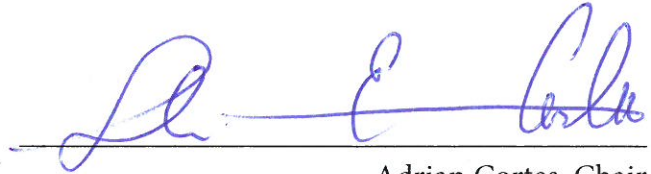
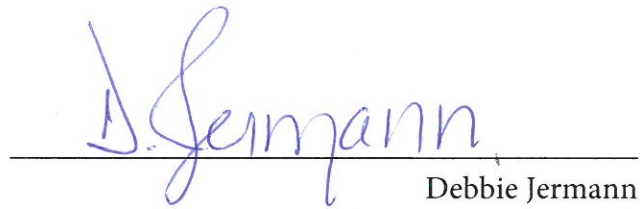


I hereby certify the attached C-TRAN Board of Directors Meeting Minutes dated July 9, 2019 have been accepted and approved by the Board of Directors this 13th day of August 2019.



Adrian Cortes, Chair
C-TRAN Board of Directors



Debbie Jermann
Clark County PTBA Clerk



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

August 13, 2019

The C-TRAN Board of Directors Meeting was held Tuesday, August 13, 2019 at Fisher's Landing Transit Center, Rose Besserman Room, 3510 NE 164th Avenue, Vancouver, WA.

CALL TO ORDER

Chair Adrian Cortes called the meeting to order at 5:30 p.m.

ROLL CALL OF BOARD MEMBERS

PRESENT: John Blom – Clark County Council, Doug Boff - Cities of Ridgefield & La Center and Town of Yacolt, Jill Carrillo - Labor Representative, Adrian Cortes – City of Battle Ground, Molly Coston – City of Washougal, Bart Hansen – City of Vancouver, Anne McEnerny-Ogle – City of Vancouver, Eileen Quiring – Clark County Council, Melissa Smith – City of Camas, Ty Stober – City of Vancouver

ABSENT: None

STAFF PRESENT

Chief Executive Officer Shawn Donaghy, Legal Counsel Aaron Millstein, Chief External Affairs Officer Scott Patterson, Chief Operations Officer Inessa Vitko, Chief Maintenance & Safety Officer Celia Sherbeck, Chief of Staff Monica Fowler, Chief Human Resources Officer Laura Merry, Manager of Communications & Public Affairs/PIO Chris Selk, Deputy Director of IT Brad Teed, Public Affairs Coordinator Eric Florip, Executive Office Manager/Clerk of the Board Debbie Jermann

PLEDGE OF ALLEGIANCE

Chair Cortes led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTIONED, IT WAS SECONDED, AND MOTION CARRIED TO APPROVE THE AGENDA.

CITIZEN COMMUNICATIONS

LIGHTER SIDE

- 1. MEET JAMBOREE – C-TRAN’S CHIEF GUIDANCE OFFICER**

CONSENT AGENDA

- 1. APPROVAL OF BOARD MEETING JULY 9, 2019**
- 2. TRANSMITTAL OF CLAIMS NUMBERED 122886 THROUGH 123149 PLUS NET PAYROLL PAID IN JULY 2019 IN THE TOTAL AMOUNT OF \$5,700,311.12**
- 3. 5310 SUB-RECIPIENT AWARDS, STAFF REPORT #19-046**

Projects funded by FTA’s Section 5310 grant program provide transportation that is beyond what C-TRAN can currently provide. Projects coordinate with stakeholders from the senior and disabled community, social services, veteran services, special education, and advocacy groups. On March 19, 2015, the C-TRAN Board authorized the award of an agreement with CCS to provide Volunteer Transportation Services under the 5310 grant program. C-TRAN would like to continue this relationship with a new contract award with CCS for a contract term not to exceed four (4) years.

- 4. APPOINTMENT OF YVONNE GAYLORD AS THE SCHOOL SYSTEM REPRESENTATIVE TO THE C-TRAN CITIZEN’S ADVISORY COMMITTEE, STAFF REPORT #19-047**

During its July meeting, the CCAC interviewed Yvonne Gaylord as an applicant for the vacant School System Representative position. The Committee unanimously voted to nominate Ms. Gaylord to the position. Ms. Gaylord works as the Director of Transportation for Evergreen Public Schools. She has been in the student transportation industry since 1993, starting as a driver and advancing up through multiple positions to her current role. She considers driver and passenger safety to be among the most important issues to her.

MOTIONED, IT WAS SECONDED, AND MOTION CARRIED TO APPROVE THE CONSENT AGENDA.

ACTION ITEMS

- 1. AMENDMENTS TO BOARD POLICY PBD-006 – CHIEF EXECUTIVE OFFICER COMPENSATION, STAFF REPORT #19-048**

At the July 9, 2019 meeting, staff asked the C-TRAN Board to review proposed amendments to C-TRAN Board Policy PBD-006. The proposed amendments allow the Board flexibility in conducting the annual performance review of the Chief Executive Officer, based on employment contract provisions.

Legal Counsel Aaron Millstein provided the staff report.

MOTIONED, IT WAS SECONDED, AND MOTION CARRIED TO ADOPT AMENDMENTS TO BOARD POLICY PBD-006.

- 2. EFARE VALIDATORS FOR C-VAN PARATRANSIT VEHICLES, STAFF REPORT #19-049**

Chief Operations Officer Inessa Vitko provided the staff report.

Currently, C-VAN paratransit customers use paper passes or cash to pay fares for C-VAN rides. To provide similar functionality across all service modes, C-TRAN is looking to install Efare validators on all C-VAN paratransit vehicles. The purpose of this project is to align

electronic fare payment across C-TRAN's paratransit fleet and provide a consistent payment experience for our C-VAN customers, as well as improve efficiency of administrative processes. Cash payment options will remain and paper passes will be phased out.

Since 2014, C-TRAN has partnered with TriMet to provide an electronic fare component on its buses. This project, referred to as Hop, is a regional fare system utilizing a smart card for public transit. Initially, when Hop was rolled out, C-TRAN installed fare readers on fixed route buses only. This is a continuation of the project aimed at implementing Hop on the C-VAN paratransit fleet.

In April, C-TRAN staff contacted INIT regarding validator installation on C-VAN vehicles. In response, INIT provided a proposal for validator purchase and configuration. The proposal was reviewed by Fleet Maintenance Manager Tim Shellenberger and Manager of Procurement and Contracts Katherine Williams. Final negotiations to align the proposal with the original contract are still in process.

MOTIONED, IT WAS SECONDED AND MOTION CARRIED TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO PROCEED WITH THE EFARE VALIDATOR PURCHASE FOR TH EC-VAN PARATRANSIT VEHICLES IN AN AMOUNT NOT TO EXCEED \$375,000.

COMMUNICATIONS

From the Chair

From the Board

From the CEO

From Legal Counsel

ADJOURNMENT

Hearing no further business, the meeting was adjourned at p.m.

Prepared By: Clerk of the Board Debbie Jermann, MMC