



**C-TRAN BOARD OF DIRECTORS  
MEETING MINUTES**

**January 13, 2009**

The C-TRAN Board of Directors meeting was held Tuesday, January 13, 2009, at the Rose F. Besserman Community Room, Fisher's Landing Transit Center, 3510 SE 164th Avenue, Vancouver, Washington (c-tran.com).

**CALL TO ORDER**

Chair Jim Irish called the meeting to order at 5:45 p.m.

**ROLL CALL OF MEMBERS**

PRESENT: Marc Boldt, Linda Dietzman, Bill Ganley, Jeanne Harris, Tim Leavitt, Tom Mielke, Jeanne Stewart, Steve Stuart, Chair Jim Irish

**CHANGES TO AND APPROVAL OF THE BOARD AGENDA**

STEVE STUART MOTIONED, TIM LEAVITT SECONDED AND MOTION CARRIED TO APPROVE THE AGENDA.

**CONSENT AGENDA**

1. APPROVAL OF BOARD DECEMBER 9, 2008 MINUTES
2. TRANSMITTAL OF CLAIMS NUMBERED 078489 THROUGH 078654 PLUS PAYROLL FOR NOVEMBER AND CLAIMS NUMBERED 078532 THROUGH 078787 PLUS PAYROLL FOR DECEMBER FOR A GRAND TOTAL OF \$4,979,880.98.
3. C-TRAN CODE OF ETHICS AND BOARD REQUEST FOR INFORMATION POLICIES, STAFF REPORT #09-001 - The Code of Ethics and Request for Information policies were originally adopted January 12, 1999. At the original adoption, staff was directed to bring the policies to the Board annually for approval.
4. SMALL WORKS ROSTER AND INTERLOCAL AGREEMENT WITH THE CITY OF VANCOUVER, STAFF REPORT #09-002 ADOPTING BOARD RESOLUTION BR-09-01 - C-TRAN's current procurement policy requires public advertising for solicitations over \$25,000; therefore, C-TRAN would anticipate using the roster for small works projects only under that threshold. For projects over that amount, the more formal procurement method of advertised Invitation to Bid will still be used.
5. FEDERAL TRANSIT ADMINISTRATION GRANT APPLICATIONS (FY08 FTA SECTION 5309, STAFF REPORT #09-003 ADOPTING BOARD RESOLUTION BR-09-02 - C-TRAN has been awarded \$480,200 in FY08 FTA Section 5309 appropriations to supplement the coach replacement program.

JEANNE HARRIS MOTIONED, BILL GANLEY SECONDED, AND MOTION CARRIED TO APPROVE THE CONSENT AGENDA.

**CITIZEN COMMUNICATIONS** (For issues other than the Fare Increase Public Hearing)

JERRY LLOYD, 11515 NW 71st St., Vancouver, WA said he appeared before the Board at their December 9 meeting and reiterated his concerns relating to a C-VAN appointment on November 17, 2008. Mr. Lloyd said he was picked up at 7:15 a.m. for an 8:45 a.m. dental appointment. C-VAN arrived at the dental office before it was open. Mr. Lloyd said due to his medical condition, he refused to get off the van. Executive Director/CEO Jeff Hamm said staff met with Mr. Lloyd to discuss the incident and he was advised to schedule his appointments one hour or later after the business opens. C-TRAN staff will continue to work with medical providers to assist in schedule coordination; however, staff does not recommend a policy change at this time.

Mr. Lloyd said he would continue to pursue a change to the policy that would restrict C-VAN from dropping off riders prior to a business being open.

JENNIE BAKER, 812 SE 136th Avenue, Unit 21, Vancouver, WA 98683 asked the Board to address the following issues: 1)C-VAN allowed onto Clark College property after 10:00 p.m.; and 2) additional lighting at the bus stop at the college. Executive Director/CEO Hamm said staff has talked with Ms. Baker and will investigate her concerns.

