

**Southwest Washington Regional Transportation Council  
Board of Directors  
September 2, 2014, Meeting Minutes**

**I. Call to Order and Roll Call of Members**

The Southwest Washington Regional Transportation Council Board of Directors Meeting was called to order by Chair Jack Burkman on Tuesday, September 2, 2014, at 4:00 p.m. at the Clark County Public Service Center Sixth Floor Training Room, 1300 Franklin Street, Vancouver, Washington. The meeting was recorded by CVTV. Attendance follows.

Voting Board Members Present:

Nancy Baker, Port of Vancouver Commissioner  
Ed Barnes, Clark County Commissioner  
Jack Burkman, Vancouver Council Member  
Bill Ganley, Battle Ground Council Member  
Jeff Hamm, C-TRAN Executive Director  
David Madore, Clark County Commissioner  
Tom Mielke, Clark County Commissioner  
Larry Smith, Vancouver Council Member  
Melissa Smith, Camas Council Member  
Don Wagner, WSDOT Regional Administrator  
Rian Windsheimer, ODOT Interim Reg. Manager

Voting Board Members Absent:

Shirley Craddick, Metro Councilor  
Doug McKenzie, Skamania Co. Commissioner  
David Poucher, White Salmon Mayor

Nonvoting Board Members Present:

Nonvoting Board Members Absent:

Curtis King, Senator 14<sup>th</sup> District  
Norm Johnson, Representative 14<sup>th</sup> District  
Charles Ross, Representative 14<sup>th</sup> District  
Don Benton, Senator 17<sup>th</sup> District  
Paul Harris, Representative 17<sup>th</sup> District  
Monica Stonier, Representative 17<sup>th</sup> District  
Ann Rivers, Senator 18<sup>th</sup> District  
Liz Pike, Representative 18<sup>th</sup> District  
Brandon Vick, Representative 18<sup>th</sup> District  
John Braun, Senator 20<sup>th</sup> District  
Richard DeBolt, Representative 20<sup>th</sup> District  
Ed Orcutt, Representative 20<sup>th</sup> District  
Annette Cleveland, Senator 49<sup>th</sup> District  
Jim Moeller, Representative 49<sup>th</sup> District  
Sharon Wylie, Representative 49<sup>th</sup> District

Guests Present:

Mike Bomar, CREDC  
Katy Brooks, Port of Vancouver  
Eric Florip, The Columbian  
Heath Henderson, Clark County  
Roy Jennings, WA Transportation Commissioner  
Jim Karlock, Citizen  
Laurie Lebowsky, Clark County  
Phil Messina, Prothman Company  
Sharon Nasset, Third Bridge Now  
Jerry Oliver, Port of Vancouver Commissioner  
Kelly Love Parker, Greater Vancouver Chamber  
Scott Patterson, C-TRAN  
Don Owings, HDR Engineering  
Tad Winiecki, Highway Transport Research  
Bill Wright, Clark County

Staff Present:

Lynda David, Senior Transportation Planner  
Mark Harrington, Senior Transportation Planner  
Bob Hart, Transportation Section Supervisor  
Matt Ransom, Executive Director  
Dale Robins, Senior Transportation Planner  
Diane Workman, Administrative Assistant

## **II. Citizen Communications**

Sharon Nasset from Portland referred to RTC's Public Participation Plan and things they do with their partner agencies including land use, air quality, and historical. Ms. Nasset said relating to historical, there are the rail bridge and the east portion of the I-5 bridges. She said she thought the I-5 Bridge could qualify for historical funds in 2017 and noted the amenities that it could provide along with the added money the tourism would bring to the region. Ms. Nasset suggested looking into this possible funding source.

## **III. Approval of the Board Agenda**

LARRY SMITH MOVED FOR APPROVAL OF THE SEPTEMBER 2, 2014, MEETING AGENDA. THE MOTION WAS SECONDED BY ED BARNES AND UNANIMOUSLY APPROVED.

