

**TOMPKINS CONSOLIDATED AREA TRANSIT, INC.  
BOARD OF DIRECTORS MEETING**

Thursday, September 25, 2014  
4:00 PM TCAT Conference Room  
737 Willow Avenue, Ithaca, NY

Attendees: D. Howe, F. Proto, P. Stein, J. Turcotte  
W. Gray by conference telephone at 4:30 pm, J. Dotson arrived at 4:25 pm, K. Whang arrived at 4:45 pm

S. Brock, R. Andrascik, A. Eccleston, N. Oltz, D. Tome,  
D. Swarts, M. Yarrow, T. Wright, S. Persons/Recording Secretary

**Agenda**

**I. Call to Order**

F. Proto called the meeting to order at 4:12 PM, and welcomed everyone to the September 25, 2014 TCAT, Inc. Board of Directors Meeting.

**II. Board Member Items**

F. Proto moved the agenda item approval of the minutes from August 28, 2014 to later in the meeting and moved the General Manager's report up to wait for a quorum for the rest of the agenda items. He also moved the Chairperson's report to later in the meeting to wait for the Chairman to arrive.

**III. Public Comment**

There were no public comments.

**VI. General Manager's Report**

- **Monthly Operating Reports** – J. Turcotte presented the Monthly Operating Reports for August 2014. He reviewed the details of the Riders, Miles & Hours Statistics, Service Changes & Special Events, Maintenance Statistics, Accidents & Other Incidents, Finance, Human Resources, Marketing Initiatives, & Customer Communications.

**IV. Approval of the minutes from August 28, 2014 Board of Directors Meeting**

The motion to approve the minutes from August 28, 2014 was made by D. Howe; seconded by P. Stein. The motion to approve the minutes passed unanimously.

**VI. General Manager's Report**

- **Green Street Station** – J. Turcotte reported on the Green Street Café situation. He stated our vendor is leaving us and he put together this presentation to have some discussion. He presented the history of Green Street station; he reviewed the details of the boardings and departures, the lease history of the Café space and the expenses of the café space. He reported that our current vendor has opted not to renew the contract and will be leaving on September 30, 2014. We are prepared to get a temp agency in as we have done in the past and at the same time work on procuring another vendor, we could also just close it down. We may also want to consider closing it down for a couple weeks, get the temp agency lined up and move forward as soon as we can on procuring a tenant. Discussion followed. The decision was made to shut the Green Street Station down for one month, hire a temp agency and work on getting a vendor at the same time.
- **NYS Rodeo** – N. Oltz reported that TCAT participated in the NY State Bus Rodeo on Saturday September 20<sup>th</sup> that was hosted in Albany by CDTA. TCAT had one contestant this year that competed and that was Frank Howells. We had a really good event, first place was CDTA, second place was Ulster County Area Transit, and third place was CDTA. She reported that this was the 27<sup>th</sup> year that the event has been going on in NY State.

## **V. Chairperson’s Report**

K. Whang stated since there was a big splash about this in the papers last week he wanted peoples’ opinions about this coming Tioga discontinuing transit service. He stated he knows a lot of these people that live in Tioga and other outlying counties rely on TCAT for part of their trip in. He stated he wanted to see if there is any interest in doing that, or should we be doing that, he knows that we have our own problems and this obviously puts more burden on us, but is this something that we should reach out to them or not. Discussion followed.

## **VII. Action Items from Staff**

Consider Resolution {2014-12} Adopting the TCAT Inc. 2015 Operating Budget. K. Whang presented resolution {2014-12} to adopt the TCAT, Inc. 2015 Operating Budget.

### **RESOLUTION 2014 - 12 ADOPTING THE TCAT INC 2015 OPERATING BUDGET**

WHEREAS, Tompkins County, City of Ithaca, and Cornell University entered into an agreement dated April 1, 1998 to create the Tompkins Consolidated Area Transit joint venture to provide public transportation services, and

WHEREAS, those same parties entered into a Transportation Agreement dated December 22, 2004, in which they contracted for the provision of public transportation in Tompkins County, and other areas, by Tompkins Consolidated Area Transit, Inc., a not-for-profit corporation incorporated in 2004, hereinafter referred to as TCAT, and

WHEREAS, the Transportation Agreement states that public transportation "is necessary to achieve public goals to improve air quality, energy conservation, and economic development; to reduce traffic congestion and parking demands; to improve intermodal facilities; to increase mobility for the general public and especially for elderly persons, persons with disabilities, and economically disadvantaged persons in urban and rural areas; and to support sustainable community development", and

WHEREAS, Tompkins County, City of Ithaca and Cornell University have restated those goals and set specific measured objectives in a series of resolutions, studies or position papers, among which include: Tompkins County Comprehensive Plan calling for 40% reduction in carbon emissions over 20 years, Ithaca-Tompkins County Transportation Council (ITCTC) 2030 long-range plan calling for a reduction of 40% from drive alone trips to alternative modes of transportation including transit, City of Ithaca Planning Documents highlighting the importance of a multimodal system emphasizing transit and active transportation, Cornell University Master Plan recognizing that public transit is a critical and well-used component of Cornell's overall movement network and discouraging driving to and on campus, Cornell University's Climate Action Plan calling for cuts in carbon emissions with the goal of obtaining zero carbon emissions by 2050, and

