



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

February 9, 2021

The C-TRAN Board of Directors meeting was held Tuesday, February 9, 2021 with staff located at the C-TRAN Administration Offices, 10600 NE 51st 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, Doug Boff – Cities of La Center & Ridgefield and Town of Yacolt, Jill Carrillo - Labor Representative, 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, Eileen Quiring O’Brien – Clark County Council (arrived at 5:41 p.m.), Ty Stober – City of Vancouver

ABSENT: None

STAFF PRESENT

Chief Executive Officer Shawn Donaghy, Deputy Chief Executive Officer Monica Tellez-Fowler, Legal Counsel Aaron Millstein, Chief External Affairs Officer Scott Patterson, Chief Operations Officer Inessa Vitko, Chief Human Resources & Safety Officer Laura Merry, 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

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

CITIZEN COMMUNICATIONS

None

CONSENT AGENDA

- 1. APPROVAL OF BOARD MEETING MINUTES: JANUARY 12, 2021**
- 2. TRANSMITTAL OF CLAIMS NUMBERED 128244 THROUGH 128442 PLUS NET PAYROLL PAID IN JANUARY 2021 IN THE TOTAL AMOUNT OF \$5,133,890.14**
- 3. AMEND IMPREST FUND AMOUNTS, BOARD RESOLUTION BR-21-001, STAFF REPORT #21-004**

With facility and staff changes, several of the previously approved imprest funds are no longer necessary.

Current and Proposed Imprest Fund Distribution Customer Service Offices

Description	Current	Adjustment	Proposed
Executive Office Administrative Petty Cash	\$200	\$0	\$200
Customer Service Administrative Cash Fund	\$200	(\$200)	\$0
Vancouver Mall Cash Fund	\$400	\$0	\$400
Vancouver Mall Additional Change Fund	\$600	\$0	\$600
Fisher Landing Cash Fund	\$550	(\$550)	\$0
Fisher's Landing Change Machine	\$1,000	(\$1,000)	\$0

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

ACTION ITEMS

- 1. MILL PLAIN BUS RAPID TRANSIT (BRT) PROJECT – INTERLOCAL AGREEMENTS, STAFF REPORT #21-005**

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

As part of the Mill Plain BRT project, C-TRAN will be replacing city-owned fiber optic cable and installing 144 new fiber optic lines, and replacing or repairing damaged conduit as necessary along the project alignment. C-TRAN will utilize 48 of the 144 new fiber optic lines to support the technology infrastructure throughout the 37 new stations and the East Mill Plain Transit Center. In addition, the project will also be installing Transit Signal Priority (TSP) at signalized intersections throughout the corridor that will help reduce transit travel time and increase on-time performance for BRT vehicles along the corridor. The TSP agreement identifies how the operational TSP equipment would be maintained and is structured in the same manner as our existing TSP agreement for the Fourth Plain BRT project. Lastly, the project will be purchasing property rights-of-way (ROW) and obtaining permits for construction and operation of 37 new BRT stations along the corridor. This agreement allows C-TRAN to have the FTA mandated “continuing control” for the operation of the BRT service and identified that some of the property C-TRAN acquires will be transferred back to the city for public right of way use. The Vancouver City Council approved the agreements at their February 1, 2021 meeting.

DOUG BOFF MOTIONED, IT WAS SECONDED, AND MOTION CARRIED TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE FOLLOWING INTERLOCAL AGREEMENTS BETWEEN THE CITY OF VANCOUVER AND C-TRAN:

- 1. FIBER OPTIC CABLE INSTALLATION; AND**
- 2. TRANSIT SIGNAL PRIORITY OPERATIONS AND MAINTENANCE; AND**
- 3. PROPERTY RIGHTS-OF-WAY ACQUISITIONS FOR CONSTRUCTION AND OPERATION OF BRT STATIONS AS PART OF THE MILL PLAIN BRT PROJECT.**

Board Member Eileen Quiring O'Brien joined the meeting at 5:41 p.m.

COMMUNICATIONS

From the Chair

Chair McEnerny-Ogle asked what C-TRAN is doing to assist drivers with the mask mandate.

Chief Executive Officer Donaghy said C-TRAN has been following the mask mandate from the State of Washington, which is similar to the new Federal mandate. C-TRAN Operators are required to inform riders of the requirement. The mask mandate signage states the mask mandate is a C-TRAN, State of Washington, and Federal requirement.

Chair McEnerny-Ogle asked if a plan is in place if the forecasted snowfall does occur.

CEO Donaghy, said yes, and the protocol is to have as much service as can safely be provided on the street. C-TRAN uses social media to get the word out about service changes, and C-TRAN's Maintenance team will be out ensuring transit centers and stops are safe.

From the Board

None

From the CEO

CEO Donaghy provided a general agency update, as outlined in the PowerPoint presentation, attached to these minutes as **Exhibit A**.

CEO Donaghy thanked C-TRAN's Diversity, Equity and Inclusion Committee, comprised of members from across the entire C-TRAN agency. The group continues to discuss successes, opportunities, challenges, and critical needs that exist not only within C-TRAN, but also within our communities at-large.

