

JAN ARBUCKLE – Grass Valley City Council, Vice Chair
ANDREW BURTON – Member-At-Large
SUSAN HOEK – Nevada County Board of Supervisors
ED SCOFIELD – Nevada County Board of Supervisors, Chair
DUANE STRAWSER – Nevada City City Council
JAN ZABRISKIE – Town of Truckee



MICHAEL WOODMAN, Executive Director

Grass Valley • Nevada City

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SPECIAL MEETING AGENDA

Consistent with California Government Code Section 54953, an online meeting of the Nevada County Transportation Commission (NCTC) will be held exclusively via teleconference in light of COVID-19 and the state of emergency proclamation and state and local recommended measures for physical distancing.

The public is invited to participate in the Open Session of the meeting on
Friday, March 4, 2022 at 9:30 a.m.

To join the Zoom meeting on your computer or mobile device:

<https://us02web.zoom.us/j/2869133292?pwd=MXlFcmZ5QnNPZGJCSm93WEhJbUs4UT09>

Meeting ID: **286 913 3292** Online Password: **Rona530**

To join the Zoom meeting by phone:

+1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782.

International numbers available: <https://us02web.zoom.us/j/2869133292?pwd=MXlFcmZ5QnNPZGJCSm93WEhJbUs4UT09>

Meeting ID: **286 913 3292** Phone Password: **4181337**

PUBLIC COMMENT:

Written Comments: You are welcome to submit written comments to the Commission via email. Please send your comments to nctc@nccn.net. Please include the words **Public Comment** and the **meeting date and a brief title and/or agenda item number** in the subject line, and limit your word count to 400 words. Comments will be accepted through the public comment period and individual agenda discussion items during the meeting.

Oral Comments: Public Comment will be opened during the **Public Comment** time and for **each agenda item** in sequence. Please use the Zoom **“Raise Hand”** feature when the Chair announces the agenda item. The Chair may limit any individual to 3 minutes. Time to address the Commission will be allocated based on the number of requests received. Phone attendees: **Press *9 to Raise Hand**

Meetings are conducted in accordance with the Ralph M. Brown Act, California Government Code Section 54950, *et seq.*

The Commission welcomes you to its meeting. Your opinions and suggestions are encouraged. In compliance with Section 202 of the Americans with Disabilities Act of 1990, and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting, including auxiliary aids or services, should contact the NCTC office at (530) 265-3202 at least 72 hours in advance of the meeting.

SPECIAL MEETING: 9:30 a.m.

STANDING ORDERS: Call the Meeting to Order, Pledge of Allegiance, Roll Call

PUBLIC COMMENT

ACTION ITEMS

1. Adopt Resolution Making Findings and Determinations Authorizing Virtual Teleconference Meetings under Government Code Section 54953(e) (AB 361): See staff report.

Recommendation: Adopt Resolution **22-09**.

2. Deputy Executive Director Recruitment. See attached report.

Recommendation: Authorize the Executive Director to hire a qualified Candidate for the vacant Deputy Executive Director position up to the Step 4 or 5 salary amount.

COMMISSION ANNOUNCEMENTS: Pursuant to Government Code Section 54954.2, Commission members and the Executive Director may make a brief announcement or report on his or her activities. They may also provide a reference to staff or other resources for factual information, request staff to report back to the Commission at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda.

SCHEDULE FOR NEXT REGULAR MEETING: March 16, 2022, via Zoom meeting.

ADJOURNMENT OF MEETING

This meeting agenda was posted 72 hours in advance of the meeting at the Nevada County Transportation Commission office, and on the Nevada County Transportation Commission website: <http://www.nctc.ca.gov>

For further information, please contact staff at the Nevada County Transportation Commission, 101 Providence Mine Road, Suite 102, Nevada City, CA 95959; (530) 265-3202; email: nctc@nccn.net

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MICHAEL WOODMAN, Executive Director


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File: 740.0

MEMORANDUM

TO: Nevada County Transportation Commission

FROM: Mike Woodman, Executive Director 

SUBJECT: Findings and Determinations Authorizing Virtual Teleconference Meetings under Government Code Section 54953(e) (AB 361), Resolution 22-09

DATE: March 4, 2022

RECOMMENDATION: Adopt Resolution 22-09 approving findings and declaring its intent to continue remote teleconference meetings pursuant to Government Code section 54953(e) due to the Governor's COVID-19 State of Emergency Proclamation and state regulations related to physical distancing.