SHARON NASSET, 1113 N. Baldwin St., submitted a copy of an article from the Portland Tribune, dated June 6, 2006 regarding TriMet, attached to these minutes as Exhibit A.

BRANDON STEVENS, 755 K. St. Space #1, Washougal, WA said Routes 92, 80 and 65 need additional service, including runs that continue later into the evening. Mr. Stevens also encouraged placement of shelters at bus stops in Camas and Washougal.

Board Member Tim Leavitt said many Clark County residents work at the Port of Portland and asked staff to explore transit options for current and future employees. Executive Director/CEO Hamm said C-TRAN has met with Port of Portland officials and will continue those discussions as part of the 20-Year Planning process.

ROY JENNINGS, 15808 48<sup>TH</sup> Circle, Vancouver, WA said at a recent ATU meeting, TriMet drivers recounted numerous issues and concerns that occurred during the adverse weather event. Mr. Jennings said that after listening to the TriMet drivers, he believes C-TRAN should be commended for their outstanding efforts during the December weather event.

Chair Irish said C-TRAN performed better than expected during the weather event and asked Mr. Jennings to pass on the Board's appreciation to the employees.

**PUBLIC HEARING**

1. MODIFIED FARE PROPOSAL, STAFF REPORT #09-004

Senior Development and Public Affairs Manager Jim Quintana and Controller Diane Coey gave the staff report. In May 2007, the C-TRAN Board of Directors approved a four percent fare increase to occur in May 2008 and again in September 2009. The intent was to help offset normal inflation due to increases in fuel and operating costs. However, since that time, circumstances have changed and three factors have combined to

dramatically and adversely affect the budget: 1) C-TRAN's sales tax receipts, which are based on one half of one percent of sales within C-TRAN's service and taxing boundary have declined by 2.2 percent, or \$1.5 million less than the 2008 budget forecast; 2) High fuel costs during the first nine months of 2008 are contributing to a projected \$986,800 overage from the original budget; and 3) A significant increase in the use of C-VAN Paratransit service has resulted in an additional \$1.3 million 2008 budget shortfall. These changes represent a significant decline in funds available to maintain current levels of transit service.

Although the proposed increase to C-TRAN Fixed Route and Paratransit (C-VAN) fares is not sufficient to solve the current budget shortfall, it is a key part of the agency's overall 2009-2010 budget strategy. The fare proposal will: 1) Generate approximately \$630,000 more in fare revenue per year beginning in 2009; 2) Maintain at 21% the percentage of operating costs paid for through the fare box; 3) Modify the C-VAN fare structure to reduce the marginal trip price discount for a monthly pass; and 4) Reduce the average subsidy paid by C-TRAN to TriMet for travel in Oregon by senior, youth, and disabled (RYD) passholders from 100 percent of the TriMet fare to approximately 56 percent.

After the November 18 public hearing, the C-TRAN Board of Directors requested staff provide an Alternate Fare Proposal for discussion on December 9. Staff recommends the November 18 Fare Proposal with no changes. Controller Coey said the two-month delay for the fare increase has a negative impact of \$106,000.

Board Member Leavitt asked how many service hours are reflected in the \$460,000 revenue figure. Ms. Coey responded it would equate to 4,600 service hours or approximately one and a half routes.

Board Member Leavitt advised if fares were not increased, there would have to be a reduction in service to compensate.

Executive Director/CEO Hamm advised at the December 2008 Board meeting, the proposed fare increases were approved with the exception of RYD and C-VAN. At that meeting, the Board directed staff to schedule a public hearing for input on those two fare instruments.

Chair Irish entered a letter from Mark Johnson, dated January 13, 2009 regarding the proposed fare increase into the public hearing record (attached as Exhibit B to these minutes).

*Jeanne Harris left the meeting at 6:20 p.m.*

Board Member Steve Stuart questioned if potential loss of ridership was factored into the projected revenue and Controller Coey said loss of ridership is factored as a negative budget forecast rather than a loss.

