

#### **IMPORTANT COVID-19 NOTICE**

IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS) AND TO ENABLE APPROPRIATE SOCIAL DISTANCING, THE AUTHORITY ENCOURAGES MEMBERS OF THE PUBLIC TO WATCH THE MEETING REMOTELY AND NOT TO ATTEND IN PERSON. IF YOU WOULD LIKE REMOTE ACCESS TO VIEW THE MEETING, PLEASE EMAIL THE CLERK AT ALLEN@MARCHJPA.COM BY 2:00 P.M. ON WEDNESDAY, MARCH 31, 2021 AND WE WILL PROVIDE REMOTE ACCESS INSTRUCTIONS.

MEMBERS OF THE PUBLIC WHO WISH TO ATTEND IN PERSON MUST BE WEARING A MASK AND ENTER AT THE SOUTH DOOR OF THE WESTERN MUNICIPAL WATER DISTRICT/MARCH JPA BUILDING. MEMBERS OF THE PUBLIC WILL BE ESCORTED AND ACCOMMODATED IN THE AUTHORITY'S CONFERENCE ROOM, WHERE SPACE IS MORE LIMITED. WITH SPACE LIMITED, WE STRONGLY ENCOURAGE MEMBERS OF THE PUBLIC TO UTILIZE THE REMOTE ACCESS APPROACH DESCRIBED ABOVE OR TO SIMPLY PROVIDE COMMENT ON ITEMS OF INTEREST THROUGH THE METHODS BELOW.

MEMBERS OF THE PUBLIC WHO WISH TO COMMENT ON MATTERS BEFORE THE TECHNICAL ADVISORY COMMITTEE MAY ALSO PARTICIPATE IN THE FOLLOWING WAYS:

- (1) COMMENTS AND CONTACT INFORMATION CAN BE EMAILED TO ALLEN@MARCHJPA.COM BY 12 P.M. ON THE DAY OF THE SCHEDULED MEETING TO BE INCLUDED IN THE WRITTEN RECORD; OR
- (2) A REQUEST TO SPEAK CAN BE EMAILED TO ALLEN@MARCHJPA.COM AND, AT THE TIME OF THE REQUESTED AGENDA ITEM, THE CLERK WILL PLACE A PHONE CALL TO THE COMMENTER AND ALLOW THEM TO SPEAK TO THE COMMITTEE VIA SPEAKER PHONE DURING THE LIVE MEETING FOR UP TO THREE MINUTES.

ONLY ONE PERSON AT A TIME MAY SPEAK BY TELEPHONE AND ONLY AFTER BEING RECOGNIZED.

PLEASE BE MINDFUL THAT THE TELECONFERENCE WILL BE RECORDED AS ANY OTHER MEETING IS RECORDED, AND ALL OTHER RULES OF PROCEDURE AND DECORUM WILL APPLY WHEN ADDRESSING THE COMMITTEE BY TELECONFERENCE. FINALLY, IT IS REQUESTED THAT ANY MEMBER OF THE PUBLIC ATTENDING WHILE ON THE TELECONFERENCE TO HAVE HIS/HER/THEIR PHONE SET ON "MUTE" TO ELIMINATE BACKGROUND NOISE OR OTHER INTERFERENCE.

https://us02web.zoom.us/j/6573841741?pwd=L0oycW0zRHFyUWw1RmtnajFMTmlPQT09

Meeting ID: 657 384 1741, Passcode: 14205

One tap mobile

+16699006833,,6573841741#,,,,,0#,,14205# US (San Jose), +13462487799,,6573841741#,,,,,0#,,14205# US (Houston)

Dial by your location - +1 669 900 6833 US (San Jose), +1 346 248 7799 US (Houston)

Meeting ID: 657 384 1741, Passcode: 14205

Join by SIP 6573841741@zoomcrc.com, Join by H.323, 162.255.37.11 (US West), 162.255.36.11 (US East)

# MARCH JOINT POWERS AUTHORITY

# NOTICE OF SPECIAL MEETING OF THE TECHNICAL ADVISORY COMMITTEE

OF THE MARCH JOINT POWERS AUTHORITY

#### WILL BE HELD VIA ZOOM ON

Thursday, April 1, 2021 from 2:00 p.m. to 3:30 p.m.

