



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

June 2, 2017

The C-TRAN Board of Directors Special Meeting was held Friday, June 2, 2017 at C-TRAN Administrative Offices, 2425 NE 65th Avenue, Vancouver, WA.

CALL TO ORDER

Chair Marc Boldt called the meeting to order at 10:01 a.m.

ROLL CALL OF BOARD MEMBERS

PRESENT: Greg Anderson - City of Camas (via Conference Call), John Blom - Clark County Council, Marc Boldt - Clark County Council, Jack Burkman - City of Vancouver, Jill Carrillo - Labor Representative, Mike Dalesandro - City of Battle Ground, Sean Guard - City of Washougal, Anne McEnerny-Ogle - City of Vancouver, John Main - Cities of La Center & Ridgefield and Town of Yacolt

ABSENT: Bart Hansen, City of Vancouver

STAFF PRESENT

Executive Director/CEO Jeff Hamm, Director of Human Resources & Labor Relations Suzanne Pfeiffer, Communications & Public Affairs Manager Chris Selk, Deputy Clerk of the Board/Confidential Technician Morgan Stubbe

ACTION ITEMS

1. EMPLOYMENT CONTRACT WITH SHAWN DONAGHY, STAFF REPORT #17-030

On May 5, 2017, the C-TRAN Board of Directors conducted interviews with candidates for the position of C-TRAN Executive Director/CEO. At the conclusion of the interviews, the Board directed Chair Marc Boldt to begin contract negotiations with candidate Shawn Donaghy.

The summary of negotiated contract terms are as follows:

RECURRING EXPENSES:

- Salary: \$176,250; Annual salary increase of 2.5% except in years where there is no range adjustment for non-represented staff
- Eligible for annual bonus if Board wishes to grant one after completing annual performance review
- Deferred Compensation Contribution: \$15,000 annually
- No car allowance

NON-RECURRING EXPENSES:

- Temporary Housing Allowance: \$1200 per month for up to six months (\$7200 max); payout ends sooner if home in Texas closes before end of six month period
- Relocation Allowance: \$22,000 lump sum payment; Both temporary housing and relocation allowances must be repaid if employed by C-TRAN less than 12 months
- Vacation: 25 days annually for years 1-10, granted at the start of each year of employment, and then follows Board existing policy;
- Contract Term: 3 years and then two-year renewals unless Board notifies of intent not to renew
- Severance: 12 months' salary and benefits if terminated without cause; No severance required if Board decides not to renew contract

ANNE McENERNY-OGLE MOTIONED, IT WAS SECONDED, AND MOTION CARRIED TO APPROVE THE EMPLOYMENT CONTRACT WITH SHAWN DONAGHY AS C-TRAN EXECUTIVE DIRECTOR/CEO.

COMMUNICATIONS

From the Chair

Chair Boldt noted that there would be a moment of silence at noon to honor the victims of the TriMet attack.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 10:05 a.m.

Prepared By: Deputy Clerk of the Board/Confidential Technician Morgan Stubbe, CMC