## **IV. Approval of the August 5, 2014, Minutes**

LARRY SMITH MOVED FOR APPROVAL OF THE AUGUST 5, 2014, MEETING MINUTES. THE MOTION WAS SECONDED BY NANCY BAKER AND UNANIMOUSLY APPROVED.

## **V. Consent Agenda**

### **A. September Claims**

ED BARNES MOVED FOR APPROVAL OF THE CONSENT AGENDA SEPTEMBER CLAIMS. THE MOTION WAS SECONDED BY LARRY SMITH AND UNANIMOUSLY APPROVED.

## **VI. Transportation Improvement Program – Project Evaluation**

Matt Ransom said Dale Robins would present the grant applications that were submitted to RTC for our regional federal funds. Mr. Ransom noted the portfolio of the projects distributed to Board Members at their table. This listed a map with all of the projects shown along with detailed information about each project. The action that is being requested is to accept the ranking of the projects. This ranking has been vetted by both RTC staff and RTAC members.

Dale Robins said as the Metropolitan Transportation Planning Organization for the Clark County region, RTC is required to develop a Transportation Improvement Program (TIP). Projects must be listed in the TIP in order for agencies to receive federal reimbursement for their projects. The TIP identifies how funds will be spent on regional transportation projects over the next four years.

The RTC Board is responsible for selecting projects within the region for the STP and CMAQ programs. The projects selected by RTC are then combined with projects selected through other processes to form the full TIP. The STP and CMAQ projects are selected by the RTC Board using a competitive process that utilizes approved selection criteria. Federal regulations require that the TIP be developed through a competitive process. RTC's TIP procedures were approved by the RTC Board in July 2013, and the selection criteria were approved in December 2012.

Mr. Robins provided a slide with a summary of the applications that were received. Local agencies draw their priority projects from the regional long range plan, the Regional

Transportation Plan. Each agency submits their priority projects to RTC by completing a project application. There were a total of 16 projects received this year, with a request of about \$17.1 million. There is approximately \$10 million available. The total cost of all projects submitted is about \$87.1 million.

Each project is evaluated by technical staff and ranked against the selection criteria approved by the RTC Board. A list of the proposed STP-Urban projects, STP-Rural projects, and CMAQ projects was provided and included in the memorandum included in the meeting packet. Individual project information was provided in the portfolio distributed.

Commissioner Madore said the memo states that for the STP-Rural process, a Rural Committee was formed to advise the Regional Transportation Advisory Committee. He asked if the committee was formed by RTAC or the RTC Board. Mr. Robins said it is a subcommittee of RTAC; it is the rural cities in Clark County that are on the RTAC committee. Commissioner Madore said it states RTC formed the subcommittee whereas RTAC formed the subcommittee. Chair Burkman said that could be corrected to say RTAC formed the committee under the direction of RTC. Commissioner Madore asked who those members were. Mr. Robins said it is the technical staff from Clark County, City of Ridgefield, City of La Center, and Yaoclt. Chair Burkman asked that a follow-up email be sent to the Board with those names.

LARRY SMITH MOVED TO ACCEPT THE EVALUATION AND RANKING OF THE PROJECTS AS RECOMMENDED BY RTAC. THE MOTION WAS SECONDED BY MELISSA SMITH AND UNANIMOUSLY APPROVED.

#### **VII. Human Services Transportation Plan – Update: Clark, Skamania, and Klickitat Counties.**

Matt Ransom said the Human Services Transportation Plan (HSTP) is a grant that they are planning under that was awarded by WSDOT last year. Every four years, the federal government asks regions, typically the MPOs, to lead this process to coordinate with our human services providers that are providing medical care, transportation services, special needs services for those with disabilities and low incomes to coordinate efforts. This is to ensure that the federal resources are being spent wisely, that there is not redundancy in service, and the providers are competitively seeking funds from the state without duplications. This planning effort is an attempt to accomplish those goals. Lynda would provide an overview of the process that is now underway, the trends in populations that need to be served in these three counties, and also an overview of the needs and strategies. The next step is bringing back a Plan recommendation to the Board in November. That needs to be completed prior to submittal to the state so that the application for funding from each of the service agencies is reviewed in accordance with the regional priorities.