MARCH JOINT POWERS AUTHORITY OFFICE 14205 MERIDIAN PARKWAY, SUITE 140 RIVERSIDE, CA 92518

I hereby certify that the foregoing notice is a full, true and correct copy of a notice that was sent to the following locations:

- County of Riverside
   County Administrative Center
   4080 Lemon Street
   Riverside, CA
- City of Perris
   City Hall
   101 North D Street
   Perris, CA
- 3. City of Riverside City Hall 3900 Main Street Riverside, CA
- City of Moreno Valley City Hall 14177 Frederick Street Moreno Valley, CA
- March Joint Powers Authority Office 14205 Meridian Parkway, Ste. 140 Riverside, CA 92518

I hereby further certify that a copy of the foregoing notice was dispatched by me on March 25, 2021 to each member of the Technical Advisory Committee of the March Joint Powers Authority.

Carey L. Allen

Carey L. Allen, CMC, Clerk to the Technical Advisory Committee

#### **SPECIAL** Meeting

of the
TECHNICAL ADVISORY COMMITTEE (TAC)
of the
MARCH JOINT POWERS AUTHORITY

#### Via ZOOM

Thursday, April 1, 2021 at 2:00 p.m.

MARCH JOINT POWERS AUTHORITY-Meridian Conference Room 14205 Meridian Parkway, Ste. 140 Riverside, CA 92518

#### **AGENDA**

- 1. Call to Order
- 2. Approve Special TAC Meeting Minutes March 4, 2021 (Page 5)
- 3. Public Comments
- 4. Organizational Matters
  - a) Phase III Discussion (Page 7)
- 5. Next Special TAC Meeting –Thursday, May 6, 2021
- 6. Adjournment

In accordance with Government Code section 65009, anyone wishing to challenge any action taken by the members appointed by the March Joint Powers Commission of the entity listed in this agenda above in court may be limited to raising only those issues raised at the public hearing described in the notice or raised in written correspondence delivered to the hearing body, at or prior to the public hearing. Any written correspondence submitted to one or more of the March JPA Commissioners regarding a matter on this Agenda shall be carbon copied to the Commission Clerk and the project planner, if applicable, at or prior to the meeting date first referenced above.

Copies of written documentation relating to each item of business described above are on file in the office of the March Joint Powers Authority (JPA), 14205 Meridian Parkway, Ste. 140, Riverside, California and are available for public inspection during regular office hours which are 8:00 a. m. to 5:00 p.m., Monday through Thursday, Friday 7:30 a.m. to 4:30 p.m. Written materials distributed to the March Joint Powers Technical Advisory Committee (TAC) within 72 hours of the TAC meeting are available for public inspection immediately upon distribution in the JPA office at 14205 Meridian Parkway, Ste. 140, Riverside, California (Government Code Section 54957.5(b)(2). Copies of written materials may be purchased for \$0.20 per page. Pursuant to State law, this agenda was posted at least 72 hours prior to the meeting.

I hereby certify under penalty of perjury, under the law	's of the State of California that the foregoing agend
was posted in accordance with the applicable legal requi	

Dated: _	March 25, 2021	
Signed:	Carey L. Allen	
	Carey L. Allen, Secretary,	MJPA Technical Advisory Committee

ADA: If you require special accommodations during your attendance at a meeting, please contact the JPA at (951) 656-7000 at least 24 hours in advance of the meeting time.

