

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

Thursday, October 22, 2015
4:00 PM TCAT Conference Room
737 Willow Avenue, Ithaca, NY

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

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

Also Attended: F. Howells, G. Wright

Agenda

Call to Order

F. Proto called the meeting to order at 4:08 PM, and welcomed everyone to the October 22, 2015 TCAT, Inc. Board of Directors Meeting.

Board Member Items

There were no board member items.

Public Comment

G. Wright stated she is one of the bus drivers here and she has been working here for 11 years, she's seen changes and would like to finish out her career here but she's worried about what is going on here. She stated about the driver shortage and everything it really does toll on her, and she thinks about it and she's just a driver. She stated she just hopes that the board and everyone here that is pitching in ideas really consider them. What does it hurt to even try the ideas, not just her ideas but everyone's, just to see if it works. She stated she likes the fact that everyone is listening and she really wishes we could get drivers in and she understands that it is really hard. She would like to see the ideas that we are offering be looked at, we've been offering them for quite a while through the years and she hasn't seen a whole lot of changes. She stated she'd like to see us implement new ideas not just the same old runcut, if we have to consolidate runs because of the driver's shortage then maybe we have to do that and when the time comes when we are in a little bit better shape we can go back to the runs the way they are. She stated she feels that we need to make changes here because she doesn't think it is working the way it is going and if we get the new drivers in to help us out, we are still going to be back in the same boat when they leave and she knows that this is just a short time fix and we need a long term fix but we really need to make some changes.

Approval of the minutes from September 24, 2015 Board of Directors Meeting and October 7, 2015 Special Board of Directors Meeting

The motion to approve the minutes from September 24, 2015 and October 7, 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 just wanted to let everyone know that we were back at the County a week ago to support P. Stein's impassioned plea and the County did approve at the expanded Budget Committee level the \$50,000 reduced from the \$103,000, and earlier this week the expanded budget committees budget was presented to the County Legislature and it was adopted by the County Legislature as that next level. There is a public hearing on the County budget at which time there can be further amendments offered and then there is a vote on the County budget at which time further amendments can be offered, so from the County standpoint it isn't a done deal yet but the indication is they are supporting our amended \$103,000 down to \$50,000. Later this evening we will be going to the Common Council and A. Eccleston will make the general presentation but we're going to make the same request of the City. He stated he has had an opportunity to informally alert Cornell through P. Streeter's office and while we don't have a formal acceptance the indication is it's a reasonable request, we have to wait for Cornell to take it through their hierarchy before it will be accepted. Discussion followed.

General Manager's Report

- **Monthly Operating Reports** – A. Eccleston presented the Monthly Operating Reports for September 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.

F. Proto stated he neglected to introduce Dan Klein at the beginning of the meeting. He stated you know that K. Herrera has resigned her position at the County Legislature and she also resigned her position here, he heard that D. Klein, a current legislator from Danby/Caroline, has expressed interest in being considered to be recommended to this Board. He stated he didn't know what the timing is with the County that it may have to go to the County Planning Committee and he doesn't know when we will receive the formal recommendation. Discussion followed.

Action Items from Staff

Consider Resolution {2015 - 19} Selection of Wendel Companies as TCAT, Inc.'s Facility Planning and Needs Assessment Engineering Firm. F. Proto presented resolution {2015 – 19} to select Wendel Companies as TCAT, Inc.'s facility planning and needs assessment engineering firm.

