



## MOUNTAIN AREA REGIONAL TRANSIT AUTHORITY

### MINUTES of BOARD MEETING Wednesday, January 17, 2018

621 Forest Shade Rd.  
Crestline, CA

#### **CLOSED SESSION**

In accordance with Government Code Section 54957.6a  
Labor Negotiations with unrepresented employees  
Conference with Agency Labor Negotiator Kathy Hawksford

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#### **OPEN SESSION**

**10:30 A.M.**

##### **Board Members Present:**

Terisa Bonito, Chairman, Member-at-Large  
Liz Harris, San Bernardino County, 3<sup>rd</sup> Supervisorial  
District  
Randy Putz, Vice-Chairman, City of Big Bear Lake  
Bill Priest, San Bernardino County, 2<sup>nd</sup> Supervisorial  
District

##### **Agency Personnel:**

Kathy Hawksford, GM/CEO  
Sandy Benson, AGM  
Steve Brouard, Operations Supervisor  
Lois Lane, Operations Supervisor  
BettyAnn Merrill, Administrative Assistant/Board  
Secretary  
Tiffany Millburn, Outreach Coordinator

##### **Members Excused:**

Bob Jackowski, City of Big Bear Lake

##### **Other:**

#### **1.0 CALL TO ORDER**

Chairman Bonito called the meeting to order at 10:35 a.m.

##### **1.1 Pledge of Allegiance**

Member Priest led the Pledge of Allegiance.

##### **1.2 Roll Call**

Roll call was taken noting Member Jackowski was excused.

#### **2.0 STAFF PRESENTATIONS**

None

#### **3.0 COMMITTEE REPORTS**

None

#### **4.0 PUBLIC COMMENTS**

None

#### **5.0 CONSENT CALENDAR**

Chairman Bonito called for discussion of the Consent Calendar. No discussion was offered. Motion to approve consent calendar was made by Member Putz with second by Member Priest. A roll call vote was taken with the motion passing unanimously.

#### **6.0 CARRY OVER ITEMS**

None

## **7.0 NEW BUSINESS**

### **7.1 Board Meeting Schedule for Calendar year 2018**

Ms. Hawksford presented the proposed 2018 calendar year meeting schedule stating that meetings are held the third Wednesday of each month at 10:30 a.m. with location alternating between Big Bear Lake, Crestline, and Sky Park. Motion to approve was made by Member Harris with second by Member Bonito. A roll call vote was taken with motion passing unanimously.

### **7.2 Fiscal Year 2016/2017 Financial and Single Audit Reports**

Ms. Hawksford presented the FY 2016/17 Financial Audit and reviewed the auditor's report. She noted that the threshold for a single audit had been increased to \$750,000 in Federal Transit Administration funding and that MT did not meet the threshold. Motion to approve was made by Member Harris with second by Member Putz. A roll call vote was taken with motion passing unanimously.

### **7.3 Drug and Alcohol Policy Revision for Safety Sensitive Employees**

Ms. Hawksford explained that the Federal Transportation Administration had made recent updates to the Drug and Alcohol Regulations 40 and 655. In order to ensure compliance with State and Federal regulations MT has incorporated up-to-date definitions and language in MT's Drug and Alcohol policy for Safety Sensitive employees. Motion to approve was made by Member Puz with second by Member Harris. Discussion followed regarding some of the definition changes. A roll call vote was taken with motion passing unanimously.

### **7.4 Resolution 2018-001 – State of Good Repair**

Ms. Hawksford informed the Board that MT is eligible to apply for funding from the State of Good Repair Account. Statutes related to state-funded projects require agency to abide by various regulations and guidelines. Resolution 2018-001 authorizes the General Manager/CEO to execute all required documents of the State of Good Repair Account program and any amendments with the California Department of Transportation. Motion to approve was made by Member Harris with second by Member Priest. Discussion followed regarding the specifics of the program. A roll call vote was taken with motion passing unanimously.

