

**MADERA COUNTY TRANSPORTATION COMMISSION**

**EXECUTIVE MINUTES**

**SPECIAL MEETING**

**Date:** March 18, 2020

**Time:** 3:00 pm

**Place:** MCTC Conference Room

**Members Present:** Chairman, Max Rodriguez, Supervisor, County of Madera  
Vice Chairman, Jose Rodriguez, Councilmember, City of Madera – call in  
Tom Wheeler, Supervisor, County of Madera – call in  
Waseem Ahmed, Councilmember, City of Chowchilla – call in  
Brett Frazier, Supervisor, County of Madera – call in  
Andrew Medellin, Mayor, City of Madera

**Members Absent:** None

**Policy Advisory Committee:** Above Members, Laura Gordon, Caltrans District 06, Office Chief - call in

**MCTC Staff:** Patricia Taylor, Executive Director  
Troy McNeil, Deputy Director/Fiscal Supervisor  
Dylan Stone, Principal Regional Planner – call in  
Jeff Findley, Principal Regional Planner – call in  
Amelia Davies, Associate Regional Planner – call in  
Evelyn Espinosa, Associate Regional Planner  
Sandy Ebersole, Administrative Analyst – call in  
Sheila Kingsley, Office Assistant – call in

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MCTC sitting as the Transportation Policy Committee

**Call to Order**

**1. Public Comment**

None

**2. ADMINISTRATIVE ACTION/DISCUSSION ITEMS**

***A. Discussion and Action on Measures to Mitigate the Impacts of the COVID-19 (Coronavirus) Pandemic***

The following email was sent to MCTC staff from the Executive Director, Patricia Taylor:

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 provided updates to the Board. We continue to closely monitor developments related to the COVID-19, including direction 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:** Information and discussion, direction may be provided

**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)**

This Item (Item 2-b) was pulled from the agenda.

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 or 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:** Item 2-B was pulled from the agenda. No Action

## 7. Adjournment

Meeting adjourned at 3:18 pm

Respectfully Submitted,



Patricia S. Taylor  
Executive Director  
Madera County Transportation Commission