RESOLUTION 2015 - 19 SELECTION OF WENDEL COMPANIES AS TCAT, INC.'S FACILITY PLANNING AND NEEDS ASSESSMENT ENGINEERING FIRM

WHEREAS, TCAT, Inc. (TCAT) is in need of a Facility Planning and Needs Assessment Project Engineering firm, and

WHEREAS, on June 27, 2015 TCAT issued a request for proposals for a Facility Planning and Needs Assessment Project and received 2 proposals, and

WHEREAS, after careful consideration of the proposal, TCAT's Planning Committee has determined that Wendel Companies is a qualified and acceptable firm, and that acceptance of its proposal would be in the best interests of TCAT, and

WHEREAS, TCAT's Planning Committee recommends entering into a Facility Planning and Needs Assessment Project agreement with Wendel Companies to provide required Facility Planning and Needs Assessment Project deliverables, and

WHEREAS, Wendel Companies proposed to provide a Facility Planning and Needs Assessment to TCAT for the sum of Seventy-Eight Thousand dollars (\$78,000), therefore be it

RESOLVED, that the TCAT Board of Directors selects Wendel Companies as TCAT's Facility Planning and Needs Assessment Project Engineering firm, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the Acting General Manager to execute a procurement agreement with Wendel Companies for Facility Planning and Needs Assessment Project deliverables for the proposed amount of Seventy-Eight Thousand dollars (\$78,000), said procurement agreement being subject to the approval of TCAT's attorney.

The resolution to select Wendel Companies as TCAT, Inc.'s facility planning and needs assessment engineering firm was moved by J. Dotson; seconded by B. Gray. Discussion followed. The Resolution passed unanimously.

Consider Resolution {2015 - 20} Selection of Gadabout Transportation Services, Inc. as TCAT, Inc.'s ADA Paratransit Service Provider. F. Proto presented resolution {2015 - 20} to select Gadabout Transportation Services, Inc. as TCAT Inc.'s ADA paratransit service provider.

**RESOLUTION 2015 - 20
AWARD OF CONTRACT TO GADABOUT TRANSPORTATION SERVICES, INC.
TO PROVIDE ADA PARATRANSIT SERVICES**

WHEREAS, TCAT, Inc. (TCAT) is in need of a transit service provider to provide ADA paratransit services for TCAT, and

WHEREAS, TCAT issued a request for proposals on June 19, 2015 to provide ADA paratransit services (RFP 002-2015) and received one proposal, and

WHEREAS, TCAT staff has determined that Gadabout Transportation Services, Inc. (Gadabout) is a qualified and acceptable firm, and that acceptance of its proposal at a base rate of \$22.50 per passenger trip (less passenger fares) would be in the best interest of TCAT, and

WHEREAS, TCAT staff recommend entering into an agreement with Gadabout to provide ADA paratransit services, and

WHEREAS, TCAT's contract approval policy requires contractual agreements for the provision of ADA paratransit services to be approved by the TCAT Board, therefore be it

RESOLVED, that the TCAT Board of Directors selects Gadabout as its ADA paratransit provider at a base rate of \$22.50 per passenger trip (less passenger fares), and be it further

RESOLVED, that the TCAT Board of Directors authorize the Chairperson of the Board and the General Manager to enter into a 3-year contract with Gadabout, with a 2-year option to renew at no increase in cost per ride, effective December 1, 2015, for the provision of ADA paratransit services, said contract being subject to the approval of TCAT's attorney.

The resolution to select Gadabout Transportation Services, Inc. as TCAT, Inc.'s ADA Paratransit Service Provider was moved by J. Dotson; seconded by K. Page. Discussion followed. The Resolution passed unanimously.

Consider Resolution {2015 - 21} Approval of National Tour Integrated Services as TCAT, Inc.'s Contract Bus Operator Contractor. F. Proto presented resolution {2015 - 20} to approve National Tour Integrated Services as TCAT Inc.'s contract bus operator contractor.