WHEREAS, the TCAT board is charged under its incorporation document, its bylaws and the Transportation Agreement with the responsibility of providing the public transportation services needed to meet these goals and objectives through adoption of a service plan, a capital and operating budget, and a fare structure necessary to support that stated purpose, and

WHEREAS, TCAT staff has developed a draft budget for 2015 based on current and historical use patterns that contained a \$743,644 deficit, largely because expenses were projected ahead to maintain service, but revenues were held at past levels, and a revenue from the Mortgage Recording tax inserted in the 2014 budget was deleted, and

WHEREAS, the Budget Committee has balanced the 2015 budget by lowering the estimated fuel expense by \$81,200 based on recent price experience, raised the Cornell bus pass program by \$520,000 to reflect current ridership patterns and historical cost figures, and reinserted a revenue derived from the Mortgage Recording Tax of \$138,690, and recommends its adoption,

NOW THEREFORE, BE IT RESOLVED that the TCAT Board adopts the attached Operating Budget for 2015 in the amount of \$13,859,798, and

BE IT FURTHER RESOLVED that the Board directs both the Vice Chair of the Board and the Chair of the Budget Committee to notify Tompkins County, City of Ithaca and Cornell University of their projected 2015 payments pursuant to the Transportation Agreement, and notify Cornell of the budget figures used for the 2015 Cornell Bus Pass (Traffic Demand Management) Program, and that the two individuals identified above work with TCAT staff and the Cornell Director of Transportation to finally develop a written agreement that documents Cornell's bus pass program, its operation and payment method, for review and adoption by both parties.

The resolution to adopt the TCAT, Inc. 2015 Operating Budget was moved by F. Proto; seconded by P. Stein. Discussion followed.

F. Proto made a motion to postpone the resolution 2014-12 to adopt the TCAT, Inc. 2015 operating budget to the October TCAT Board meeting; seconded by P. Stein. Discussion followed. The motion to postpone the resolution to the October TCAT Board meeting was approved 6-0.

Consider approval of Resolution {2014-13} Adopting the TCAT, Inc. 2015 Capital Expenditure Plan. K. Whang presented resolution {2014-13} to adopt the TCAT, Inc. 2015 capital expenditure plan.

**RESOLUTION 2014 - 13**  
**ADOPTING THE TCAT INC 2015 CAPITAL EXPENDITURE PLAN**

WHEREAS, each year the Tompkins Consolidated Area Transit, Inc. (TCAT, Inc.) Board adopts an annual Capital Expenditure Plan, and

WHEREAS, TCAT attempts to maximize the use of all federal and state funds available for necessary capital equipment purchases and projects, and

WHEREAS, after reviewing current capital needs and considering all federal and state funding available for 2015, TCAT's Budget Committee has reviewed a Capital Expenditure Plan of \$330,270 with Tompkins County, City of Ithaca and Cornell University each making contractual payments of \$110,090 for the 2015 fiscal year ending December 31, 2015,

THEREFORE, BE IT RESOLVED, the TCAT Inc. Board adopts a Capital Expenditure Plan for fiscal year ending December 31, 2015, totaling \$330,270.

The resolution to Adopt the TCAT, Inc. 2015 Capital Expenditure Plan was moved by F. Proto; seconded by P. Stein. Discussion followed. P. Stein left at 5:20 pm.

F. Proto made a motion to postpone the resolution 2014-12 to adopt the TCAT, Inc. 2015 operating budget to the October TCAT Board meeting; seconded by D. Howe. Discussion followed. The motion to postpone the resolution to the October TCAT Board meeting was approved 5-0.

## **VIII. Committee Reports**

- **Audit Committee**

The Audit Committee did not meet. The next meeting will be October 14<sup>th</sup>.

W. Gray moved to accept the audit of the financial statements for the year ending 2013; D. Howe seconded. The motion passed unanimously. W. Gray ended his conference telephone call.

- **Executive Committee**

K. Whang reported that the Executive Committee met on September 18<sup>th</sup> and discussed TCAT UAW negotiations, Green Street Station sublease, draft 2015 operating and capital budgets, Hanshaw construction project, hydrogen bus refueling station update, Route 21 bus accident, Pam Johnson fraud case.

- **Budget Committee**

F. Proto reported that the Budget Committee met on September 16<sup>th</sup> and discussed Revenue Expenditure Report August 31, 2014, Fuel Report, Operating Budget Resolution, 2015 operating and capital budgets.

- **Transit Service Committee**

D. Howe reported that the Transit Services Committee met on September 3<sup>rd</sup> and discussed updates on Marriott Ithaca Hotel and new Aurora Street shelter, Enfield Park & Ride, Hanshaw Road construction and Route 31, Collegetown Crossing Development & bus shelter, ITCTC 2035 long range transportation plan, Service

Standards Plan and anticipated service changes for January 2015 and transit oriented development guide.

- **Human Resources Committee**

A. Eccleston reported that the Human Resources Committee met on September 16<sup>th</sup> and discussed recruitment efforts, current headcount, hires and separations and current projects.

- **Planning Committee**

J. Dotson reported that the Planning Committee met on September 4<sup>th</sup> and discussed needs and capacity planning assessment project RFQ and scope.

## **IX. Next meeting**

K. Whang announced the next meeting date of October 23, 2014 at 4:00 PM.

## **XI. Adjournment**

The motion to adjourn the meeting was made by D. Howe; and seconded by J. Dotson. The meeting adjourned at 5:51 PM. The remaining directors then met in a closed session to seek advice of legal counsel.