March Joint Powers Authority 14205 Meridian Parkway, Ste. 140, Riverside, CA 92518 Phone: (951) 656-7000 FAX: (951) 653-5558

#### **SPECIAL** Meeting

of the
TECHNICAL ADVISORY COMMITTEE (TAC)
of the
MARCH JOINT POWERS AUTHORITY

#### Via ZOOM

Thursday, March 4, 2021 at 2:00 p.m.

MARCH JOINT POWERS AUTHORITY-Meridian Conference Room 14205 Meridian Parkway, Ste. 140 Riverside, CA 92518

#### **MEETING MINUTES**

Present: Tisa Rodriguez, City of Perris

Juan Perez, County of Riverside Kenneth Phung, City of Perris Moises Lopez, City of Riverside Mike Lee, City of Moreno Valley

Absent: None

#### Others in Attendance:

Thomas Ketchem, Supervisor Jeffries Office Geremy Holm, Best Best & Krieger LLP Dr. Danielle Kelly, March JPA Michele Patterson, City of Moreno Valley Gary Gosliga, March JPA

Matthew Schenk, March JPA Carey Allen, March JPA Cindy Camargo, March JPA Bree Bettencourt, March JPA

#### 1. Call to Order

Chair Rodriguez called the meeting to order at 2:00 p.m.

#### 2. Approve Special TAC Meeting Minutes January 14, 2021

Motion to approve: Moises Lopez

Second: Kenneth Phung

Abstain: None Absent: None

#### 3. Public Comments

None.

#### 4. Organizational Matters

a) Phase III Discussion

Dr. Danielle Kelly, Executive Director, March JPA provided an update on HdL. Matthew Schenk, Finance Director, March JPA provided an update on Harris and Associates.

#### **ACTION ITEMS:**

Member Lee wanted to make sure that the HdL proposal identifies not only the cash generation, but also identify tax increments allocated as part of the scope.

Dr. Kelly answered that they can have them do that.

- 5. Next Special TAC Meeting Thursday, April 1, 2021
- **6. Adjournment** The meeting adjourned at 2:07 p.m.

March Joint Powers Authority 14205 Meridian Parkway, Ste. 140, Riverside, CA 92518 Phone: (951) 656-7000 FAX: (951) 653-5558

### MARCH JOINT POWERS AUTHORITY TECHNICAL ADVISORY COMMITTEE

## OF THE MARCH JOINT POWERS AUTHORITY

#### Phase III Discussion Agenda Item No. 4a

**Meeting Date:** 

April 1, 2021

#### Background:

The current sunsetting timeline identifies developing incentives to retain Authority staff and those discussions were to begin in August 2021. However, staff believes it is timely to begin discussions now for the following two reasons: 1) Staff is currently working on a new year two-year budget and potential additional costs associated with retaining staff should be accounted for, and 2) Staff is currently working on a new salary survey. Attached to this staff report is the current adopted Salary Scale and a list of all employee positions currently filled.

Attachment:

- 1) Sunset Timeline.
- 2) Salary Scale.
- 3) Employee positions list.