BACKGROUND: The Board has been conducting its public meetings under the Governor's Executive Orders issued in connection to the COVID-19 pandemic and its related health and safety risks which allowed legislative bodies to hold meetings exclusively by teleconference. Effective October 1, 2021, Assembly Bill (AB) 361 allows local legislative bodies to continue to hold modified remote meetings during a proclaimed state of emergency, if state or local officials have imposed or recommended measures related to physical distancing which warrant holding meetings remotely.

AB 361 codifies certain provisions of the Governor's Executive Orders to allow for the following teleconference rules:

- Waives the requirement that there be a physical meeting location open to the public to attend Board meetings and comment during the meeting;
- Waives the requirement that the agenda identify and notice each teleconference location of each member of the Board that is participating by teleconference;
- Waives the requirement that each teleconference location be accessible to the public;
- Waives the requirement that members of the public be able to address the Board at each teleconference location;
- Waives the requirement that local agencies post agendas at all teleconference locations;
- Waives the requirement that at least a quorum of the Board participate from within the boundaries of the territory of the Board's jurisdiction;

AB 361 imposes additional rules for certain teleconference meetings as follows:

- Agencies cannot require that written comments be submitted in advance of a meeting, and agencies may only close the comment period at the same time it is closed during the meeting.
- The public must be given an opportunity to comment directly during the meeting and public comment periods. There must be a live time, call in or internet based public comment option.
- In the event of a disruption in broadcasting the meeting, the legislative body shall take no further action until meeting access is restored to the public.

In order for the Board to conduct meetings under the AB 361 teleconference meeting rules, the Board meetings must meet one of the following provisions:

(A) The local agency is holding a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or

(B) The local agency is holding a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or

(C) The local agency is holding a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The AB 361 modified teleconference meeting rules can only be used in the event there is a Governor issued state of emergency. The Governor's COVID-19 state of emergency satisfies this requirement.

The second requirement of item (A) above is satisfied currently as state officials imposed and recommended measures to promote social distancing. California Division of Occupational Safety and Health ("Cal/OSHA") regulations related to COVID-19 recommend physical distancing and regulates "close contact" which occurs when individuals are within six feet of another in certain circumstances.

**RESOLUTION 22-09
OF THE
NEVADA COUNTY TRANSPORTATION COMMISSION**

DECLARING ITS INTENT TO CONTINUE REMOTE TELECONFERENCE ONLY MEETINGS DUE TO THE GOVERNOR'S PROCLAMATION OF STATE OF EMERGENCY AND STATE REGULATIONS RELATED TO PHYSICAL DISTANCING DUE TO THE THREAT OF COVID-19

WHEREAS, the Nevada County Transportation Commission ("NCTC") is committed to preserving public access and participation in meetings of NCTC; and

WHEREAS, all meetings of NCTC are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963, the "Brown Act"), so that any member of the public may attend, participate, and observe NCTC conduct its business; and

WHEREAS, the Brown Act, Government Code section 54953(e), provides for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, such conditions now exist in the State, specifically, the Governor of the State of California proclaimed a state of emergency on March 4, 2020, related to the threat of COVID-19, which threat remains; and

WHEREAS, California Department of Public Health and the Federal Centers for Disease Control and Prevention caution that the Omicron variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations; and

WHEREAS, the California Division of Occupational Safety and Health ("Cal/OSHA") regulations at Title 8 Section 3205 recommends physical distancing in the workplace as precautions against the spread of COVID-19 and imposes certain restrictions and requirements due to a "close contact" which occurs when individuals are within six feet of another in certain circumstances; and

WHEREAS, to allow for physical distancing and remote meeting attendance in accordance with recommended measures from Cal/OSHA, NCTC does hereby find that NCTC shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that NCTC shall comply with the requirements to provide the public with access to the meetings electronically as prescribed in paragraph (2) of subdivision (e) of section 54953.