JENNIE BAKER, 812 se 136<sup>TH</sup> Ave., Unit 21, Vancouver, WA 98683 said she is a student at Clark College and urged C-TRAN to consider sight impaired individuals when preparing information for the public, including recorded messages on the C-TRAN telephone system. Ms. Baker asked how the proposed increase will affect the Backpass.

TERRY WARD, 1000 SE 160<sup>th</sup>, Vancouver, WA 98663 said he feels the proposed increase for the RYD is too high. Mr. Ward questioned how many of the C-TRAN Board members ride the bus and suggested that all members of the Board and the C-TRAN Citizen Advisory Committee (CCAC) be required to ride the bus at least three times per week. This would allow the members of both bodies to have a better understanding of what the riders and drivers experience. Mr. Ward said C-TRAN did a good job during the recent adverse weather event; however, snowplows need to do a better job of clearing the snow at bus stops for those in wheelchairs.

RANDY ATKINSON, 5202 Plomondon St., Vancouver, WA said he supports the proposed fare increase for RYD and added the cost to ride C-TRAN is a good value.

MICHAEL MARTIN, 4110 E. 14<sup>th</sup> St., Vancouver, WA 98661 said he feels the proposed increase for RYD is too high as it exceeds the recent cost of living increase and questioned how staff arrived at the proposed fare increase. Mr. Martin suggested C-TRAN have staff clear bus stops with smaller snow removal equipment during snowstorms.

A.O. NOORMOHAMED, 7416 NE Hazel Dell Ave., #45, Vancouver, WA said the current economic conditions have reduced sales tax revenue and questioned why C-TRAN would ask riders to pay more when the economy is in crisis; those riders are being affected by the economy also. Mr. Noormohamed suggested restroom facilities at Delta Park and the Rose Quarter in Portland.

PAMELA STEVENS, 755 K. St., Sp. #1, Washougal, WA 98671 said some riders are homeless and use bus service to look for employment and the proposed increase could eliminate their form of transportation. Ms. Stevens suggested the fares be kept at their current level.

BRANDON STEVENS, 755 K. St., Sp. #1, Washougal, WA 98671 urged the Board to maintain the current fare and look at other alternatives to increase revenue. Mr. Stevens suggested the Board ride the bus to see what the passengers deal with.

JAYNE JACKSON, 2201 Main St., Washougal, WA 98611 said the Board is not looking at this issue with the rider's perspective. Those riders whom least can afford the fares are being targeted. Ms. Jackson said the proposed fare increase is discriminatory.

RONDA HENRY, 1605 Kauffman Ave., Vancouver, WA 98660 said she is a single mom on a fixed income and purchases monthly passes for her two sons and herself. After paying rent and utilities, she will not be able to afford the monthly passes with the proposed fare increase. Ms. Henry suggested a \$3 to \$5 increase rather than the proposed \$10 increase. Ms. Henry concurred with previous speakers that the Board should ride the bus and experience what frequent riders experience.

*Consensus of the Board was to close the public hearing.*

Board Member Bill Ganley said C-TRAN used to receive funds from a tax on vehicle registration; however, that revenue was lost after a ballot measure to repeal the tax was approved by the voters. The current economic situation could get worse and C-TRAN needs to set fares appropriately and supports the proposed fare of \$35 for RYD All-Zone.

Board Member Steve Stuart said regular consistent fare increases assist in maintaining service. While there is a chance some ridership may be lost, the increase is warranted and he supports the \$30 RYD All-Zone and \$46 C-VAN fares.

Board Member Ganley said C-TRAN needs to work with social service programs to make sure those in need receive assistance.

Board Member Jeanne Stewart said C-TRAN has an impending financial shortfall and action needs to be taken to enable C-TRAN to maintain current service levels. Board Member Stewart said she does ride the bus occasionally and when she does, she talks with passengers to get their feedback on the service they are receiving.

