



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

**January 12, 2021**

The C-TRAN Board of Directors meeting was held Tuesday, January 12, 2021 with staff located at the C-TRAN Administration Offices, 10600 NE 51<sup>st</sup> Circle, Vancouver, WA 98682, and Board Members and Legal Counsel attending via WebEx.

**CALL TO ORDER**

Chair Anne McEnerny-Ogle called the meeting to order at 5:30 p.m.

**ROLL CALL OF BOARD MEMBERS**

**PRESENT:** Greg Anderson – City of Camas, Jim Bennett - Labor Representative, Doug Boff – Cities of La Center & Ridgefield and Town of Yacolt, Adrian Cortes – City of Battle Ground, Molly Coston – City of Washougal, Bart Hansen – City of Vancouver, Temple Lentz – Clark County Council, Anne McEnerny-Ogle – City of Vancouver, Ty Stober – City of Vancouver

**ABSENT:** Eileen Quiring O’Brien – Clark County Council

**STAFF PRESENT**

Chief Executive Officer Shawn Donaghy, Deputy Legal Counsel Aaron Millstein, Chief External Affairs Officer Scott Patterson, Chief Operations Officer Inessa Vitko, IT Systems Administrator Caleb Cooper, Clerk of the Board Debbie Jermann

**PLEDGE OF ALLEGIANCE**

Chair McEnerny-Ogle led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

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

**CITIZEN COMMUNICATIONS**

None

## **CONSENT AGENDA**

- 1. APPROVAL OF BOARD MEETING MINUTES: DECEMBER 8, 2020**
- 2. TRANSMITTAL OF CLAIMS NUMBERED 127895 THROUGH 128208 PLUS NET PAYROLL PAID IN DECEMBER 2020 IN THE TOTAL AMOUNT OF \$5,134,777.02**
- 3. C-TRAN CODE OF ETHICS POLICY PBD-012 REAFFIRMATION, STAFF REPORT #21-001**

The Code of Ethics policy was originally adopted January 12, 1999. At the original adoption, staff was directed to bring the policies to the Board annually for approval. The current C-TRAN Code of Ethics Policy was revised and adopted March 19, 2013, by the C-TRAN Board of Directors. The purpose of this Code is to establish standards of ethical conduct applicable to C-TRAN Board Members in the discharge of their duties by prescribing essential restrictions against conflict of interest and other conduct not consistent with good ethical practices while not creating unnecessary barriers to public service. To that end, Board Members should not be denied the opportunity available to all other citizens to acquire and maintain private economic interests, except in circumstances in which a conflict of interest would reasonably result. The Code provides that all Board Members comply with the law and all other applicable rules and regulations governing the conduct of public officials. The standards in this Code shall not preclude other more stringent standards required by law.

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

## **ACTION ITEMS**

- 1. MILL PLAIN BUS RAPID TRANSIT (BRT) UTILITY RELOCATION AUTHORIZATION, STAFF REPORT #21-002**

Chief Capital Projects & Planning Officer Scott Patterson provided the staff report.

The Mill Plain BRT project has recently accomplished two major milestones. First, in late October 2020, the project received a Documented Categorical Exclusion (DCE) from the Federal Transit Administration (FTA), representing the completion of the required environmental analysis. Following this, the project also successfully completed the required FTA Risk Assessment workshop in December 2020. Because of these accomplishments, the project is now eligible for pre-award authority to incur costs for vehicle purchases (approved by the Board in December 2020), property acquisition (in process), and utility relocation prior to the completion of the final FTA Small Starts grant. The project is currently at a 90 percent level of design and has been working closely with a number of utility companies on the types of utility relocations that will be required as part of C-TRAN's Mill Plain BRT Project. The benefit of moving forward with this action now would allow much of the utility work to happen in advance of major station construction, thereby minimizing schedule and cost impacts. As C-TRAN has learned from the Fourth Plain BRT project, the more utility impacts can be managed ahead of station construction, the better the likelihood of success of the overall project schedule. This request would cover the private utilities such as Northwest Natural, Comcast, and Century Link, with some minor work for a handful of other providers. C-TRAN is also in the process of working with Clark Public Utilities and will be back to the C-TRAN Board in the next couple of months with a separate Intergovernmental Agreement for utility relocation work to be completed in conjunction with Clark Public Utilities.

**TY STOBER MOTIONED, IT WAS SECONDED, AND MOTION CARRIED TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE CONTRACTS AND PAYMENTS FOR THE UTILITY RELOCATION ACTIVITIES, IN AN AMOUNT NOT TO EXCEED \$325,000.**

**2. EDUCATION OPPORTUNITY PASS/BACKPASS PROGRAM AGREEMENT WITH CLARK COLLEGE, STAFF REPORT #21-003**

Chief Executive Officer Shawn Donaghy provided the staff report.

C-TRAN and Clark College have found that Clark College students frequently do not have affordable options for basic transportation and access to school, after school jobs and activities. C-TRAN and Clark College wish to make available to students a means of utilizing public transportation. The Education Opportunity Pass/BackPass benefits C-TRAN in numerous ways, to include (1) encouraging ridership; (2) promoting community goodwill and acting as free advertising for the agency; and (3) serving the purposes outlined by the legislature in the Commute Trip Reduction statutes (RCW 70.94.521) to reduce congestion and air pollution.

**TY STOBER MOTIONED, IT WAS SECONDED, AND MOTION CARRIED TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE AN AGREEMENT WITH CLARK COLLEGE FOR THE FREE EDUCATION OPPORTUNITY/BACKPASS PROGRAM TO STUDENTS ATTENDING CLARK COLLEGE.**

**COMMUNICATIONS**

**From the Chair**

1. Election of the 2021 C-TRAN Board of Directors Chair and Vice-Chair.

**ADRIAN CORTES NOMINATED ANNE McENERNY-OGLE AS THE 2021 C-TRAN BOARD OF DIRECTORS CHAIR. MOLLY COSTON SECONDED THE NOMINATION.**

Hearing no further nominations, the nominations for Chair were closed.

**THE MOTION TO ELECT ANNE McENERNY-OGLE AS CHAIR CARRIED.**

**ADRIAN CORTES NOMINATED TEMPLE LENTZ AS THE 2021 C-TRAN BOARD OF DIRECTORS VICE-CHAIR. MOLLY COSTON SECONDED THE NOMINATION.**

Hearing no further nominations, the nominations for Vice-Chair were closed.

**THE MOTION TO TEMPLE LENTZ AS VICE-CHAIR CARRIED.**

**From the Board**

None

**From the CEO**

CEO Donaghy reported as follows:

1. Several meetings of groups working on the I-5 Bridge replacement project will be held over the next few weeks. All jurisdictions will be asked to sign an agreement, which will be presented to the C-TRAN Board for consideration.
2. The Superintendents of the Vancouver and Evergreen School Districts, asking for teachers and school staff to receive priority for vaccinations, issued a joint statement. CEO Donaghy stated he supports the vaccinations for schools as they provide critical services; however, he will push to ensure transit employees are also included in the priority group for vaccination. CEO Donaghy praised the assistance that has been provided by the Clark County Health Department during the pandemic.

**From Legal Counsel**

None

**ADJOURNMENT**

Hearing no further business, the meeting was adjourned at 5:50 p.m.

Prepared By: Clerk of the Board Debbie Jermann, MMC