



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

**February 8, 2022**

The C-TRAN Board of Directors Meeting was held Tuesday, February 8, 2022 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 Temple Lentz 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, Bart Hansen – City of Vancouver, Temple Lentz – Clark County Council, Anne McEnerny-Ogle – City of Vancouver, Ron Onslow – Cities of La Center and Ridgefield and Town of Yacolt, Ty Stober – City of Vancouver

**ABSENT:** Philip Johnson – City of Battle Ground, Karen Bowerman – Clark County Council, and Molly Coston – City of Washougal

**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 Lentz led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

**ANNE McENERNY-OGLE MOTIONED, IT WAS SECONDED, AND MOTION CARRIED TO APPROVE THE AGENDA.**

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

- 1. APPROVAL OF BOARD MEETING MINUTES: JANUARY 11, 2022**
- 2. TRANSMITTAL OF CLAIMS NUMBERED 132137 THROUGH 132369, ELECTRONIC ACCOUNTS PAYABLE (EAP) VOUCHER NUMBERS EAP0203 THROUGH EAP0264, PLUS NET PAYROLL PAID IN JANUARY 2022 IN THE TOTAL AMOUNT OF \$7,912,348.56**

**3. STATE CONTRACT AWARD: FUEL CONTRACT NO. 08721, STAFF REPORT #22-004**

C-TRAN is currently purchasing renewable diesel from an Inter-local Contract with Clark Public Utility District (PUD). C-TRAN currently uses this contract under an inter-local agreement between C-TRAN and Clark Public Utilities. C-TRAN purchases Ultra Low Sulfur Diesel (ULSD) and gasoline off the State of Washington Contract No. 0311 which expires February 28, 2022. In September 2021, the State of Washington issued a solicitation for all fuels: Gasoline, Diesel, and Renewable Diesel. The State of Washington awarded the Southwest Washington Master Contract No. 08721 to Associated Petroleum Products through an Invitation to Bid process. C-TRAN is eligible to use this contract as a member of the Master Contracts Usage Agreement. This allows C-TRAN to purchase ULSD, gasoline, and renewable diesel under the state purchasing agreement OPIS index pricing.

**4. SOLE SOURCE CONTRACT AWARD: FIXED ROUTE DESTINATION SIGN UPGRADE, STAFF REPORT #22-005**

C-TRAN currently, has thirty-six (36) destination signs that are in need of replacement due to age and the ability to obtain replacement parts. The current destination signs are no longer in production or supported by Luminator/Twinvision therefore, new upgrade kits are needed for these signs. Newer destination signs are primarily high-intensity LED based and last longer, where older signs have antiquated light technology that are difficult to retain parts for. In accordance with C-TRAN's Procurement Policy (PBD-003), this procurement is justified as a sole source/only available from one single source, procurement due to the unique capability and availability of the products being purchased.

**ANNE McENERNY-OGLE MOTIONED, IT WAS SECONDED, AND MOTION CARRIED TO APPROVE THE CONSENT AGENDA.**

**ACTION ITEM**

**1. MEMORANDUM OF AGREEMENT: PAC TRUST, STAFF REPORT #22-006**

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

During the initial planning and design work for the new transit center, C-TRAN discussed various design options with our project partners, for the intersection immediately to the west of the transit center, including the local owner/developer, Pac Trust, the City of Vancouver, and Clark College. With vacant property to the north of the transit center that is planned for future development, C-TRAN desired to explore options that would maximize traffic flow for our buses accessing the transit center in the safest and most efficient manner, while also providing longer term capacity as the area continues to develop. Both the city and Pac Trust expressed a desire for a roundabout rather than a basic signalized intersection for efficiency and consistency with nearby intersections. As partner discussions continued, and as Chief Executive Officer Shawn Donaghy briefed the C-TRAN Board of Directors in 2021, consensus emerged on the roundabout solution. As a roundabout would cost more than a traditional signalized intersection, C-TRAN entered into discussions with Pac Trust for C-TRAN to contribute a share roughly equivalent for what it would have paid for a basic signalized intersection and that Pac Trust would be responsible for all remaining costs for the design and construction of a full roundabout. The result of those discussions led to the

