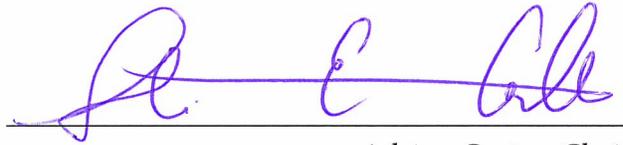
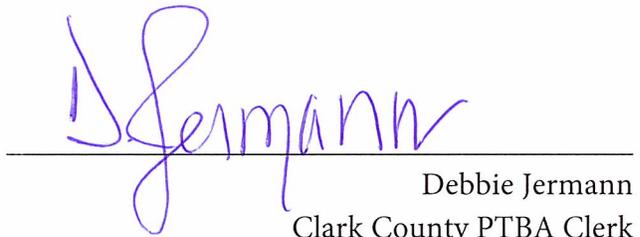


I hereby certify the attached C-TRAN Board of Directors Meeting Minutes dated November 12, 2019 have been accepted and approved by the Board of Directors this 10th day of Decemberr 2019.



Adrian Cortes, Chair
C-TRAN Board of Directors



Debbie Jermann
Clark County PTBA Clerk



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

November 12, 2019

The C-TRAN Board of Directors Meeting was held Tuesday, November 12, 2019 at C-TRAN Administration Offices, 10600 NE 51st Circle, Vancouver, WA 98682

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, Jill Carrillo - Labor Representative, Adrian Cortes – City of Battle Ground, Bart Hansen – City of Vancouver, Anne McEnerny-Ogle – City of Vancouver, Ron Onslow - Cities of Ridgefield & La Center and Town of Yacolt, Eileen Quiring – Clark County Council, Ty Stober – City of Vancouver, Shannon Turk – City of Camas (*arrived at 5:54 p.m.*)

ABSENT: Molly Coston – City of Washougal

STAFF PRESENT

Chief Executive Officer Shawn Donaghy, Legal Counsel Aaron Millstein, Chief External Affairs Officer Scott Patterson, Chief of Staff Monica Fowler, Chief Operations Officer Inessa Vitko, Chief Maintenance Officer Celia Sherbeck, 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

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

CITIZEN COMMUNICATIONS

RON SWAREN, Portland, OR said he has been following the I-5 Bridge discussions and believes the region needs two (2) bridges across the river, with the second bridge located east to cross into the Troutdale OR area, due to growth in the East County areas.

Mr. Swaren also provided written comments as follows: "C-TRAN should support added bridges across the Columbia River in the (1) vicinity of AMTRAK/BNSF Bridge, and (2) vicinity of Lady Island, from Highway 14 and BPA towers. Bridges should have electrical generating capacity to power electric and/or hybrid buses. These two bridges would help improve interstate transit in two growing areas."

LIGHTER SIDE

1. HONORING OUR VETERANS VIDEO

CONSENT AGENDA

1. APPROVAL OF BOARD MEETING MINUTES: OCTOBER 8, 2019

2. METROPOLITAN PLANNING ORGANIZATION (MPO) AGREEMENT GCB 1935 – AMENDMENT NO. 1, STAFF REPORT #19-072

RTC, WSDOT, and C-TRAN adopted Agreement GCB 1935 in October 2014. Per Section 8.5, the Agreement term is five (5) years. Earlier this year, RTC initiated formal consultation and review with WSDOT and C-TRAN regarding the required update of this agreement. As part of the consultation and review process, each agency was tasked with identifying desired changes. The proposed amendment reflects changes and additions, and incorporating references to new federal law and an expanded description of ongoing program commitments. The RTC approved the Agreement at their October 1, 2019 meeting.

3. APPROVAL OF C-TRAN CITIZEN ADVISORY COMMITTEE APPOINTMENTS, STAFF REPORT #19-068

During its October meeting, the CCAC conducted interviews for seven (7) open positions: Bi-State Commuter Representative, Fixed-Route Rider Representative, Visually Impaired Representative, Business Representative, Senior Citizen Representative and two (2) At-Large Representative positions.

4. CONTRACT AMENDMENT: MILL PLAIN BUS RAPID TRANSIT PROJECT, STAFF REPORT #19-069

In March 2019, the C-TRAN Board of Directors authorized an increase to the contract with HDR Engineering, Inc. to complete Phase 2 for C-TRAN's Mill Plain BRT Project. C-TRAN is requesting the Board increase the contract authority to include additional services not initially included in the original contract. Specifically, most of the additional funding requested will cover Right-of-Way acquisitions and related services. Now that the project is at 30 percent design, staff has a more reliable figure needed to complete that work. In addition, the amendment will cover some additional historical research that is required by the FTA through the environmental process currently underway, as well as some minor modifications to the Vine stations. C-TRAN is requesting an increase of \$350,000 to cover all additional expenses and allow for a contingency on the project.

5. CONTRACT AMENDMENT: STATE CONTRACT AWARD INCREASE: EN POINTE TECHNOLOGY SALES LLC, STAFF REPORT #19-070

In October 2019, the Board of Directors authorized a contract with En Point Technology Sales LLC (En Pointe) for Office 365 and related software. C-TRAN utilizes Office 365 for our email system and for a variety of Microsoft software products for 173 users at the agency. Pursuant to Washington State Master Agreement No. 06016, C-TRAN may purchase Office 365 and related software licenses through En Pointe, an authorized value added reseller. C-TRAN previously requested authorization from the Board for a two-year contract. However,

pursuant to Microsoft policy, in order to obtain discounted Enterprise licensing, C-TRAN must agree to a three-year term. Staff were notified of this policy by the reseller following the Board approval in October. At such time, C-TRAN's account may be transferred to a new reseller.

