



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

January 11, 2022

The C-TRAN Board of Directors Meeting was held Tuesday, January 11, 2022 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, Jim Bennett - Labor Representative (**arrived at 6:06 p.m.**), Molly Coston – City of Washougal, Bart Hansen – City of Vancouver, Philip Johnson – City of Battle Ground, Temple Lentz – Clark County Council, Anne McEnerny-Ogle – City of Vancouver, Eileen Quiring O’Brien – Clark County Council, Ron Onslow – Cities of La Center and Ridgefield and Town of Yacolt, Ty Stober – City of Vancouver

ABSENT: None

STAFF PRESENT

Chief Executive Officer Shawn Donaghy, Deputy Chief Executive Officer Monica Tellez-Fowler, Chief Capital Projects & 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, Executive Office Manager/Clerk of the Board Debbie Jermann

PLEDGE OF ALLEGIANCE

Chair McEnerny-Ogle led the Pledge of Allegiance.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

THOMAS CHIDWICK, Vancouver WA addressed the Board regarding his support for the new service, *The Current*, and asked the Board to consider extending service so riders can attend evening public meetings. Mr. Chidwick also asked for expanded communications from C-TRAN to the riders.

Chief Executive Officer (CEO) Shawn Donaghy advised staff will work with Mr. Chidwick on his concerns. C-TRAN is exploring moving Twitter to another platform to enhance service alerts.

Board Member Bart Hansen suggested FAQ's posted to the website regarding *The Current* service.

CEO Donaghy said FAQ's have been developed and will be shared via social media. The FAQ's will evolve with the service.

CONSENT AGENDA

- 1. APPROVAL OF BOARD MEETING MINUTES: DECEMBER 14, 2021**
- 2. APPROVAL OF BOARD SPECIAL MEETING MINUTES: DECEMBER 28, 2021**
- 3. TRANSMITTAL OF CLAIMS NUMBERED 131840 THROUGH 132118, ELECTRONIC ACCOUNTS PAYABLE (EAP) VOUCHER NUMBERS EAP0134 THROUGH EAP0202, PLUS NET PAYROLL PAID IN DECEMBER 2021 IN THE TOTAL AMOUNT OF \$5,885,112.96**
- 4. CONTRACT AWARD: FINANCIAL AND HUMAN RESOURCE SYSTEMS NEEDS ASSESSMENT, STAFF REPORT #22-001**

Since 2009, C-TRAN has utilized Microsoft Dynamics Great Plains (GP) software as its primary financial and human resource information system. The software also includes functionality and integrations that impact both Maintenance and Operations. While the system is robust, there are known gaps in the functionality, as well as integration challenges with other systems, that require resolution. In addition, the software for these types of systems has evolved quite a bit since C-TRAN originally implemented GP. This could mean that there are new system packages in the market today that might better meet C-TRAN's needs. The System Needs Assessment will review C-TRAN's current use of the GP system, identify/review functional gaps, analyze existing integrations, and identify any opportunities for new integrations with other C-TRAN systems. Upon completion of the assessment, the Consultant will provide C-TRAN with specific recommendations for how the agency should move forward from a system perspective. The Consultant will also assist in the procurement of any applicable new solutions and serve in an advisory capacity for the implementation of any new solutions.

- 5. C-TRAN CODE OF ETHICS POLICY PBD-012 REAFFIRMATION, STAFF REPORT #22-002**

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. The only proposed change to the policy is the date of reissuance.

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

ACTION ITEM

1. PRE-CONSTRUCTION ACTIVITIES AND SERVICES AT 6612 NE 18TH STREET, STAFF REPORT #22-003

Chief Operations Officer Inessa Vitko provided the staff report, as outlined in the PowerPoint presentation, attached to these minutes as **Exhibit A**.

At the December 8, 2020 Board meeting, the C-TRAN Board of Directors approved the purchase of the corner lot adjacent to 18th St. and 65th Ave, just to the south of C-TRAN's current Operations and Maintenance facilities, to help meet near and long-term expansion goals. The property located at 6612 NE 18th St. consists of a residence, multiple outbuildings, and underground storage tanks, which require several contractors to bring the property to a shovel-ready state for future development. To prepare the site for future construction and maintain property security, contracts for environmental assessments, utility locates, underground storage tank removal, surveying and lot consolidation, hazardous materials abatement, temporary fencing, demolition, and other services are required. Staff estimates the fencing will be installed by end of January 2022.

Board Member Ty Stober asked how long the temporary fencing will be installed, and expressed concern the aesthetic of the temporary fencing could impact neighboring businesses.

Chief Vitko said the temporary fencing will be installed during all phases of the project, to address any security concerns, estimated to be up to 24 months.

Board Member Stober said he does not consider fencing temporary if it is in place over 24 months.

Board Member Philip Johnson asked how a procurement for fencing could be completed in 20 days.

Chief Vitko noted that there are existing contracts in place for fencing for other C-TRAN projects that can be utilized.

CEO Donaghy said previous Board approvals for improvements at other adjacent C-TRAN properties including fencing. The subject property improvements have lagged behind due to issues with the tenant vacating the property. The goal is to have this project completed within 18 to 24 months.

RON ONSLOW MOTIONED, IT WAS SECONDED, AND MOTION CARRIED TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO EXECUTE CONTRACTS AND PAYMENTS FOR THE NECESSARY PRE-CONSTRUCTION ACTIVITIES AND SERVICES FOR 6612 NE 18TH ST., AND INSTALL TEMPORARY FENCING, IN AN AMOUNT NOT TO EXCEED \$710,352.

COMMUNICATIONS

From the Chair

1. Election of the 2022 C-TRAN Board of Directors Chair and Vice-Chair.

RON ONSLOW NOMINATED TEMPLE LENTZ AS THE 2022 C-TRAN BOARD OF DIRECTORS CHAIR.

EILEEN QUIRING-O'BRIEN NOMINATED RON ONSLOW AS THE 2022 C-TRAN BOARD OF DIRECTORS CHAIR. RON ONSLOW DECLINED THE NOMINATION

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

THE MOTION TO ELECT TEMPLE LENTZ AS CHAIR CARRIED, WITH EILEEN QUIRING O'BRIEN VOTING NAY.

TY STOBER NOMINATED RON ONSLOW AS THE 2022 C-TRAN BOARD OF DIRECTORS VICE-CHAIR.

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

THE MOTION TO ELECT RON ONSLOW AS VICE-CHAIR CARRIED.

Chair McEnery-Ogle welcome Philip Johnson, representing the City of Battle Ground, to the Board.

From the Board

Board Member Quiring O'Brien thanked Chair McEnery-Ogle for her service as Chair of the C-TRAN Board of Directors.

From the Chief Executive Officer

CEO Donaghy noted that C-TRAN has grown and been successful under the leadership of Chair McEnery-Ogle, and with the support of the Board of Directors.

CEO Donaghy reported on the first two (2) days of the service changes, and is encouraged by the ridership data.

CEO Donaghy commended C-TRAN staff on their efforts during the recent weather event.

Board Member Jim Bennett joined the meeting at 6:06 p.m.

1. Interstate Bridge Replacement (IBR) Project Update
CEO Donaghy provided the updated, as outlined in the PowerPoint presentation, attached to these minutes as **Exhibit B**.

From Legal Counsel

None

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 6:13 p.m.

Prepared By: Clerk of the Board Debbie Jermann, MMC