Board Member Tom Mielke said if the Board does not implement a fare increase, service will have to be cut.

STEVE STUART MOTIONED, LINDA DIETZMAN SECONDED AND MOTION CARRIED TO APPROVE THE DECEMBER 9, 2008 FARE PROPOSAL WITH THE JANUARY 13, 2009 UPDATES AS PRESENTED BY STAFF.

Board Member Leavitt said he has been a member of the C-TRAN Board of Directors for five plus years and whenever a fare increase is proposed, there is substantial compelling testimony on the impacts of the proposed increase. The Board does not want to raise fares, but it is what must occur to sustain service. Board Member Leavitt said it is the duty of the Board of Directors to ensure the agency is solvent as well as provide the best transit service possible, and the challenge is to balance the needs of the ridership versus the obligation to the community to spend public resources wisely. Board Member Leavitt said he supports the December 9, 2008 fare proposal.

Board Member Ganley said he feels the original higher increase is warranted and the voters were promised that C-TRAN would maintain a 20 percent fare recovery.

## PRESENTATIONS

1. BOARD RESOLUTION BR-09-03 RECOGNIZING TIM LEAVITT AS THE 2007 AND 2008 CHAIR OF THE C-TRAN BOARD OF DIRECTORS

STEVE STUART MOTIONED, MARC BOLDT SECONDED AND MOTION CARRIED TO APPROVE BOARD RESOLUTION BR-09-03 RECOGNIZING TIM LEAVITT AS THE 2007 AND 2008 CHAIR OF THE C-TRAN BOARD OF DIRECTORS.

Chair Irish thanked Board Member Leavitt for his service.

2. 4TH PLAIN SUB AREA PLAN

C-TRAN Director of Development and Public Affairs Scott Patterson, RTC Transportation Director Dean Lookingbill, and City of Vancouver Principal Planner Bryan Snodgrass gave the presentation.

Director Patterson submitted a summary of C-TRAN's 20-Year Transit Development Plan (Exhibit C).

Mr. Snodgrass gave his presentation as contained in the PowerPoint presentation attached to these minutes as Exhibit D and presented the Fourth Plain Corridors Subarea Plan (referenced in these minutes as Exhibit E and available for review in the C-TRAN Executive Office).

Mr. Lookingbill presented the High Capacity Study Summary, attached to these minutes as Exhibit F.

### 3. RIDERSHIP END OF YEAR SUMMARY

Director of Operations Lynn Halsey presented the report as contained in the PowerPoint presentation attached to these minutes as Exhibit G.

Board Member Steve Stuart asked staff to provide the Board with color-coded maps showing ridership statistics. Director Halsey said he would provide the requested information reflecting ridership by time of day and segment.

Chair Irish asked what the threshold is to justify additional service for the La Center Connector and Director Halsey responded he would look at those ridership numbers.

### 4. COLUMBIA RIVER CROSSING PROJECT: AUXILIARY LANE OPTIONS

Columbia River Crossing Engineer Casey Liles gave the presentation as contained in the PowerPoint presentation attached to these minutes as Exhibit H. The following information was also submitted and attached to these minutes:

- Exhibit I - Map showing 2030 Peak Hour/Peak Direction Ramp Volumes
- Exhibit J - Map showing Add/Drop Lane Designs
- Exhibit K - Traffic Effects of 8, 10 and 12 Lane Scenarios

Board Member Jeanne Stewart asked that staff provide the Board with information on the public outreach efforts of the Vancouver Working Group (VWG).

Executive Director/CEO Hamm advised the outreach efforts used the locally preferred alternative as a starting point of discussion, which includes light rail as the mode and Clark College as the terminus, and focus the discussion on the details of the project (i.e. how it will look).

