

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

Thursday, May 28, 2015
4:00 PM TCAT Conference Room
737 Willow Avenue, Ithaca, NY

Attendees: F. Proto, B. Brady, J. Dotson, B. Gray,
D. Howe, K. Page, P. Stein

S. Brock, R. Andrascik, N. Oltz, P. Poist, D. Tome,
D. Swarts, T. Wright, S. Persons/Recording Secretary

Also Attended: F. Howells, S. Beckley

Agenda

Call to Order

F. Proto called the meeting to order at 4:06 PM, and welcomed everyone to the May 28, 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 April 23, 2015 Board of Directors Meeting

The motion to approve the minutes from April 23, 2015 was made by D. Howe; seconded by K. Page. The motion to approve the minutes passed unanimously.

Chairperson's Report

F. Proto reported that he wanted to give an update on the status of the Upstate Revitalization Fund; he stated he's sorry that Kevin isn't here as he may be the best person to weigh in on this. If you remember last month there were a series of emails regarding adding this facility to the waterfront revitalization feasibility, and the County had approached a couple of us through Ed Marx, the County Planning Commissioner to add TCAT to whatever they were putting in for that \$500 million phase. We quickly submitted what we thought would be a number to plug in and then we had a brief discussion here at the board meeting, we went back to Ed Marx and told him to plug in \$37 million and what happened was the County did not plug in the number because E. Marx explained to me that the city had included us in their application. It was very broad and did not include a number it was simply that they were applying for money to do a feasibility study which included the DOT site, the waterfront and some other things down here.

We were hoping that Kevin could give an update as to where that stands and if there was some more detail that he could give us.

Action Items from Staff

Consider Resolution {2015 - 12} Request to Adopt Title VI and LEP Plan. F. Proto presented resolution {2015 – 12} request to adopt Title VI and LEP plan.

RESOLUTION 2015 12 REQUEST TO ADOPT TITLE VI and LEP PLAN

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 May 28, 2015, at which a quorum existed, the following resolution was unanimously approved:

WHEREAS, as a subrecipient of FTA funding, TCAT, Inc., and its paratransit contractor, Gadabout Transportation Services, Inc., are required to adhere to Title VI of the Civil Rights Act of 1964, and

WHEREAS, TCAT, Inc. and Gadabout conduct their services without regard to race, color and national origin, in accordance with Title VI, and

WHEREAS, as a subrecipient of FTA funding, TCAT, Inc. and Gadabout are required to comply with Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency (LEP), which directs agencies receiving FTA funds to ensure passengers have meaningful access, inclusive of language translators, to services and information that TCAT and Gadabout's paratransit operations provide, and

WHEREAS, TCAT, Inc. and its paratransit contractor widely distribute information to their customers regarding their rights under Title VI, and

WHEREAS, TCAT, Inc., following a series of 10 public and well publicized meetings, has created its first-ever Service Standards and Policy Plan, which is required by the FTA under Title VI, and

WHEREAS, the intent of the Service Standards and Policy Plan is to ensure that TCAT, Inc. (and its paratransit contractor) are serving the entire community fairly across all neighborhoods, races, ethnicities, languages and income levels, despite the performance of any given bus route, and

WHEREAS, prior to June 1, 2015, the TCAT Board of Directors is required to adopt this plan, and

NOW, THEREFORE, BE IT RESOLVED that the TCAT, Inc. Board adopts TCAT, Inc.'s Title VI and LEP Plan, dated May 28, 2015, with an effective date as of the FTA's concurrence with Tompkins County's FTA Title VI Civil Rights & Environmental Justice Program 2015 Submission.

The resolution to adopt the Title VI and LEP plan was moved by P. Stein; seconded by B. Gray. Discussion followed. The resolution passed unanimously.

General Manager's Report

- **Monthly Operating Reports** – N. Oltz presented the Monthly Operating Reports for April 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.
- **Triennial Review** – N. Oltz reported that the triennial review has been completed and the final review is coming or has been sent out, and shows no findings, originally there was a DBE finding but it was dropped due to a technicality. It is a completed process at this time with a good review and we have 17 of 17 areas completed.

Executive Session

F. Proto asked for a motion to enter into executive session to discuss potential litigation (Stedwell) and contract negotiations. The motion was made by B. Gray; seconded by J. Dotson. The motion passed unanimously. The Board entered into Executive Session at 4:47 PM. The Board arose from Executive Session at 5:10 PM (motion by P. Stein, seconded by D. Howe, passed unanimously). No action was taken.

Committee Reports

- **Executive Committee**

F. Proto reported that the Executive Committee met on May 20, 2015 and discussed the Cornell TCAT MOU update, hydrogen bus project status, TCAT UAW leadership training, Pamela Johnson grand larceny case, confirmation of draft budget presentation invitee list, Route 22 kickoff for summer service learn to swim program, needs assessment RFP status, ITS selection meeting on 5/21, letter of support for the Ithaca Community Microgrid: first stage feasibility assessment.

- **Budget Committee**

B. Gray reported that the Budget Committee met on May 14, 2015 and discussed the Revenue Expenditure Report April 30, 2015, fuel report, 2016 operating budget 1st draft, 5 year operating budget 1st draft, 2016 capital budget 1st draft, 5 year capital budget 1st draft, and the proposed budget presentation date.

- **Transit Service Committee**

J. Dotson reported that the Transit Service Committee met on May 21, 2015 and received a presentation and proposal from Aaron Baker to advertise on TCAT bus shelters; discussed the recent decline in ridership, facilitating service to Cornell Orchards, TCAT's draft annual report, service coordination with Cortland Transit,

the proposed emergency ride home program, and the draft Title VI/LEP/Service standards and policies plan.

- **Human Resources Committee**

K. Page reported that the Human Resource Committee met on May 14, 2015 and discussed headcount, hires, separations, and current projects.

- **Planning Committee**

P. Stein reported that the Planning Committee met on May 6, 2015 and discussed the status update on needs assessment RFP, Green Street Station update, hydrogen bus refueling station status, and a discussion on planning for the future.

- **Audit Committee**

The Audit Committee did not meet.

- **Next meeting**

F. Proto announced the next meeting date of June 25, 2015 at 4:00 PM.

- **Adjournment**

The motion to adjourn the meeting was made by B. Gray; and seconded by J. Dotson. The meeting adjourned at 5:52 PM.