David Madore distributed a document with a transportation overview from the Area Agency on Aging & Disabilities of Southwest Washington, a specialty provider for transportation resources, and wanted to make sure they were included as a provider for specialty services. Lynda David said the Area Agency on Aging is included in the stakeholder group, the ATCI- Accessible Transportation Coalition Initiative, and has had an active role in the HSTP.

Ms. David said the HSTP addresses the transportation needs of the elderly, people with disabilities, those with low income, and rural residents unable to provide their own

transportation. Generally, the Plan addresses the special transportation needs of those who cannot drive themselves. The Plan is a federal and state requirement with update required every four years. The Plan in turn paves the way for project development and supports applications for WSDOT's Consolidated Public Transportation Grant Program and for use of FTA Section 5310 funds which come to the Clark County region with C-TRAN as designated recipient of those funds.

Through the Consolidated Public Transportation Grant Program, WSDOT distributes both state and federal funding for rural public transportation as well as transportation services for the low income, aged, and people with disabilities. Each biennium WSDOT solicits projects to compete for funding from this program statewide. This is about \$38 million available per biennium.

As RTPO for the three-county region, RTC has a role in the HSTP and grant process. First, RTC develops the HSTP every four years. The current Plan was adopted by the RTC Board in December 2010. RTC is currently engaged in updating the HSTP with input from stakeholders and planning partners identifying special transportation needs and strategies. RTC also provides support for developing project applications and works with stakeholders to rank the projects from this region; the projects must serve to meet needs identified in the HSTP.

Ms. David said the State's Agency Council on Coordinated Transportation (ACCT) is prescriptive regarding elements the HSTP must address. These elements are: coordinate with stakeholders; ensure emergency management is addressed; gather data and information from sources such as the Census, American Community Survey and the state's Office of Financial Management; identify unmet transportation needs; and develop strategies to meet these public transportation needs. The HSTP must cover RTC's three-county region (Clark, Skamania, and Klickitat).

Ms. David provided a slide that showed some of the key demographics they are concerned with when considering special needs transportation. They include population 65 and over, population with disabilities, households with no car, and persons below the poverty level. In addition, the ACCT takes into consideration the number of rural residents, people under 18, and the number of veterans when determining how many ranked projects can be submitted by a region. Our region has the ability to submit six A ranked projects and five B ranked projects.

Of the three counties, Klickitat County has the highest percentage of population 65 and over at 18.4% of its population and has the highest number with disabilities at 18.4% and highest percentage of persons below the poverty level at 19.1%. In Clark County, the 65+ age group will grow from around 50,000 to over 115,000, from 11.5% of the population to almost 21% between 2010 and 2035.

In looking at the demographics for all three counties, Skamania County's population aged 65 and over is forecast by the Washington Office of Financial management to grow to almost 29% of its population by 2035, and Klickitat County's population aged 65 and over is forecast to grow to 32% of its population. This growth is in counties that are primarily rural and not easy to serve by special needs transportation.

The HSTP is required to address existing transportation services. In Clark County, service is provided by C-TRAN and C-VAN, in Skamania by the County's Senior Services, and the same

in Klickitat County with their Senior Services operating the Mount Adams Transportation. In all three counties, there are also other entities operating transportation serving those with special needs. They include school transportation, public/private providers such as Golden Chariot and Safety One, the Human Services Council operation of a transportation brokerage, and Catholic Community Services have a volunteer driver program through their community chores program.