RESOLUTION 2015 - 21
APPROVAL OF NATIONAL TOUR INTEGRATED SERVICES AS TCAT, INC.'S
CONTRACT BUS OPERATOR CONTRACTOR

WHEREAS, despite its ongoing recruitment efforts, Tompkins Consolidated Area Transit, Inc. (TCAT) is experiencing a shortage of bus operators that is also being experienced on the local, regional and national levels, and

WHEREAS, low bus operator staffing levels have resulted in mandated overtime for bus operators and missed bus trips due to the lack of operators, and

WHEREAS, bus operator staffing levels recently and unexpectedly dropped to a level that requires either immediate utilization of temporary professional contract bus operators or an immediate decrease in service, and

WHEREAS, procurement of a Contract Bus Operator Contractor by sealed bids or competitive proposals is infeasible because the public exigency will not permit a delay resulting from competitive solicitation if service at the existing levels is to be maintained, and

WHEREAS, on October 6, 2015 TCAT verbally requested emergency procurement proposals for a Contract Bus Operator Contractor from four contractors and received two written proposals, and

WHEREAS, at its special meetings on October 7, 2015 and October 9, 2015, the TCAT Board considered the proposals and the alternative option to immediately decrease service and directed staff to pursue a contract for temporary professional contract bus operators so that service could be maintained, and

WHEREAS, after careful consideration of the proposals, TCAT has determined that National Tour Integrated Services is a qualified and acceptable contractor, and that acceptance of its proposal would be in the best interests of TCAT, and

WHEREAS, TCAT staff recommends entering into a Contract Bus Operator agreement with National Tour Integrated Services to provide up to 10 temporary professional Contract Bus Operators for a period of 3 months, with an option to renew the contract for 3 additional months, and

WHEREAS, National Tour Integrated Services proposes to provide up to 10 temporary professional Contract Bus Operators to TCAT at the rates and costs shown in the attached draft invoice, therefore be it

RESOLVED, that the TCAT Board of Directors selects National Tour Integrated Services as TCAT's Contract Bus Operator Contractor, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the Acting General Manager to execute a three-month agreement with National Tour Integrated Services, with an option to renew for an additional three months, for up to 10 Contract Bus Operators at rates and costs not exceeding those shown in the attached draft invoice, said procurement agreement being subject to the approval of TCAT's attorney.

The resolution to Approve contract with National Tour Integrated Resources for temporary contract bus operators was moved by J. Dotson; seconded by K. Page. Discussion followed. The Resolution passed unanimously.

Committee Reports

- **Executive Committee**

F. Proto reported that the Executive Committee met on October 14, 2015 and discussed contract services for bus operators, Green Street Station update from sub-committee buy vs. lease, budget presentation to the City on October 22nd, TCAT Cornell MOU letter to K. Whang, Pamela Johnson restitution payment, drug and alcohol compliance audit results, security assessment results from Transportation Security Administration, vehicle maintenance program study results from Transit Resource Center.

Budget Committee

B. Gray reported that the Budget Committee met on October 20, 2015 and discussed Revenue Expenditure Report September 30, 2015, fuel report, 2016 operating and capital budgets, mortgage recording tax update, and business insurance renewal.

- **Transit Service Committee**

J. Dotson reported that the Transit Service Committee met on October 15, 2015 and discussed Enfield park and ride, emergency ride home, ex-officio seat on TSC from TCOG, token transit app, medium term approach to addressing resource constraints, IC Night service.

J. Dotson made a motion to appoint Fernando de Aragón as an ex-officio member to the Transit Service Committee; B. Gray seconded. Motion passed unanimously.

- **Human Resources Committee**

The Human Resources Committee did not meet.

- **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 December 3, 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 J. Dotson; seconded by K. Page. The motion passed unanimously. The Board entered into Executive Session at 5:38 PM. The Board arose from Executive Session at 6:15 PM.

Motion made to give staff permission to accept an allocation for an executive search not to exceed \$27,000 and to accept a budget for \$36,000 with regard to temporary personnel allocation related to the maintenance department as a result of the vehicle maintenance report. Moved by B. Gray; seconded by K. Page. Motion passed unanimously.

Adjournment

The motion to adjourn the meeting was made by K. Page and seconded by J. Dotson. The meeting adjourned at 6:17 PM.