CEO Donaghy shared the following:

"As we celebrate Black History Month, we must do so with a complete understanding that there is necessary work to be done to provide equity across our communities for all people, but especially our communities of color. Daily, we as leaders and a community build and rebuild the foundation of the opportunities that will exist for our exceptional and amazing citizens.

C-TRAN, through our core mission of transportation, is responsible for projects and partnerships that require action through social and environmental justice, access to infrastructure such as

broadband and transportation, as well as EQUITABLE access to education, healthcare and opportunities for advancement through employment.

C-TRAN is committed to ensuring that all policies and projects managed through our organization look to improve conditions that proscribe a quality of life that all members of our community have a right to experience. We have an explicit responsibility to utilize our platform to reflect the vision and values that we hold not only within the organization, but also with our community partners whenever and wherever possible.

We are proud to represent the community that we serve, and we will continue to pursue fundamental equities in support of our amazing community. We are very thankful to the Board for supporting those values as well.”

From Legal Counsel

None

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 5:57 p.m.

Prepared By: Clerk of the Board Debbie Jermann, MMC

C-TRAN

C-TRAN Organizational Update

February 9, 2021



« **OUR COMMUNITY, OUR PROMISE** »

Pandemic Update

- C-TRAN ridership continues to hold steady, with incremental increases as cities / counties continue to open
- Workforce Update:
 - Nearly all employees have returned to active status
 - C-TRAN is currently interviewing for open positions within departments – specifically operations
- Service Updates:
 - We continue to run an abbreviated commuter service into Portland, due to continued closure of the city
 - Fixed Route Services are running at 100% in the Clark County Local PTBA
 - Paratransit continues to operate through a re-managed schedule
 - Vanpool is still operating, in a reduced capacity



« **C-TRAN: OUR COMMUNITY, OUR PROMISE** »

Pandemic Update

- Maintenance Update:
 - Maintenance is operating at 100% capacity, and has during the entire pandemic
 - Platform Service Workers are working seven (7) days per week, cleaning each bus in the fleet multiple times daily to disinfect
- Community Partnerships:
 - Continue to work directly with the food banks to provide much needed transport of meals when it is needed
 - Evergreen Transit Center "Safe Park" continues to operate fully, with a few moves to accommodate additional vehicles and will continue as needed in 2021
- Vaccine Transportation: ****C-TRAN Intends to Work Outside of the PTBA if Necessary to Assist****
 - C-TRAN is working closely with FEMA, City of Vancouver, Clark County Health Department, WA State Health Department, and the Human Services Council to manage and provide transportation within the county for residents needing access to fairgrounds or medical facilities



« C-TRAN: OUR COMMUNITY, OUR PROMISE »

Financial Update

Budget:

- C-TRAN Annual Budget for FY 2021-2022:
 - Approved by the Board of Directors in December
- Cares Act Stimulus:
 - Cares Act #1: this allotment as been completely drawn down from the FTA
 - Cares Act #2: the formula allotment between C-TRAN and TriMet is being calculated now, and should be available by the end of the week – we will begin to draw this money as soon as the FTA documentation is signed
 - Cares Act #3: this is in discussion right now, and most likely will have action in the first quarter of 2021
- APTA is scheduled to have their legislative conference in person, during May of this year – should this occur C-TRAN will be working closely on future funding through re-appropriation and the updated FASTAct



« C-TRAN: OUR COMMUNITY, OUR PROMISE »

Financial Forecasting - Budget

Budget :

- Reserves:
 - C-TRAN Reserves Balance for July of 2020: \$86,042,802
 - Reserves Requirements:
 - Working Capital: \$17,420,830 (90-Days Cash)
 - Self-Insurance (Board Resolution): \$1,042,525
 - Capital Reserves: \$67,229,447
- Farebox Revenue:
 - Year End December 2020: (-\$3,661,031)
- C-TRAN Reserve Balance for Year End December 2020: \$104,264,883
- Mill Plain BRT: WA State budget shows a \$9,000,000 investment in this project – many thanks to our local and state elected officials for making this a priority



« C-TRAN: OUR COMMUNITY, OUR PROMISE »

Service and Capital Projects

- System Planning / Changes:
 - Fixed Route and Paratransit: minor adjustments but running at full service
 - Service Changes: any addition to service hours / service changes are placed on hold for 2020, will re-evaluate in 2021
- C-TRAN Operations and Maintenance Facility Redesign:
 - Will present updated changes to the Board in March regarding changes, and re-start of this project
- Mill Plain BRT:
 - Continues to push forward while looking to retake time lost on the schedule from the pandemic



« C-TRAN: OUR COMMUNITY, OUR PROMISE »

CEO Updates

- Mill Plain ILA's: (thanks City Staff!)
- Mill Plain State Grant: (Nice work Scott Patterson!)
- Broadband
- Rosa Parks No Fare Day February 4th: C-TRAN / TriMet / Portland Streetcar
- C-TRAN Flags Honoring Monthly National Celebrations: (thanks Dean Horn!)
- Dr. Martin Luther King Jr. Bus and thanks to Vancouver NAACP



« C-TRAN: OUR COMMUNITY, OUR PROMISE »

Questions?



« C-TRAN: OUR COMMUNITY, OUR PROMISE »