NOW, THEREFORE, BE IT RESOLVED, that the Nevada County Transportation Commission hereby submits:

1. The foregoing recitals are true and correct.
2. NCTC hereby recognizes the Governor's proclaimed state of emergency remains in effect and continues to impact the ability of NCTC and the public to meet safely in person. NCTC further recognizes the recommendation of State and local officials promoting social distancing.
3. NCTC shall conduct public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act for remote only teleconference meetings.

PASSED AND ADOPTED by the Nevada County Transportation Commission on March 16, 2022, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Ed Scofield, Chair
Nevada County Transportation Commission

Attest: _____
Dale D. Sayles
Administrative Services Officer

JAN ARBUCKLE – Grass Valley City Council, Vice Chair
ANDREW BURTON – Member-At-Large
SUSAN HOEK – Nevada County Board of Supervisors
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MICHAEL WOODMAN, Executive Director


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File: 740.0

MEMORANDUM

TO: Nevada County Transportation Commission

FROM: Mike Woodman, Executive Director 

SUBJECT: Deputy Executive Director Recruitment

DATE: March 4, 2022

RECOMMENDATION: Authorize the Executive Director to hire a qualified candidate for the vacant Deputy Executive Director position up to the Step 4 or 5 salary amount.

BACKGROUND: NCTC currently has a recruitment underway to fill the vacant Deputy Executive Director position. NCTC's Personnel Manual authorizes the Executive Director to hire personnel; however, Section 3.2 of the Personnel Manual requires the Executive Director to obtain Commission approval to hire an employee at Step 4 or 5 of the salary range. Given the current competitive nature of the labor market and the fact that NCTC is seeking a qualified individual with the experience necessary to serve as the Deputy Executive Director, staff is requesting authorization to hire a qualified candidate for the vacant Deputy Executive Director position up to the Step 4 or 5 salary amount. This authorization would be within the Commission's previously approved Overall Work Program budget and there would be no need to amend the budget should a candidate be brought in at the Step 4 or 5 salary schedule.

attachments

NEVADA COUNTY TRANSPORTATION COMMISSION

DEPUTY EXECUTIVE DIRECTOR

FLSA – Exempt

These specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a position. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under the direction of the Executive Director, the Deputy Executive Director's duties shall be to plan, organize, direct and review activities, resources and operations as they relate to transportation planning; to assist the Executive Director with the overall administration of the Commission; and to provide highly responsible and complex administrative support to the Executive Director and Board Commissioners.

DISTINGUISHING CHARACTERISTICS

The Deputy Executive Director is a member of the executive management team and has the responsibility to support the Executive Director with the overall administration of the Commission and has responsibility for the development, implementation and oversight of planning programs and projects.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the Executive Director. Exercises direct and indirect supervision over assigned staff and consultants.

EXAMPLES OF DUTIES *(includes, but are not limited to the following)*

Develops, plans and implements goals and objectives; administers policies and procedures.

Coordinates operational activities within the Commission and with outside agencies and organizations; provides staff assistance to the Executive Director; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the development work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Attachment 1

Participates in the development and administration of an assigned budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional transportation planning.

Directs and oversees the development and maintenance of the Regional Transportation Plan and Overall Work Program; develops and implements planning policies, procedures and programs; develops proposals for and coordinates new program and methods for accomplishing planning goals with the Executive Director and Commission.

Provides information and assistance to member agencies, outside agencies, and the public regarding planning projects and programs; meets and consults with governmental officials on transportation planning related matters, including transit services, non-motorized transportation, and roadways; oversees the Commission's citizen participation process.

Prepares complex staff reports, plans and other documents; researches, collects, analyzes and presents planning data; collects complex data for special reports and projects; makes public presentations on planning projects and programs; prepares maps and other graphic tools for presentation and inclusion in reports.

Participates in and oversees transportation and related planning studies; works directly with and oversees the activities of consultants retained by the Commission; develops, implements and monitors federal and state long term planning documents; manages funding allocations for assigned program areas; coordinates and implements environmental review procedures; develops both short and long range transportation plans.

Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to complex questions and concerns from member agencies, outside agencies and the general public; provides information as is appropriate and resolves public service issues.

Assists the Executive Director in the preparation of the annual budget.

Establishes positive working relationships with representatives of community-based organizations, other agencies, NCTC staff and Commission, and the public.