Board Member Jeanne Stewart said the citizens are under the impression that right rail is a done deal and we are not telling the citizens they will have the opportunity to make the ultimate decision by way of a public vote. Board Member Tim Leavitt concurred and added the message to the public needs to be clear they will have the opportunity to vote.

Board Member Steve Stuart said the VWG is hoping to refine the measure that will go before the voters and have community discussions.

Executive Director/CEO Hamm said he will convey the Board's concerns regarding the message to the community to the VWG Consultant John White.

Board Member Ganley said he supports a 12-lane bridge. Board Member Jeanne Stewart agreed the number of lanes should be 12 and the C-TRAN Representative needs to convey that message to the Project Sponsors Council and the RTC Board.

Executive Director/CEO Hamm said staff also recommends the 12-lane option, however advised the 10-lane option would also allow high capacity transit.

5. CLARK COUNTY TRANSPORTATION ALLIANCE 2009/2010 LEGISLATIVE AGENDA

Director Patterson gave the staff report.

TIM LEAVITT MOTIONED, MARC BOLDT SECONDED AND MOTION CARRIED WITH MARC BOLDT AND TOM MIELKE VOTING NAY TO APPROVE THE CLARK COUNTY TRANSPORTATION ALLIANCE PROPOSED LEGISLATIVE AGENDA WITH THE FOLLOWING AMENDMENTS: 1ST PARAGRAPH, 2ND SENTENCE DELETED; 3RD SENTENCE CHANGES TO READ "THERE ARE MANY NEW AND CRITICAL PROJECTS INCLUDING THE COLUMBIA RIVER CROSSING, 1-5, 1-205 AND STATE HIGHWAYS IN OUR REGION IN NEED OF FUNDING."; AMEND 4TH BULLET, 1ST SENTENCE TO READ: "THE COLUMBIA RIVER CROSSING ONE OF OUR REGIONS TRANSPORTATION PRIORITIES".

Board Member Jeanne Stewart asked staff to provide her the proposed language for the amendment for RCW 81.104, which allows the creation of sub-districts within an existing PTBA to fund high capacity transit projects which must be voter approved.

**STAFF REPORTS**

1. ACCEPTANCE – 99TH STREET TRANSIT CENTER AT STOCKFORD VILLAGE, STAFF REPORT #09-005 ADOPTING BOARD RESOLUTION BR-09-04

On December 9, 2008, C-TRAN received its Final Occupancy Permit from Clark County for the 99<sup>th</sup> Street Transit Center at Stockford Village. In addition, C-TRAN has received final Certificates of Release from the Washington State Department of Revenue and the Department of Labor and Industries, and verification the project contractor has complied with all labor and tax reporting requirements. The 99th Street Transit Center at Stockford Village contract is a public works project under Washington State Law. Accordingly, the project must be formally accepted as complete by the C-TRAN Board of Directors.

STEVE STUART MOTIONED, TIM LEAVITT SECONDED AND MOTION CARRIED TO APPROVE BOARD RESOLUTION BR-09-04 TO ACCEPT THE 99<sup>TH</sup> STREET TRANSIT CENTER AT STOCKFORD VILLAGE CONSTRUCTION AS COMPLETE AND AUTHORIZE STAFF TO RELEASE THE CONTRACTOR'S BOND.

2. CONTRACT AWARD: TRAFFIC SIGNAL PRIORITIZATION CONSULTING (VAST PHASE 3), STAFF REPORT #09-006

The Vancouver Area Smart Trek (VAST) program adopted, as part of its 20-year plan, a "Traffic Signal Prioritization (TSP) Project". The purpose of VAST and this project are to integrate various transportation

systems into one cohesive and interacting program. VAST integrates traffic control technologies, such as computerized traffic signals, to improve traffic flow throughout the Vancouver area. A copy of the transit section of the VAST 20-Year Plan is attached for your information. The TSP project will allow C-TRAN Fixed Route coaches to communicate with traffic signals in order to improve on-time performance and system reliability. Coaches that are running behind schedule will communicate with traffic signals to receive preferential treatment such as a longer green light or shorter red in order to make up time. C-TRAN issued a request for Proposals (RFP) from interested providers on October 29, 2008. The RFP was advertised in *The Columbian*, *The Daily Journal of Commerce* and *Passenger Transport*. Seven RFP documents were sent to interested consultants, and two proposals were received on December 2, 2008

Board Member Leavitt expressed concern with the lack of responsiveness and participation in the bid process.