Ms. David said the growing demand results in growing challenges for service providers, and there are a diverse range of needs out there. Emergency preparedness for transportation of the most vulnerable in times of emergency, such as fires and earthquakes, can present challenges, and those on Medicaid are not eligible for transportation assistance to access mental health and preventative medical appointments.

Focusing on the needs of seniors in our community, Ms. David said they hear from the health care community that aging in place is the best option for seniors who are able to do so, staying in their home environment they are most familiar with. However, these seniors do need to get to services, and transportation services help to avoid isolation of these seniors.

Ms. David highlighted some other aspects of special needs transportation as well as transportation challenges the HSTP covers. These include the federal law requiring that homeless children be provided a stable, school base. This is a requirement of the McKinney-Vento Homeless Education Assistance Act and requires transportation access to these schools. In this region, the ESD 112 covers the program. In the Goldendale area and outlying Klickitat County, there is no pharmacy that accepts Medicaid, so patients have to get to Hood River to fill their prescriptions.

Some potential strategies identified in discussion with stakeholders to address special needs transportation include initiating a “1-call, 1-click” service where people could get transportation information. With the growing need for special transportation services, it is imperative to boost the number of volunteer drivers who can help to meet the transportation needs. The use of ever-evolving technology can help to increase the efficiency of dispatching of transportation services and can provide wayfinding technology to help those with vision or hearing disabilities use the fixed route transit options.

Ms. David said within the next two weeks, the draft HSTP will be complete. RTC will continue to work with partner agencies and non-profits to determine what strategies and solutions can be put into place to help to meet the transportation needs and then to work with partners to develop project grant applications to forward to C-TRAN for potential use of FTA Section 5310 funding and/or to WSDOT for Consolidated Public Transportation Funding Grant program competition. Staff will return at a future RTC Board meeting to review the projects and ranking and ask for the Board’s concurrence prior to projects being submitted to WSDOT by November 19.

Commissioner Madore said among the many stakeholders that participated in this, one that he would like recognized for the outstanding work that they do is the Area Agency on Aging & Disabilities of Southwest Washington. He said they help individuals age in place and provide many different services and referred to the handout that he provided.

### **VIII. 2035 Regional Transportation Plan Update, Draft Project List**

Matt Ransom referred to the RTP draft list of projects. He said projects need to be on the RTP list in order to be programmed in the Transportation Improvement Program for funding. These projects are not developed by RTC; the projects are submitted by local agencies to RTC to compile for consideration. Mr. Ransom said that RTAC with local staffs are diligently reviewing the list for accuracy and completeness. He said RTC relies on individual agencies for cost estimates.

Lynda David referred to the memorandum and attached lists included in the meeting packet. She said they want to go a step further than the draft listings they provided at the August meeting by providing a draft of the RTP update's project listings.

Ms. David recapped that the Regional Transportation Plan is the long-rang plan for the region's transportation system required as a condition for receipt of federal transportation funding to this region. The Plan must cover a period of at least 20 years and the federal requirement is for Plan update at least every four years. The Plan must be multimodal: addressing, for example, automobile, rail, bicycle, pedestrian, transit, system management, demand management, and freight and goods movement. Federal requirements are for a fiscally-constrained Plan. The RTP is the result of a process that requires collaboration, coordination, and consultation to make sure there is consistency between federal, state, and local Plans.

In the RTP's update process, they are now addressing capital facility plan inputs, transportation networks, and have begun to address the financial plan which they will continue to review through October.

As reviewed at last month's meeting, one of the most important RTP elements is the list of identified transportation projects. Jurisdictions in Washington plan under the Growth Management Act, and as such, local jurisdictions work with RTC to assess their transportation systems. Local jurisdictions come up with a list of projects to address transportation system deficiencies as part of local Capital Facilities Plans. RTC also compiles project information from local Transportation Improvement Programs and projects to be funded, in part, with Traffic Impact Fees.