### **7.5 Resolution 2018-002 – Title VI of the Civil Rights Act of 1964 Revisions**

Ms. Hawksford stated transit agencies that receive federal funding must have a Title VI Program that complies with the Civil Rights Act of 1964 as determined by the Federal Transit Administration. This plan is required to be reviewed and updated every three years. The Board had recently approved MT's Title VI Program; however, upon submission to Caltrans, it was noted that changes were required to bring it up-to-date. Discussion followed regarding the changes required. Motion to approve was made by Member Putz with second by Member Bonito. A roll call vote was taken with motion passing unanimously.

### **7.6 Appointment of Labor Negotiator for Non-Represented Employees**

Ms. Hawksford explained that pursuant to government code 54957.6 in order for the Board to discuss employee's wage/salaries in Closed Session, the Board would need to appoint a Labor Negotiator. Ms. Hawksford recommended that the General Manager serve as negotiator. Motion to approve was made by Member Harris with second by Member Putz. A roll call vote was taken with motion passing unanimously.

## **8.0 GENERAL MANAGER'S REPORT**

Ms. Hawksford reported on the following items:

- San Bernardino County Transit Authority (SBCTA) has hired AMMA and Selena Barlow to assist transit agencies with marketing programs with funding from the LCTOP. MT's portion is approximately \$50,000 which will be used to conduct focus groups, create direct mail pieces, and items for presentations and events. Project will also include creation of a Rider's Guide and marketing for the new Off-the-Mountain service to Victor Valley. Project is scheduled to be completed by April 2018.
- Staff has been meeting with various desert community businesses to gather information regarding the implementation of the new Off-the-Mountain service which is scheduled to begin in May 2018.
- MT began providing shuttle service for Big Bear Mountain Resort employees for the second year. The Resort is also paying for guests who present a day or season pass, or who are staying at local hotels/lodges to go to/from the ski resorts for "free". Employees and guests are being tracked via MT's new STAR (tablet) program. As of December 31, MT had transported 6,037 employees on the Resort Shuttle (to/from parking areas to resorts), 1,017 employees and 180 guests on the regular Fixed Route (which includes the Trolley). Discussion is already underway with the Resort for 2018-19 winter service.
- MT Staff will be attending the CalJPIA sponsored Risk Management Academy for 3 days in January.
- MT has received an invitation to attend the ribbon cutting ceremony for the free shuttle service being provided by Morongo Basin Transit Authority in Joshua Tree National Park on January 31<sup>st</sup>. Ms. Hawksford plans to attend and extended the invitation to Board members as well.
- Ms. Hawksford informed the Board that Omnitrans now has service to Ontario Airport which will provide MT's passengers with connection via the San Bernardino Transit Center. Additionally, Riverside Transit Authority now has connecting service to the SB Transit Center which will allow connectivity to Orange County. Ms. Hawksford would like to offer the same MOU for transfers as MT has with Omnitrans. Member Putz discussed the possibility of a "regional pass" which would allow passengers to purchase one pass which could be honored on all connecting agencies. Ms. Hawksford stated "Token Transit" has a program that operates similarly to this and she will look into the possibilities.
- Ms. Hawksford shared a plaque received from the Running Springs Chamber of Commerce for "Best Agency of the Year".

## **8.0 CONVENE TO CLOSED SESSION**

**8.1** Chairman Bonito convened to Closed Session at 11:10 a.m.

**8.2** Chairman Bonito reconvened to Open Session at 12:00 p.m. stating that no reportable action had been taken.

## **GENERAL COMMENTS AND ANNOUNCEMENTS**

### **9.1 Administration**

None

### **9.2 Board Members**

None

## **10.0 ADJOURNMENT**

Chairman Bonito adjourned the meeting at 12:04 p.m. The next regularly scheduled Board Meeting is scheduled to be held Wednesday, February 21, 2018 at 10:30 a.m. at City of Big Bear Lake, Training Room, Big Bear Lake, CA.