 3  
John J. Benoit, County of Riverside, District 4  
Marion Ashley, County of Riverside, District 5

#### **☞ AREAS OF RESPONSIBILITY ☞**

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

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

# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE**

**9:00 a.m.**

**WEDNESDAY, OCTOBER 14, 2015**

**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](http://www.rctc.org).*

*In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (951) 787-7141 if special assistance is needed to participate in a Commission meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.*

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENTS**
- 3. APPROVAL OF THE MINUTES – SEPTEMBER 9, 2015**
- 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. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**  
Pursuant to Government Code Section 54956.9(d)(1)  
Case No(s). RIC 1511130
- 6. ADJOURNMENT**

# **AGENDA ITEM 3**

## **MINUTES**

**RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

**EXECUTIVE COMMITTEE  
SEPTEMBER 9, 2015**

**Minutes**

**1. CALL TO ORDER**

The meeting of the Executive Committee was called to order by Chair Daryl Busch at 9:10 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  
Ben Benoit  
John J. Benoit  
Daryl Busch  
Rick Gibbs  
Karen Spiegel  
John Tavaglione

**Commissioners Absent**

Kevin Jeffries  
Steven Hernandez  
Scott Matas  
Chuck Washington

**2. PUBLIC COMMENTS**

There were no requests to speak from the public.

**3. APPROVAL OF MINUTES**

**M/S/C (Ashley/Gibbs) to approve the minutes of June 10, 2015, as submitted.**

**4. ADDITIONS/REVISIONS**

There were no additions or revisions to the agenda.

**5. ADDITIONS AND REVISIONS TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

Beth Gutierrez, Human Resources Administrator, presented an overview of the additions and revision to the Commission's Personnel Policies and Procedures Manual.

**M/S/C (Gibbs/Tavaglione) to:**

- 1) Approve the additions and revisions to the Personnel Policies and Procedures Manual (PPPM); and**

- 2) **Adopt Resolution No. 15-019, “Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual”.**

#### **6. TITLE CHANGE TO CURRENT POSITION CLASSIFICATION**

Beth Gutierrez presented the proposed title change to the Accounting Supervisor position and the basis for the request.

**M/S/C (Ashley/J. Benoit) to:**

- 1) **Change the established classification title of Accounting Supervisor on range 33 (\$5,716 – \$7,716 per month) to Accountant (General Accounting); and**
- 2) **Approve the revised organization chart.**

#### **7. LIVE STREAMING AND RECORDING OF COMMISSION AND COMMITTEE MEETINGS**

Jennifer Harmon, Clerk of the Board, provided an overview of the request for live video streaming, the requirements identified by staff for the selection of a content delivery solution, and the cost and benefits of Microsoft Azure Media Services.

Commissioner John Benoit expressed his support for the staff recommendation and requested staff report back in six months with an update on the solution including actual cost and usage.

Commissioner Ben Benoit concurred.

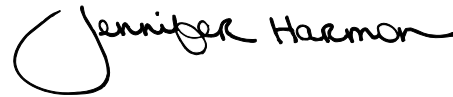
**M/S/C (B. Benoit/J. Benoit) to:**

- 1) **Authorize staff to live stream and record the Commission and Committee meetings utilizing Microsoft Azure Media Services (MAMS) in the amount of \$350 per month; and**
- 2) **Retain the recordings in accordance with the Commission’s Records Retention Schedule.**

**8. ADJOURNMENT**

There being no other items to be considered, the Executive Committee meeting adjourned at 9:22 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