

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

Thursday, March 26, 2015
4:00 PM TCAT Conference Room
737 Willow Avenue, Ithaca, NY

Attendees: F. Proto, B. Gray, K. Herrera,
K. Page, K. Sutherland, P. Stein, J. Dotson

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

Also Attended: F. Howells, A. Gallegos, S. Beckley

Agenda

- **Call to Order**

F. Proto called the meeting to order at 4:04 PM, and welcomed everyone to the March 26, 2015 TCAT, Inc. Board of Directors Meeting.

- **Board Member Items**

There were no board member items.

- **Public Comment**

There was no public comment.

- **Approval of the minutes from February 26, 2015 Board of Directors Meeting**

The motion to approve the minutes from February 26, 2015 was made by P. Stein; seconded by K. Page. The motion to approve the minutes passed unanimously.

- **Chairperson's Report**

F. Proto stated he was going to hold the chairpersons' report until the Executive Committee report, he just wanted to give an update on the status of the MOU under executive committee.

General Manager's Report

- **Washington DC Trip** - A. Eccleston reported on behalf of TCAT, we would like to express special thanks to Joel Malina from Cornell, Joe Mareane from the County, Mayor Svante Myrick from the City, and Bill Gray for their trip to Washington DC. We are very appreciative for all of them to take the time to go to Washington on TCAT's behalf for our capital needs and funding. She stated she thinks that was a great trip to at least plant a seed. It is not just TCAT, it is not just us, it really is a nationwide issue, however, she thinks just getting down there and talking with the representatives and talking about what our constraints are, she's truly very happy to have that level of support. So she wanted to thank that team very much.
- **Monthly Operating Reports** – A. Eccleston presented the Monthly Operating Reports for February 2015. She 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.

- **Communications** - A. Eccleston reported that she wanted to touch on communications as that came up in the last board meeting. She stated one of the things she did say was that TCAT has a communications protocol and she did reaffirm that to the employees. Part of her initiative this year was to have open communications meetings, and to do those on a monthly basis to supplement the employee newsletter. She stated the intent is to open up more communications and find out are there other venues or avenues that we could do a better job communicating amongst all of us. She reported that we had our first open communications meeting on March 24th, the meeting went very well, she was very appreciate of the employees that did stop in and talk to us. Some of the things we discussed were other methods of communications; a series of meetings with departments such as Service Development meeting with employees to discuss how the routes are working; and a suggestion survey for input. Those were some of the highlights and she looks forward to continuing the communication. She stated she also wants to bring up that there are a lot of different avenues for communication with TCAT, not only is there talking with the various departments and the open door policy, but even in our contract it gives a venue for opening up informal discussions with the supervisors. From a communications standpoint there are lots of different avenues and she would encourage employees to take advantage of those avenues.

- **Action Items from Staff**

Consider Resolution {2015 - 09} In Appreciation of Lysle Gordon. F. Proto presented resolution {2015 - 09} in appreciation of Lysle Gordon.

**RESOLUTION 2015 - 09
IN APPRECIATION OF LYSLE GORDON**

The undersigned secretary of Tompkins Consolidated Area Transit, Inc. (TCAT, Inc.) does hereby certify at a meeting of the TCAT, Inc. Board of Directors on March 26, 2015, at which a quorum existed, the following resolution was unanimously approved:

WHEREAS, Lysle Gordon, a local transit rider since 1994, was an original member of the TCAT Citizens Advisory Committee (CAC), which started in January, 2007, and

WHEREAS, Lysle retired from the CAC at the end of 2014, a year after his professional retirement from a downtown firm to which he regularly commuted on TCAT's Route 21, and

WHEREAS, Lysle's dedication to TCAT via his work on the committee and his willingness to volunteer his time and feedback has been a valuable asset to TCAT's service development, operations and marketing and communications, and

WHEREAS, Lysle helped TCAT establish important relationships by tabling on behalf of TCAT at community events and linking community leaders with TCAT staff, and

WHEREAS, Lysle has used transit systems across the United States and other countries and brought back reports and suggestions on how to improve TCAT,

NOW, THEREFORE, BE IT RESOLVED that the TCAT, Inc. Board recognizes the significant contributions Lysle, who remains active as a community volunteer, has made to strengthen and improve TCAT, Inc. and wishes him all the best in his future endeavors.