Represents the Commission to outside groups and organizations; participates in outside community and professional groups and committees; provide technical assistance as necessary.

Researches and prepares technical and administrative reports and studies; prepare written correspondence as necessary.

Serves in the absence of the Executive Director.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, and occasional standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The nature of the work requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of developing, implementing, and maintaining regional transportation plans, programs, and projects.

Principles and practices of public administration, governmental budgeting, policy development, and project implementation.

Methods and techniques for goal setting and program evaluation.

Local and state legislative processes.

Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.

Methods and techniques of supervision, training, and motivation.

Applicable federal, state, and local laws, codes and regulations, including CEQA (California Environmental Quality Act).

Principles and practices of grant administration.

Methods and techniques of scheduling work assignments.

Standard office procedures, practices, and equipment.

Attachment 1

Modern office equipment, including computers and applicable software.

Methods and techniques for record keeping and report preparation and writing.

Proper English, spelling, and grammar.

Occupational hazards and standard safety practices.

Ability to:

Plan, direct, and oversee regional planning operations and activities.

Provide effective leadership and coordination for all programs and projects.

Develop and implement policies, procedures, and standards pertaining to the transportation planning process.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Prepare clear and comprehensive written reports.

Represent the Commission to the general public, representatives of other agencies, and the news media.

Facilitate group participation and consensus building.

Plan, organize, train, evaluate, and direct work of staff and outside consultants.

Interpret, explain, and apply applicable laws, codes, and regulations.

Read, interpret, and record data accurately.

Organize, prioritize, and follow-up on work assignments.

Work independently and as part of a team.

Make sound decisions within established guidelines.

Analyze complex issues and develop and implement appropriate responses.

Follow written and oral directions.

Observe safety principles and work in a safe manner.

EDUCATION AND EXPERIENCE

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Deputy Executive Director. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of transportation planning experience, with at least two years as a manager or supervisor, and a bachelor's degree in public administration, regional planning, business administration, or a related field.

Other Requirements

Must possess a valid Class C California driver's license.

ANNUAL

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant	\$55,092.65	\$57,847.28	\$60,739.65	\$63,776.63	\$66,965.46
Transportation Planner	\$79,832.29	\$83,823.90	\$88,015.10	\$92,415.86	\$97,036.65
Administrative Services Officer	\$83,669.79	\$87,853.28	\$92,245.95	\$96,858.24	\$101,701.16
Deputy Executive Director	\$112,451.06	\$118,073.61	\$123,977.29	\$130,176.16	\$136,684.96
Executive Director	Salary to be reviewed annually per contract				\$157,191.36

MONTHLY

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant	\$4,591.05	\$4,820.61	\$5,061.64	\$5,314.72	\$5,580.45
Transportation Planner	\$6,652.69	\$6,985.33	\$7,334.59	\$7,701.32	\$8,086.39
Administrative Services Officer	\$6,972.48	\$7,321.11	\$7,687.16	\$8,071.52	\$8,475.10
Deputy Executive Director	\$9,370.92	\$9,839.47	\$10,331.44	\$10,848.01	\$11,390.41
Executive Director	Salary to be reviewed annually per contract				\$13,099.28

BIWEEKLY

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant	\$2,118.95	\$2,224.90	\$2,336.14	\$2,452.95	\$2,575.59
Transportation Planner	\$3,070.47	\$3,224.00	\$3,385.20	\$3,554.46	\$3,732.18
Administrative Services Officer	\$3,218.07	\$3,378.97	\$3,547.92	\$3,725.32	\$3,911.58
Deputy Executive Director	\$4,325.04	\$4,541.29	\$4,768.36	\$5,006.78	\$5,257.11
Executive Director	Salary to be reviewed annually per contract				\$6,045.82

HOURLY

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant	\$26.49	\$27.81	\$29.20	\$30.66	\$32.19
Transportation Planner	\$38.38	\$40.30	\$42.31	\$44.43	\$46.65
Administrative Services Officer	\$40.23	\$42.24	\$44.35	\$46.57	\$48.89
Deputy Executive Director	\$54.06	\$56.77	\$59.60	\$62.58	\$65.71
Executive Director	Salary to be reviewed annually per contract				\$75.57

3.38% COLA effective July 1, 2021