In other words, the planning process builds from the local level up, with RTC compiling project information from local jurisdictions as well as from WSDOT and from C-TRAN. In turn, RTC uses the information to build transportation networks in the regional travel model and assesses transportation system performance and future forecast performance to analyze the greatest transportation needs. RTC takes project cost estimates from local plans to use in the RTP's financial plan chapter. The RTP list of projects is significant because projects must be identified in the RTP before they can be programmed for funding in the Transportation Improvement Program (TIP).

Ms. David reviewed the criteria used for including projects on the RTP list, and these include: most important, there should be a purpose and need for the project, projects may be identified to address preservation, maintenance, safety, capacity, urban upgrade needs, system management, and/or demand management. Projects should be identified in the plans of state or local agencies. Projects must be financially feasible, and projects must be implementable within the 20 year

timeframe. Project criteria reflect the policies of the RTP; they address mobility, congestion, and support for economic development.

At last month's meeting, members reviewed an early draft of projects completed since 2011 and projects that are now fully committed and funded. After a second review by RTAC members and now taking TIP project funding into account, revised lists were attached with the meeting memo. The first list is the list of projects completed since 2011 which amount to over \$321 million in investments on both the regional and local transportation systems. The second list is of projects that are now fully funded. These projects amount to over \$205 million in transportation investment.

The projects on the third list are regional transportation system projects identified for inclusion in the Plan. These are projects submitted to RTC by WSDOT, C-TRAN, and local jurisdictions. Each of these projects is identified to fulfil a transportation purpose and need. The regional projects amount to over \$1.8 billion in transportation investment needed over the next 20 years to address mobility and the transportation needs in the region. Ms. David said the summary of project cost estimates does not include the I-5 Bridge replacement project, which is included on the list of projects as a bi-state Mega project.

The fourth list is local transportation improvement projects to be identified in the Plan in draft format. The primary emphasis on the Regional Plan is the regional transportation system, which is a higher classification of roadways and transit system. Local projects still need to be identified so they are accounted for in financial planning efforts as well as when they build the transportation network in the regional travel forecasting model. The local projects amount to over \$910 million.

Projects on the fifth list are projects that are no longer included in the RTP at the request of transportation agencies and jurisdictions who want to ensure the highest priority projects can get funded in the next 20 years. Some of the projects are still under discussion, but these are the projects that have not been submitted for this 2014 update. Ms. David said they will continue to develop the financial plan and look at how the revenues forecast in the financial plan mesh with the list of projects in the cost estimates.

Ms. David said the next steps will be: to complete an updated Regional Travel Forecast Model for 2035 using the draft project list to put the transportation network together as part of an updated Regional Travel Forecasting Model; to again review the fiscally-constrained list of projects and strategies with RTAC members; to continue to seek public comment; and drive for adoption of the 2014 update in December.

Chair Burkman confirmed that the lists were a consolidation of all jurisdictions feeding into the process. Ms. David said that was correct.

Commissioner Madore said he had spoken to his Public Works staff and a project listed on page 2 of the list of deleted or omitted projects, they would like to move from the deleted list to the local projects identified in the 2014 RTP. The project is NE 10<sup>th</sup> Avenue, NE 164<sup>th</sup> St. to the Fairgrounds entrance. Commissioner Madore said they plan to put that back on their Capital Facilities Plan.

DAVID MADORE MOTIONED TO MOVE THE NE 10<sup>TH</sup> AVENUE PROJECT AS LISTED FROM THE DELETED LIST TO THE LOCAL PROJECT LIST TO BE INCLUDED IN THE 2014 RTP.

Chair Burkman said the Board is not taking action on these lists today. He said he can honor the motion if there is a second, but the purpose today is not to generate this list. It is to share with members and allow them to go back to their staffs with any questions, corrections, or changes. Chair Burkman asked Lynda when the Board would be selecting the particular projects. Ms. David said that is done after they have looked at the financial plan to make sure what will fit with the fiscally constrained plan. She said it is likely at the October meeting.

