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**Special Meeting**

of the  
Madera County Transportation Commission  
Policy Board Meeting

**LOCATION**

Madera County Transportation Commission  
Board Room  
2001 Howard Road, Suite 201  
Madera, California 93637

**SPECIAL NOTICE: Precautions to address COVID-19 (a.k.a. the “Coronavirus”) will apply to this meeting. See below Special Notice for additional details.**

**DATE**

March 18, 2020

**TIME**

3:00 pm

**Policy Board Members**

Commissioner Max Rodriguez, Chair  
Commissioner Jose Rodriguez, Vice Chair  
Commissioner Waseem Ahmed  
Commissioner Brett Frazier  
Commissioner Andy Medellin  
Commissioner Tom Wheeler

Madera County Supervisor  
Council Member, City of Madera  
Council Member, City of Chowchilla  
Madera County Supervisor  
Mayor, City of Madera  
Chair, Madera County Supervisor

*Representatives or individuals with disabilities should contact MCTC at (559) 675-0721 at least three (3) business days in advance of the meeting to request auxiliary aids or other accommodations necessary to participate in the public meeting.*

In compliance with Government Code §54952.3, compensation for legislative body members attending the following simultaneous meeting is \$100. Compensation rate is set pursuant to the rules of the Madera County Transportation Commission.

### **SPECIAL NOTICE**

**The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the “Coronavirus”). The Governor also issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. “The Executive Order also allows local legislative bodies to hold meetings via conference calls while still meeting state transparency requirements”.**

**The Public’s health and well-being are the top priority for the Madera County Transportation Commission, and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting will also be available by:**

- **Teleconference:** The meeting will be conducted live over the phone. Members of the public can join the meeting by using the following Call in Number:  
Call in Number 800-325-1307  
Conference Code 322 238
- **Email:** You can email comments to [MCTC@maderactc.org](mailto:MCTC@maderactc.org) by no later than 2:30 p.m. before the meeting. Please identify the Agenda item you wish to address in your comments. Your comments will be provided to the MCTC Policy Board.

**Any members of the public that still wish to physically attend will have the right to observe and offer public comment at the meeting and must adhere to social distancing requirements.**

### **AGENDA**

At least 24 hours prior to each Special MCTC Board meeting, a complete agenda packet is available for review on the MCTC website at <http://www.maderactc.org/meeting-agendas/> or at the MCTC office, 2001 Howard Road, Suite 201, Madera, California 93637. All public records relating to an open session item and copies of staff reports or other written documentation relating to items of business referred to on the agenda are on file at MCTC. Persons with questions concerning agenda items may call MCTC at (559) 675-0721 to make an inquiry regarding the nature of items described in the agenda.

### **INTERPRETING SERVICES**

Interpreting services are not provided at MCTC's public meeting unless requested at least one (1) business days in advance. Please contact MCTC at (559) 675-0721 during regular business hours to request interpreting services.

Servicios de interprete no son ofrecidos en las juntas públicas de MCTC al menos de que se soliciten con un (1) día de anticipación. Para solicitar éstos servicios por favor contacte a Evelyn Espinosa at (559) 675-0721 x 15 durante horas de oficina.

### **MEETING CONDUCT**

If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Board may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

### **RECORD OF THE MEETING**

Board meetings are recorded. Copies of recordings are available upon request, or recordings may be listened to at the MCTC offices by appointment.

# Agenda

## CALL TO ORDER

### 1. PUBLIC COMMENT

This time is made available for comments from the public on matters within the Board’s jurisdiction that are not on the agenda. Each speaker will be limited to three (3) minutes. Attention is called to the fact that the Board is prohibited by law from taking any substantive action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to the public comment at this time. It is requested that no comments be made during this period on items that are on today’s agenda. Members of the public may comment on any item that is on today’s agenda when the item is called and should notify the Chairman of their desire to address the Board when that agenda item is called.

## MCTC SITTING AS THE MADERA COUNTY TRANSPORTATION COMMISSION

### 2. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

2-A	Discussion and Action on Measure to Mitigate the Impacts of the COVID-19 (Coronavirus) Pandemic	No	Action
2-B	Resolution of the Madera County Transportation Commission Policy Board Proclaiming the Existence of a Local Emergency Within the Madera County Transportation Commission (COVID-19)	Yes	Action

# Annotated Agenda

*Madera County Transportation Commission March 18, 2020 Special Meeting*

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## 1. PUBLIC COMMENT

### MCTC SITTING AS THE MADERA COUNTY TRANSPORTATION COMMISSION

#### 2-A Discussion and Action on Measure to Mitigate the Impacts of the COVID-19 (Coronavirus) Pandemic

**Summary:** The following email was sent to MCTC staff from the Executive Director:

In what is probably no surprise to anyone, emergency planning and response efforts for the coronavirus (COVID-19) pandemic are our top priority.