TOM MIELKE MOTIONED, MARC BOLDT SECONDED AND MOTION CARRIED TO AUTHORIZE THE EXECUTIVE DIRECTOR/CEO TO ENTER INTO A CONTRACT WITH IBI GROUP FOR CONSULTATION SERVICES FOR THE PLANNING AND DESIGN PHASES OF THE TRAFFIC SIGNAL PRIORITIZATION PROJECT AT A PRICE NOT TO EXCEED \$105,000.

3. CONTRACT AWARD: SUPPLY AND INSTALLATION OF FIBER OPTIC. STAFF REPORT #09-007

This project will connect two C-TRAN Transit Centers to the C-TRAN Administration Building along new and existing fiber optic networks. The project will utilize existing fiber installed under the Vancouver Area Smart Trek project (VAST) to bring security and surveillance systems at the transit centers to the C-TRAN Administration Building. The project will construct the pathways for the new fiber at each of the three sites and the fiber connections to the existing fiber optic backbone. The project includes but is not limited to installation of fiber, conduit, junction boxes, fiber testing, fiber terminations and splicing, trenching, directional boring, traffic control, site restoration to complete the intended work. The work includes coordination with C-TRAN, City of Vancouver and WSDOT for access to the sites and cabinets and for traffic control and work in the right-of-way. C-TRAN is a direct recipient and sub-recipient of Urban Areas Security Initiative grants (UASI #06-083 and UASI #06-071) through the United States Department of Homeland Security. The direct grant is for \$100,000. The sub-recipient grant is \$100,000 and is administered by the City of Portland Office of Emergency Management.

STEVE STUART MOTIONED, BILL GANLEY SECONDED AND MOTION CARRIED TO AUTHORIZE THE EXECUTIVE DIRECTOR/CEO TO EXECUTE A CONTRACT WITH EC COMPANY IN THE AMOUNT OF \$48,370.81 INCLUDING WASHINGTON STATE SALES TAX FOR THE SUPPLY AND INSTALLATION OF FIBER OPTIC CABLE AND RELATED NECESSARY EQUIPMENT FOR THE CONNECTION OF THE C-TRAN ADMINISTRATION OFFICE FACILITY AND FISHER'S LANDING TRANSIT CENTER AND THE 99<sup>TH</sup> STREET TRANSIT CENTER AT STOCKFORD VILLAGE.

## COMMUNICATIONS

1. From the Chair:

Consensus of the Board was to reduce the size of the board meeting books to include current agenda, previous month's agenda, three months of minutes and current financial statement. Other informational documents such as policies, bylaws, RCW's, and organizational charts will be bound separately for Board Members.

A Board Retreat is tentatively scheduled for Saturday, March 21 with time and location to be determined.

Due to the upcoming APTA Legislative Conference in Washington DC, the March Board of Directors meeting will be held on March 17, 2009. Any Board Member who wishes to attend the APTA conference needs to contact Executive Director/CEO Hamm.

**EXECUTIVE SESSION**

JEANNE STEWART MOTIONED, TIM LEAVITT SECONDED AND MOTION CARRIED TO POSTPONE THE EXECUTIVE SESSION UNTIL 5:00 P.M. ON FEBRUARY 10, 2009.

**ADJOURNMENT**

The meeting adjourned at 10:34 p.m.

Prepared By: Debbie Jermann