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

ACTION ITEMS

1. AMENDMENTS TO BOARD POLICY PBD-021 - TRANSIT AGENCY RULES OF CONDUCT, STAFF REPORT #19-071

Chief Operations Officer Inessa Vitko and Deputy Director of Operations Bob Medcraft gave the staff report.

On November 12, 2013, the C-TRAN Board adopted the "Transit Agency Rules of Conduct" policy, which outlines prohibited behaviors of transit customers that could result in exclusion from C-TRAN vehicles, facilities, and properties. The policy also outlines the durations for violations of this policy, as well as the right to appeal these exclusions under due process. As a result of recent events on C-TRAN vehicles, and behavior directed at C-TRAN employees, it is recommended the transit conduct policy specifically call out hate crimes, as defined by RCW 9A.36.080. Other updates are non-substantive, addressing staff title changes.

RCW 9A.36.080 reads in part:

(1) A person is guilty of a hate crime offense if he or she maliciously and intentionally commits one of the following acts because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory disability:

- (a) Causes physical injury to the victim or another person;
- (b) Causes physical damage to or destruction of the property of the victim or another person; or
- (c) Threatens a specific person or group of persons and places that person, or members of the specific group of persons, in reasonable fear of harm to person or property. The fear must be a fear that a reasonable person would have under all the circumstances. For purposes of this section, a "reasonable person" is a reasonable person who is a member of the victim's race, color, religion, ancestry, national origin, gender, or sexual orientation, or who has the same gender expression or identity, or the same mental, physical, or sensory disability as the victim. Words alone do not constitute a hate crime offense unless the context or circumstances surrounding the words indicate the words are a threat. Threatening words do not constitute a hate crime offense if it is apparent to the victim that the person does not have the ability to carry out the threat.

ANNE McENERNY-OGLE MOTIONED, AND IT WAS SECONDED, TO ADOPT AMENDMENTS TO BOARD POLICY PBD-021.

Board Member Hansen asked if Operators are trained to respond to these types of incidents.

Chief Executive Office Shawn Donaghy said de-escalation training is provided in Operator Core Group sessions, and local law enforcement provides training.

Board Member Jill Carrillo thanked C-TRAN for bringing this issue forward, to ensure Operators are working in a safe environment.

Board Member Stober asked where this fits into the context of C-TRAN's Core Values.

CEO Donaghy said this applies to "Our Team" and "Service Excellence". In addition to staff, all passengers should have the same experience riding the system, without regards to race, gender, etc., and Operators have the right to be respected.

Board Member Stober said this is an opportunity to be more explicit with C-TRAN's Core Values statement.

Board Member McEnery-Ogle asked if signage could be added to the buses that this type of behavior is not tolerated.

CEO Donaghy said once the policy amendments are adopted, the signage on the buses can be changed.

Board Member McEnery-Ogle asked if these types of incidents are reported.

Deputy Director Medcraft responded that security writes approximately 4,000 incident reports per year.

THE MOTION PASSED UNANIMOUSLY.

PRESENTATIONS

1. MILL PLAIN BUS RAPID TRANSIT PROJECT UPDATE

Chief External Affairs Officer Scott Patterson provided the update. The project is at 30 percent design and has been submitted to the Washington State Department of Transportation (WSDOT) and the City of Vancouver (COV) for review.

Staff is currently meeting with business and property owners located by the proposed station locations.

Shannon Turk arrived at 5:54 p.m.

Chief Patterson noted that work continues with Clark College regarding a land donation for the transit center. The Clark College Board of Trustees will consider this request at their December 11 meeting. Once approved by the Board of Trustees, the request will be sent to the State Board for final approval.

The fiber assessment is close to being finalized, and the project design assumes fiber will be added as part of this project.

Chief Patterson noted that staff would be coming to the Board in the near future for approval of the Construction Management Consultant.

Chief Patterson also provided a brief update of the Fisher's Landing Transit Oriented Development (TOD) project. The second round of interviews with potential developers has been completed.

Board Member Stober asked that staff provide him with impacts of buses stopping in traffic on Mill Plain, as he challenges staff's assumption there is no impact.

Chief Patterson said he would provide the traffic analysis.

COMMUNICATIONS

From the Chair

Chair Cortes reported on attendance at the APTA Annual Conference, where C-TRAN was recognized as National Transit Agency of the Year.

From the Board

Board Member McEnerny-Ogle thanked C-TRAN for providing a shuttle for the Veterans Day Parade, and thanked Manager Larry Ham for his coordination.

Board Member John Blom commented on the sessions during the APTA Annual Conference, including a session on TOD's that said it is not about generating revenue, but enhancing the experience.

From the CEO

CEO Donaghy noted and presented as follows:

- Ridgefield and Washougal Bus Wraps
- 1-976 Passage Impacts
- APTA Video of C-TRAN's award

From Legal Counsel

None

EXECUTIVE SESSION

1. EXECUTIVE SESSION PURSUANT TO RCW 42.30.110(1)(i)(iii) – MAIN STREET LTD PARTNERS (*TIME ESTIMATED AT 10 MINUTES*)

At 6:20 p.m., Chair Cortes announced the Board would move into an Executive Session pursuant to RCW 42.30.110(1)(i)(iii) regarding the Main Street litigation for approximately 10 minutes.

At 6:25 p.m., the Board adjourned from Executive Session with no action taken.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 6:30 p.m.

Prepared By: Clerk of the Board Debbie Jermann, MMC