# SUNSET PROJECT TIMELINE

TASK	START DATE	DURATION	END DATE	% COMPLETE
PHASE I - PROCEDURAL DETERMINATIONS				
Determine decision making structure	06/29/20	06	09/27/20	100
PHASE III - CONDUCT STUDIES				
Assess JPA financial position	03/03/20	180	03/01/21	100
Identify member agencies' contributions	03/01/21	09	04/30/21	Ongoing
Prepare Economic Impact Study (optional)		150		
Generate Liabilities Map	03/24/21	30	04/23/21	Ongoing
Generate Financing Sources Map	03/24/21	30	04/23/21	Ongoing
Identify and address CalPers obligation	01/01/21	150	05/31/21	
Stakeholder engagement	04/01/21	06	06/30/21	
Negotiate amended DDAs	04/01/21	06	06/30/21	
Draft LLMD #1 and CFD 2010-1 Transfer Agreements	04/01/21	06	06/30/21	Ongoing
PHASE II - MAKE PREREQUISITE DECISIONS FOR SUNSETTING				
Decide if Authority remains an entity	06/01/21	06	08/30/21	
Decide if Airport Authority remains an entity	06/01/21	06	08/30/21	
Decide if Utility Authority remains an entity	06/01/21	90	08/30/21	
Develop incentive program to retain Authority staff	08/01/21	09	09/30/21	
PHASE IV - SUNSET IMPLEMENTATION	10			
Determine entity to prepare LAFCO application	10/1/2021	30	10/31/2021	
Joint Reorganization Application	11/01/21	120	03/01/22	
Prepare Municipal Services Review	03/01/22	300	12/26/22	
Prepare EIR	03/01/22	540	08/23/23	
Finalize Joint Application	9/1/2023	09	10/31/23	
Member agencies prepare and adopt annexation resolutions	11/01/23	06	01/30/24	
Assemble all LAFCO application requirements & submit to LAFCO	02/01/24	06	05/01/24	
Receive Certificate of Filing from LAFCo	05/01/24	09	06/30/24	
Participate in LAFCO hearings	07/01/24	180	12/28/24	