Commissioner Madore said he understood that this was a draft list, but wanted to make sure that they finished off their economic corridor there, the NE 10<sup>th</sup> Avenue. Commissioner Mielke said they have discussed this previously as a priority along with 179<sup>th</sup> Street and I-5. Chair Burkman said these lists are the outcome of projects submitted by local jurisdiction staffs to RTC. Neither RTC, nor RTAC choose these projects. Ms. David said it is a compilation of what RTC has received from all the jurisdictions, WSDOT, and C-TRAN.

TOM MIELKE SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED.

Chair Burkman recommended that members look over the lists and discuss with their staff regarding any changes or questions regarding the projects prior to the October meeting to ensure that the process can continue forward for adoption.

Jeff Hamm noted that the projects currently listed in the RTP for C-TRAN are based upon its 2030 Plan adopted in 2010. C-TRAN plans to update that 2030 Plan. They had hoped to have that done this year, but it will probably move into 2015. Mr. Hamm said they would work together through the process.

Commissioner Madore asked WSDOT to look at the SR-14 widening from I-205 to 164<sup>th</sup> Avenue project. It is listed as adding a lane eastbound and westbound. He would like to see WSDOT consider adding lanes, 2 lanes instead of 1 lane.

Matt Ransom said as Lynda mentioned, upcoming for RTC is a financial forecast. He said this month they are planning a meeting with jurisdictions' Public Works Directors to review the financial forecast, which is a critical component of the planning process. Mr. Ransom said there is also a good report that was distributed by the State Treasurer that talks broadly about the state gas tax and how that money has been leveraged. He said it is a good report with the thinking at the state level about the gas tax, what's going to happen in the future, and how they have leveraged that the last two legislative cycles when they did the Nickel and Partnership. Mr. Ransom would distribute that by email for members to review and to have the framework that RTC has been using to inform the forecast.

## **IX. Other Business**

### From the Board

Commissioner Barnes distributed a document to members with information on the I-5 Bridge and its structural stability. He noted the recent earthquake activity that has been taking place

from Alaska to California. Commissioner Barnes said he hoped we don't make mistakes and loose lives and our bridge crossing. He urged Board members to read the document and understand the need of a new crossing.

Commissioner Mielke asked WSDOT to comment on what was just said about the I-5 Bridges. He said Senator Benton said that the I-5 Bridge is not on any seismic retrofit list in the state. He asked for Mr. Wagner's comment.

Don Wagner said the structures on I-5 are owned by the State of Oregon, so it would be the state of Oregon that would or would not have the I-5 Bridge on their list. Not being an owner of the structure, it would not be on any WSDOT list for seismic retrofit. He said they partner with the owners as they do on all Columbia River Bridges through funding any advancement on the structures.

Commissioner Mielke asked if they could have someone from ODOT give a report to members. He said the last report that he heard, he understood that the bridge was good for another 100 years. Chair Burkman said if it is the pleasure of the Board, they can add an agenda item to get an update on the status of the I-5 Bridge; it is up to the Board. Commissioner Madore recognized Rian Windsheimer, ODOT Interim Regional Manager in attendance.

ED BARNES MOTIONED TO HAVE ODOT PROVIDE A REPORT ON THE I-5 BRIDGE. TOM MIELKE SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED.

Mr. Windsheimer said he would be happy to provide that. Chair Burkman said they would add that as an agenda item.

Jeff Hamm said he was not at last month's meeting, but he wanted to introduce the new Southwest Washington member of the Washington State Transportation Commission, Roy Jennings, who was in attendance. He is in the position that was formerly held by Commissioner Barnes and the late Philip Parker. Mr. Hamm said at some point Commissioner Jennings could brief the RTC Board on what is going on at the Washington Transportation Commission.

