



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

October 12, 2021

The C-TRAN Board of Directors Meeting was held Tuesday, October 12, 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 5:34 p.m.

ROLL CALL OF BOARD MEMBERS

PRESENT: Greg Anderson – City of Camas, Jim Bennett - Labor Representative, Adrian Cortes – City of Battle Ground, Molly Coston – City of Washougal, Bart Hansen – City of Vancouver, Dennis Hill – Cities of La Center and Ridgefield and Town of Yacolt, Temple Lentz – Clark County Council, Anne McEnerny-Ogle – City of Vancouver, Eileen Quiring O’Brien – Clark County Council, Ty Stober – City of Vancouver

ABSENT: None

STAFF PRESENT

Chief Executive Officer Shawn Donaghy, Deputy Chief Executive Officer Monica Tellez-Fowler, Chief Capital Projects & Service Planning Officer Scott Patterson, Chief Operations Officer Inessa Vitko, Chief Human Resources & Safety Officer Laura Merry, Legal Counsel Aaron Millstein, IT Systems Administrator Caleb Cooper, Senior Planner Taylor Eidt, Executive Office Manager/Clerk of the Board Debbie Jermann

PLEDGE OF ALLEGIANCE

Chair McEnerny-Ogle led the Pledge of Allegiance.

APPROVAL OF AGENDA

EILEEN QUIRING O’BRIEN MOTIONED, IT WAS SECONDED, AND MOTION CARRIED TO APPROVE THE AGENDA.

PUBLIC COMMENT

ABBY GRIFFITH, Vancouver WA submitted written comments, attached to these minutes as **Exhibit A**. Ms. Griffith lives in the Harney Heights neighborhood, and asked C-TRAN to participate in a “Week without Driving” challenge October 2-29, 2021.

CONSENT AGENDA

1. **APPROVAL OF BOARD MEETING MINUTES: SEPTEMBER 14, 2021**
2. **TRANSMITTAL OF CLAIMS NUMBERED 130945 THROUGH 131227, ELECTRONIC ACCOUNTS PAYABLE (EAP) VOUCHER NUMBERED EAP0001 THROUGH EAP0011, PLUS NET PAYROLL PAID IN SEPTEMBER 2021 IN THE TOTAL AMOUNT OF \$6,285,950.73**
3. **OFFICE 365 LICENSING 5-YEAR CONTRACTING AUTHORITY, STAFF REPORT #21-032**
C-TRAN utilizes Office 365 for the agency's email system and for a variety of Microsoft and supporting software products. C-TRAN will reach the end of its current licensing agreement on November 1, 2021 and is seeking to establish a new contract for these products that will address agency needs over the next five years using the Washington State Master Agreement 05116. C-TRAN is eligible to use Washington State Master Agreements as a member of the Master Contracts Usage Agreement with the State of Washington.

EILEEN QUIRING O'BRIEN MOTIONED, IT WAS SECONDED AND MOTION CARRIED TO APPROVE THE CONSENT AGENDA.

ACTION ITEMS

1. **JANUARY 2022 SERVICE CHANGE, STAFF REPORT #21-033**
Chief Capital Projects & Service Planning Officer Scott Patterson and Senior Planner Taylor Eidt provided the staff report, as outlined in the PowerPoint presentation, attached to these minutes as **Exhibit B**.

At the September 14, 2022 C-TRAN Board meeting, a public hearing was held to give the public an opportunity to comment on the proposed concepts presented to the Board. The service change proposals have been updated to include recommendations to provide for an increased service area for the Rose Village and WSU-Vancouver/Salmon Creek boundaries, weekend Microtransit service, and expansion of the operating span of Route 65 on all days. Should the Board approve this service change, staff plans to implement all proposed changes in the January 9, 2022 Service Change. A Title VI analysis of the recommended changes was completed. Title VI requires that the C-TRAN Board acknowledge consideration, awareness, and approval of the analysis.

Board Member Greg Anderson asked when the Saturday and Sunday Microtransit service would begin.

Chief Officer Patterson said the start date is dependent on having the necessary resources available, including drivers.

Board Member Dennis Hill asked if any of the changes would take place before January 2022.

Chief Officer Patterson said changes would not take place until January 2022.