#### March Joint Powers Authority Salary Scale Effective December 31, 2020

POSITION	STATUS	Grade	Ι	Α	T	В	T	С	Т	D	[	E	T	F
Receptionist/Office Assistant	NE	1	\$	35,819	\$			40,338	\$	42,807	\$	45,427	13	48,207
			\$	17,22						20.58	3	21.84		23.1
	1	2	\$	36,535								46,335		
	1		\$	17.56	_				\$			22,28		
		3	\$	37,266 17.92	0.1							47,262		
Maintenance Worker II	NE NE	1	\$	38,457			_		\$			22.72	1 3	
The state of the s	145	' '	\$	18.49		19.62					\$	48,773 23,45	62 63	
		2	\$	39,226		41,627					\$	49,748		
	1 3		\$	18.86		20.01	1 .				\$	23.92	3	
		3	\$	40,011	\$	42,460						50,743	\$	
·			\$	19.24	\$	20.41		21.66	\$		\$	24.40	\$	
Accounting Clerk	NE	1	\$	40,783		43,279					\$	51,722	1	
			\$	19.61	\$	20.81			\$		\$	24.87	\$	
	1	2	\$	41,598	\$	44,144			\$		\$	52,757	\$	
	1	3	\$	20.00 42,430	\$	21.22 45,027		22.52 47,783	\$		\$	25.36	\$	
		3	\$	20.40	\$	21,65		22.97	\$		\$	53,812 25.87	\$	
Admin. Asst./ Plans Expeditor	NE	1	\$	41,151	\$	43,669	_	46,342	\$		\$	52,189	\$	
Positive Page 1	1		\$	19.78		20.99		22.28	S		\$	25,09	S	
	1 1	2	\$	41.974	\$	44,543		47,269	\$	The second second second	\$	53,233	\$	
			5	20.18	\$	21.41	\$	22.73	\$	24.12	\$	25.59	s	
	1 1	3	\$	42,813		45,434	\$	48,215	\$		\$	54,298	\$	57,621
Grounde/Maintenance Marker III			\$	20.58	\$	21.84	\$	23.18	3		\$	26.10	\$	
Grounds/Maintenance Worker III	NE	1	5	41,600	3	44,146		46,848	3	49,718	\$	52,759	\$	55,988
	1	2	\$	20.00 42,432	\$	21.22 45,029	\$	22.52 47,785		23.90 50.710	\$	25,36	\$	
	1	-	\$	20.40	5	21.65		22.97	\$	24.38	\$	53,814 25.87	\$	57,108 27.46
		3	\$	43,281	\$	45,930		48,741	\$	51,724	\$	54,890	\$	58,250
			\$	20.81	\$	22.08	\$	23.43	\$	24.87	\$	26.39	\$	28.00
Accounting Technician	NE	1	\$	48,848	\$	51,838	\$	55,011	\$	58,378		61,951	\$	65,743
	1 1		\$	23.48	3	24.92		26.45	\$	28.07	S	29.78	\$	31,61
	1 1	2	S	49,825	\$	52,874	\$	56,111	\$	59,545	\$	63,190	\$	67,058
	1 1	3	\$	23.95	\$	25.42	\$	26.98	\$	28.63	\$	30.38	\$	32.24
	1	3	\$	50,821 24.43		53,932 25.93	\$	57,233 27.52	\$	80,736 29.20	\$	64,454	\$	69,767
Property Management Associate	PAM	1	5	51,680	5	54,843	\$	58,200	3	61,762	\$	30.99 65,542	\$	33.54 69,554
	1		Š	24.85	S	26.37	5	27.98	2	29.69	\$	31.51	5	33.44
	1 1	2	\$		\$	55,940	\$	59,364	\$	62,997	\$	66,853	\$	70,945
	1 1		\$	25.34	\$	26.89	\$	28.54	3	30.29	\$	32.14	Š	34.11
	1 1	3	\$	53,768	\$	57,059	\$	60,551	\$	64,257	\$	68,190	\$	72,364
Virgant Connections Connection to			\$	25.85	\$	27.43	\$	29.11	\$	30.89	\$	32.78	\$	34.79
Airport Operations Coordinator	NE	1	\$	56,680	\$	60,149	\$	63,831	\$	67,738		71,884	\$	76,284
	1 h	2	\$	27,25	\$	28.92	5	30.69	\$	32.57	\$	34.56	\$	36.67
	1 1	۷ )	\$	57,814 27.80	\$	61,352 29.50	\$	65,108 31.30	\$	69,093		73,322	\$	77,809
	1 1	3	\$	58,970		62,579	3	66,410	\$	33.22 70,474	\$	35.25 74,788	\$	79,366
			\$	28.35	\$	30.09	\$	31.93	5	33.88	\$	35.96	3	38.16
xecutive Assistant	PAM	1	\$	56,747	\$	60,220	\$	63,906	3	67,817	-	71,968	\$	76,373
	1 1		\$	27,28	\$	28.95	\$	30.72	\$	32.60	\$	34.60	\$	36.72
	1 1	2	\$	57,881	\$	61,424	\$	65,184	\$	69,174		73,408	\$	77,901
	1 1		\$	27.83	5	29.53	\$	31.34	\$	33:26	\$	35.29	\$	37.45
		3	\$	59,039	\$	62,653	\$	66,488	\$	70,557		74,876	\$	79,459
enior Planner	1 544		\$	28.38	\$	30.12	\$	31.97	\$	33.92	\$	36.00	\$	38.20
rainer rainer	PAM	- 1	\$ \$	77,277	\$	82,007	5	87,027	\$	92,353		98,006		104,005
	1 +		\$	37.15 78,823	\$	39.43 83,647	\$	41.84	\$	44.40	\$	47.12	\$	50.00
		-	\$	37.90	\$	40.22	\$	88,767 42,68	\$	94,200		99,966		106,085
	1 1	3	\$	80,399	\$	85,320	\$	90,543	\$	45.29 96,084	\$ 1	48.06 01, <b>966</b>	\$	51.00 108,207
			\$	38.65	5	41.02	S	43,53	\$		\$ 1	49.02	\$	52.02