First, any employee can temporarily use available sick leave, or vacation, if you feel you need to stay home for next few days or even the week. Certain key tasks (such as getting everyone paid) may require you to come to the office for a limited period of time. Please work with your supervisor if you plan to exercise this option.

Second, if it is possible, I am supportive of requests to work remotely. Please coordinate with your supervisor if you are able and willing to use this option, as it also reduces the number of people in the office. I will assess both this, and the leave option above, at the end of the week to see if it is appropriate to extend these options at that time.

Third, for those who will be in the office, we are implementing measures to ensure we are in compliance with the Centers for Disease Control (CDC) and California Department of Public Health (CDPH) guidelines involving the workplace. Initial measures will include the following:

- “Social distancing” of 6 feet between individuals will be adhered to in all cases except for circumstances where closer contact is necessary for work tasks to protect employee safety or to prevent injury.
- Any workstations where the 6 foot protocol is not met will need to be adjusted.
- Seating in all conference rooms will be removed and/or adjusted to maintain the 6 foot clearance between seating.
- Employees will be responsible for wiping down surfaces and doorknobs in the vicinity of their workspace on a frequent basis throughout the day.

- Custodial services will be requested to expanded to increase the frequency of sanitizing restroom facilities.
- Any meetings involving the public where social distancing cannot be easily maintained will be converted to teleconference. For in-person meetings, a teleconferencing option should be provided for those preferring to call-in.
- All employees are directed to continue practices recommended by the CDC to avoid exposure. Wash hands frequently for 20 seconds. Avoid shaking hands and avoid close contact with anyone that is ill. Do not touch your eyes, nose, or mouth with unwashed hands. If washing facilities are not convenient, utilize hand sanitizer with at least 60% alcohol. Stay home if you become ill and cover your mouth with a tissue or elbow when you cough.
- Employees and the public are encouraged to utilize the following recommended sources for more information:
  - CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

Fourth, everyone will need to identify any “mission critical” projects that you anticipate will need to be completed within the next two weeks. Please provide those items to your supervisor ASAP to ensure that they can be addressed as appropriate.

Fifth, I anticipate that the Board may proclaim a local emergency at a Special Meeting that will be held on Wednesday, March 18, 2020. This will free up resources and options for us. Please keep this confidential until the proclamation is issued.

Your flexibility during this fluid and developing situation is greatly appreciated. I have found that over the weekend, this changes daily, and we are expecting further guidance within the next 24 hours.

Thank you,  
Tricia

Staff will provide any updates accordingly. We continue to closely monitor developments related to the COVID-19, including directions from State and Federal authorities over the weekend. We anticipate further executive orders from Governor Newsom in the near future. In coordination with our legal team, I am continuing to take steps to minimize risk to the public and staff. I recognize the importance of providing critical services especially in difficult times. Regardless, I must balance these needs against the need to protect employees and the public. Finally, consistent with the direction from the Governor’s office yesterday, MCTC will be moving forward with viable options for remote working. We will also inform staff that they can use available sick, or other leave, if they need to stay home.

A skeleton crew will remain in place to confirm key functions are completed, including payroll. The Executive Director will evaluate this process over the coming days and weeks and adjust accordingly.

**Action:** Concur with actions currently taken and additional direction may be provided

**2-B Resolution of the Madera County Transportation Commission Policy Board Proclaiming the Existence of a Local Emergency Within the Madera County Transportation Commission (COVID-19)**

**Summary:** Included in your package is Resolution 20-03. This Resolution is of the Madera County Transportation Commission Policy Board Proclaiming the Existence of a Local Emergency Within the Madera County Transportation Commission (COVID-19). The purpose of this resolution is to allow local authority. It is imperative to prepare for and respond to suspected or confirmed COVID-19 cases within the County, and to prepare to respond to an increasing number of individuals who may require medical care. The strict compliance with regulations would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19, which issue cannot be timely addressed absent a declaration of emergency. This declaration will allow for some flexibility if necessary. The local emergency shall be deemed to continue to exist until its termination is proclaimed by the MCTC Policy Board.

**Action:** Approve Resolution 20-03

**Adjournment**