The resolution in appreciation of Lysle Gordon was moved by B. Gray; seconded by J. Dotson. Discussion followed. The resolution passed unanimously.

Consider Resolution {2015 - 10} Approval of Revised Policy Regarding Public Notice for Fare Increases and Major Service Reductions. F. Proto presented resolution {2015 - 10} to approve of revised policy regarding public notice and fare increases and major service reductions.

RESOLUTION 2015 - 10
APPROVAL OF REVISED POLICY REGARDING PUBLIC NOTICE FOR
FARE INCREASES AND MAJOR SERVICE REDUCTIONS

WHEREAS, Tompkins Consolidated Area Transit, Inc. ("TCAT") strives to foster an open and transparent planning process for transit service, and

WHEREAS, TCAT is required by the Federal Transit Administration to adopt and administer procedures for soliciting and considering public comments prior to a fare increase or a major service reduction, and

WHEREAS, TCAT's currently adopted procedures for soliciting and considering public comments prior to a fare increase or a major service reduction were put in place by the TCAT joint venture, continued by TCAT, Inc., and have been in effect since November 2, 1998, and

WHEREAS, TCAT wishes to update and revise its procedures for soliciting and considering public comments prior to a fare increase or a major service reduction in order to provide a more detailed definition of "major service reductions" and to add additional strategies to disseminate notice to the public, as well as additional means by which the public may submit comments, via strategies and means that have emerged since 1998, and

WHEREAS, TCAT's Transit Service Committee reviewed and approved proposed changes at its meeting on Thursday, March 19, 2015, and recommends that the TCAT Board of Directors approve and adopt the attached Public Notice for Fare Increases and Major Service Reductions Policy,

NOW, THEREFORE, be it RESOLVED that that the TCAT Board of Directors hereby approves and adopts the attached Public Notice for Fare Increases and Major Service Reductions Policy, with an effective date of March 27, 2015.

The resolution to approve of revised policy regarding public notice and fare increases and major service reductions moved by B. Gray; seconded by J. Dotson. Discussion followed.

S. Brock requested two changes to the resolution, to add a whereas before the resolved stating "WHEREAS, the Board has reviewed additional changes as reflected in the attached revised red-lined policy," and to change the resolved to state "hereby approves and adopts the attached red-lined version of the".

The resolution as amended passed unanimously.

- **Committee Reports**

- **Executive Committee**

F. Proto reported that the Executive Committee met on March 18, 2015 and discussed hydrogen fuel cell station status and update, Village of Groton meeting, Washington DC trip, ITS vendor selection, Green Street Station RFP, Vanpool contract, IRS audit, triennial review, and the CU MOU draft.

- **Budget Committee**

B. Gray reported that the Budget Committee met on March 17, 2015 and discussed reviewed the missed February 17th meeting reports, Revenue Expenditure Report February 28, 2015, Fuel Report, and mortgage recording tax update.

- **Transit Service Committee**

J. Dotson reported that the Transit Service Committee met on March 19, 2015 and discussed updates on passenger miles traveled 2014 & qualitative rider survey, intelligent transportation systems plan: Project Phase A, service standards plan & public input sessions, and ongoing discussions and focus sessions re: January 2015 service changes.

- **Human Resources Committee**

K. Herrera reported that the Human Resource Committee met on March 12, 2015 and discussed headcount, hires, separations and current projects.

- **Planning Committee**

The Planning Committee did not meet.

- **Audit Committee**

The Audit Committee did not meet.

- **Next meeting**

F. Proto announced the next meeting date of April 23, 2015 at 4:00 PM.

- **Executive Session**

F. Proto asked for a motion to enter into executive session to discuss personnel matters. The motion was made by P. Stein; seconded by B. Gray. The motion passed. The Board entered into Executive Session at 5:50 PM. The Board arose from Executive Session at 6:27 PM. No action was taken.

- **Adjournment**

The motion to adjourn the meeting was made by K. Page; and seconded by W. Gray. The meeting adjourned at 6:27 PM.