#### **March Joint Powers Authority** Salary Scale Effective December 31, 2020

POSITION	STATUS	Grade		A	Г	B	T	С	Γ	D	T	E		F
Administrative/Property Services	MM	1	\$	83,191	\$	88,283	3	93,686	\$	99,421	S	105,506	3	111,96
Manager			\$	40.00	\$	42.44	S		\$	47.80	3		Š	53.83
		2	\$	84,854	\$	90,048	\$	95,560	8	101,409	5		\$	
			\$	40.80	\$	43.29	S	45.94	8	48.75	\$	100	\$	54.9
	1	3	\$	86,552	\$	91,849	\$	97,471	\$	103,437	\$	109,768	\$	
			\$	41.61	\$	44.16	\$	46.86	\$	49.73	\$		\$	56.0
Principal Planner	PAM	1	\$	88,372	\$	93,781	\$	99,521	\$	105,613	5	112.077	\$	
	1		\$	42.49	\$	45.09	\$	47.85	\$	50.78	s	53.88	\$	57.1
	1 1	2	\$	90,139	\$	95,857	\$	101,512	\$	107,725	\$		5	
			S	43,34	\$	45.99	5	48.80	\$	51.79	\$		\$	58.3
		3	\$	91,942	\$	97,570	\$	103,542	\$	109,879	\$	116,605	S	
			\$	44.20	\$	46.91	\$	49.78	\$	52.83	\$	56.06	\$	59.4
Airport Director	MM	1	\$	107,286	\$	113,853	\$	120,822	\$	128,217	\$	136,065	5	144,39
	1 1		\$	51.58	\$	54.74	\$	58.09	\$	61.64	\$	65.42	\$	69.4
	1 1	2	\$	109,432	\$	116,130	\$	123,238	\$	130,782	\$	138,786	\$	147,28
			\$	52,61	\$	55.83	\$	59,25	\$	62.88	. 5	66.72	\$	70.8
	1 1	3	\$	111,621	\$	118,453	\$	125,703	\$	133,397	\$	141,562	\$	150,22
			\$	53.66	\$	56.95	S	60,43	\$	64.13	\$	68.06	\$	72.2
Finance Director	MM	1	\$	113,196	\$	120,124	\$	127,477	\$	135,279	\$	143,559	3	152,346
	1 1		\$	54.42	\$	57.75	\$	61.29	\$	65.04	\$	69.02	\$	73.24
	1 1	2	\$	115,460	\$	122,527	\$	130,026	\$	137,985	\$	146,431	\$	155,393
	1 1		5	55.51	5	58.91	\$	62.51	\$	66.34	\$	70.40	S	74.7
	1 1	3		117,769	\$	124,977	\$	132,627	\$	140,745	\$	149,359	\$	158,501
			\$	56.62	\$	60,09	\$	63.76	\$	67.67	\$	71.81	\$	76.20
Planning Director	MM	1	\$	122,599	\$	130,103	\$	138,067	\$	146,518	\$	155,486	\$	165,003
	1		\$	58.94	S	62.55	\$	66,38	\$	70.44	\$	74.75	\$	79.33
	1	2		125,051	\$	132,705	\$	140,828		149,448	\$	158,595	\$	168,303
	4 3		\$	60.12	S	63.80	S	67.71	S	71.85	\$	76.25	\$	80.91
		3		127,552		135,360	\$	143,645	\$	152,437	\$	161,767	\$	171,669
			\$	61.32	\$	65.08	\$	69.06	\$	73.29	\$	77.77	\$	82.53
Executive Director Current Annual Contract Amount - EM													\$	267,411

Non-shaded rows indicate authorized and filled positions. Shaded rows indicate unfilled positions.

Annual and Hourly equivalent wage rates are indicated.

NE: Non-Exempt PAM: Professional/Administrative Management MM: Mid-Management EM: Executive Management Benefit Bank package for all employees is \$12,804 per year.

Management receives an additional management package as follows: PAM=2% of Salary, MM=4% of Salary, EM=6% of Salary.

#### **EMPLOYEE POSITIONS LIST**

Airport Director
Finance Director
Planning Director
Administrative/Property Services Manager
Principal Planner
Senior Planner
Executive Assistant
Accounting Technician (2 positions)
Property Management Associate
Receptionist/Office Assistant
Grounds/Maintenance Worker III (2 positions)
Airport Operations Coordinator

2 Contractors provided through Willdan – Plans Expeditor & LLMD Manager