BART HANSEN MOTIONED, IT WAS SECONDED, AND MOTION CARRIED THAT THE C-TRAN BOARD OF DIRECTORS ACKNOWLEDGES THAT AN EQUITY ANALYSIS WAS COMPLETED AND NO DISPARATE IMPACTS OR DISPROPORTIONAL BURDENS WERE FOUND; AND THE C-TRAN BOARD OF DIRECTORS ADOPT THE PROPOSED CHANGES TO C-TRAN SERVICE AS DESCRIBED IN THIS REPORT.

2. FISHERS LANDING TRANSIT CENTER (FLTC) FACILITY REFRESH, STAFF REPORT #21-034

CEO Donaghy provided the staff report.

Fishers Landing was originally built in 2000. Small improvements were made to the public areas in 2017. Since 2000, no upgrades have taken place to the Rose Besserman Room on the second floor, nor the staff areas in the building. Prior to the pandemic, the Rose Besserman Room was frequently used by school districts, non-profit groups, community organizations, and other government agencies for training, meetings, and outreach. The staff areas are used by Fixed Route and Paratransit Operators, Field Service Workers, Facilities Maintenance, and Supervisors. It is anticipated that use of the meeting space at Fishers Landing will increase during construction at the 65th Avenue Campus. The Rose Besserman Room is currently being used to conduct Operator Training. The improvements proposed for FLTC include, but are not limited to: design and installation of a drop ceiling for improved acoustics in the Rose Besserman Room; fire/life/safety improvements, audio/visual technology, furnishings replacement, refresh of the kitchenettes in the staff lounge and Rose Besserman Room, update staff restrooms on the first floor, refresh two (2) stairwells, and updates to the HVAC.

Board Member Adrian Cortes asked how the work would affect transit riders.

CEO Donaghy said the public area of the transit center would be unaffected.

TY STOBER MOTIONED, IT WAS SECONDED, AND MOTION CARRIED THAT THE C-TRAN BOARD OF DIRECTORS PROVIDES THE CHIEF EXECUTIVE OFFICER CONTRACTING AUTHORITY FOR DESIGN, CONSTRUCTION, AND IMPROVEMENTS FOR THE FISHERS LANDING TRANSIT CENTER, NOT TO EXCEED \$641,000.

COMMUNICATIONS

From the Chair

Chair McEnery-Ogle congratulated C-TRAN on the great Mill Plain Bus Rapid Transit Groundbreaking event.

From the Board

Board Member Hill asked when the C-TRAN Board might resume in-person meetings.

CEO Donaghy said as C-TRAN is a transit agency, the COVID guidelines put forth by the CDC and TSA must be following. Staff expects in-person meetings to resume sometime in 2022.

From the CEO

CEO Donaghy recognized C-TRAN Customer Service Representative Joy Denslinger-Cox and Inventory Technician Jeff Matherly on their recent retirements.

1. Major Projects Update

CEO Donaghy provided the update, as outlined in the PowerPoint presentation, attached to these minutes as **Exhibit C**.

CEO Donaghy said regarding the Interstate Bridge Replacement (IBR) project, as a representative of C-TRAN, he has raised concerns regarding the following:

- Timeline for screening of design options and developing solutions; the timeline is very aggressive and probably not realistic
- Issues being given the opportunity to review data.
- Assurance that the data is vetted to the satisfaction of all project partners.
- Lack of meeting minutes.
- Meeting agendas distributed last minute, without sufficient time to discuss with partners regarding preferred outcomes.
- Unrealistic timeframes; particularly concerning engaging stakeholders. Community Advisory Groups are critical to the process and if there is a desire to move forward with funding opportunities to push the project, those need to be relayed to the groups so that they feel their input is valued.
- Yellow Line opportunities vs. current ridership – does the development of the Expo property create a good ridership situation across the river – yes, but how does that expansion factor into riders either into or from Southwest Washington. These questions continue to be unanswered.

Board Member Quiring O'Brien thanked CEO Donaghy for his report, and added that it is important for minutes of these meetings to be made available to the public.

Chair McEnery-Ogle said the Executive Steering Group, Community Advisory Board, and Equity Advisory Board meetings are public meetings and are available via YouTube on the IBR website.

From Legal Counsel

None

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 6:32 p.m.

Prepared By: Clerk of the Board Debbie Jermann, MMC