Commissioner Madore said he would also like to address the danger of the I-5 Bridge falling into the river. He said at [www.eastcountybridge.com](http://www.eastcountybridge.com) he points to the original documentation provided by ODOT that rates both spans as fair and are not listed on any of the deficiency lists.

Chair Burkman said he received a letter from the Washington State Ridesharing organization. He said RTC Executive Director Matt Ransom was selected to receive the 2014 Washington State Ridesharing Recognition award for his outstanding service and contribution to the Washington State Transportation Demand Management Community. Chair Burkman shared a few pieces from the letter: "In the midst of a demanding workload, you stepped up to the plate to serve on the Commute Trip Reduction (CTR) Board to be the first board member to represent Southwest Washington. You brought a balance approach to the board and were concerned about representing the interests of Southwest Washington, but committed to voicing an opinion that made sense for the CTR program at a statewide level." Chair Burkman said it goes on to talk about his participation on several committees that influenced changes to the funding formula to make it more balanced and fair, he took a lead role in legislative advocacy, and he was honored at the Wall of Fame Awards Banquet held in August. Chair Burkman said this is a unique award

and wanted to recognize RTC's Executive Director for his continued contributions to our community.

From the Director

Matt Ransom had one comment of his participation on the CTR Board; he said it's all about bringing money to Southwest Washington. He said that is in part why he volunteered to serve for six years on that board of directors. Mr. Ransom said it involved advising and creating state policy, etc. but in the end, bring money back to our district. He said that was a critical role in the process, and happy to say that money did come back to this district.

Mr. Ransom noted the listed meetings. He highlighted the meeting of the Washington State Transportation Commission who is holding an Open House that RTC is jointly hosting. It will be held Monday, September 8, 2014, at the Vancouver Library from 4:30-7:30 p.m. The Washington State Transportation Commission is doing a State Policy Plan Update and seeking comments from the public and others on the Plan. A link to the published draft Plan and comment form is located on RTC's website. RTC will also be on hand at the open house to provide any local transportation discussion and to also highlight some of the plans that RTC is currently working on and taking public comment; the Human Services Plan and the RTP update, and seeking public comment on the grants that have been submitted in the draft recommendations for funding. Everyone is welcome to attend.

Mr. Ransom noted that he met with Roy Jennings a couple of weeks ago as an introduction. He said he has seen Mr. Jennings around the table at the C-TRAN Board. He said he thinks that Mr. Jennings gets it; he gets local transportation issues serving on the C-TRAN Board of Directors for a number of years. He said he has most of the acronyms down, and feels that we will be well served with his representation on the Transportation Commission for our region.

Mr. Ransom said in regard to legal counsel for RTC, an RFQ was put out seeking legal services that was due July 31. Only one response was received. He said he felt it was not appropriate to proceed with a selection on one response. This has been re-advertised and due on September 11. Mr. Ransom hopes to provide a status update at the October meeting.

The next RTC Board meeting will be held on Tuesday, October 7, 2014, at 4 p.m.

**X. Executive Session, Executive Director Six-Month Evaluation (30 minutes)**

The meeting was adjourned to Executive Session at 5:00 p.m. to discuss the Executive Director's six-month evaluation. The room was cleared with only the Board Members, the Executive Director, and Phil Messina with Prothman Company remaining. The meeting was not recorded. The meeting reconvened at 5:30 p.m.

**XI. Discussion and Adjournment**

Chair Burkman said the Board had a discussion and provided feedback to the Executive Director. When the Executive Director was initially hired, the Board wanted an opportunity at the six-month period of employment to offer some feedback. Chair Burkman said they have completed a process where they hired an external person to survey the Board and some of the staff, and consolidate all of the information. The bottom line is that RTC's Executive Director is doing a

great job. There are some minor areas for improvement, no change in hiring status of any kind, and no action is being taken.

The meeting was adjourned at 5:33 p.m.

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Jack Burkman, Board of Directors Chair