

Tompkins Consolidated Area Transit, Inc.
June 28, 2018 Board of Directors Meeting
4:00pm – TCAT Conference Room
737 Willow Avenue, Ithaca, NY

Attendees

Board Members: Bridget Brady, Jennifer Dotson, Ducson Nguyen*, Frank Proto, Peter Stein
* joined meeting at 4:17pm.

Staff Attendees: Richard Andrascik, Bill Armitage, Scott Bloss, Susan Brock, Clarence Clink,
Raymond Lalley, Bob Sherman, Mike Smith, Pamela Torelli (Recording
Secretary), Scot Vanderpool, Nan Xie, Matthew Yarrow

Other Attendees: Nick Barbarito*, Greg Hewitt*, Denny Matos*, Jerome Mixon*, Duane Shoen
* left meeting at 4:30pm.

Absent: William Gray, John Gutenberger, Frank Howells, Shawn Kelley, Dan Klein,
Patty Poist, Denise Thompson

I. Call to Order

F. Proto called the meeting to order at 4:11pm. He spoke of TCATs annual staff picnic/BBQ held the previous weekend, Sunday, June 24, saying it was a nice event, plenty of food, and a good time.

He noted we did not have a quorum for this meeting, but we would hold the meeting anyway, suspending any necessary voting until a time when a quorum was present.

II. Board Member Items

There were no Board Member items discussed.

III. Public Comment

There was no one present that had a public comment.

IV. Approval of minutes from May 24, 2018 Board of Directors Meeting

Typographical errors were corrected (a name was misspelled, and some wording was edited), but no substantial changes were made from the minutes sent in the meeting packet, and a copy of the edited minutes were provided to all the members present. In the absence of a quorum, F. Proto stated Roberts Rules of Order allows for minutes to be accepted without a vote. The minutes of the May 24, 2018 TCAT Board of Directors Meeting were verbally accepted without a vote.

V. Chairman's Report

F. Proto did not have a report.

VI. General Manager's Report

S. Vanderpool presented the Systems Report for May.

Ridership: Ridership is up 1.1% for the year. We were down 3.4% for the month of May, strictly due to the removal of two "class days" at Cornell in 2018 over 2017. Detours and construction: Road closures are always a problem; the Tower Road closure had an impact. Service changes: Route 11 was given more time; Route 21 now has four trips throughout the day; Route 30s will now run back-to-back; Route 32 no longer goes to the County Health. We added Route 14S.

D. Nguyen joined the meeting.

S. Vanderpool continues – Parts: The cost of parts is up significantly (+\$95,000) this month from last month due to a few expensive repairs; Road Calls: We had 21 major road calls in May, many due to an overheating issue. Preventative Maintenance – our fleet was at 87.5% compliance for May. Accidents: There were only four minor accidents with no injuries in May, with just one being deemed preventable. Missed trips: There were five missed trips in May. Marketing and Communications - a group of about 30 three-year old nursery school students and chaperones came to our facility on May 25. News Releases and Alerts: Lots of news and alerts because of detours, the new 14S service, and the availability of the updated summer schedule and ride guide. Human Resources: We have 76 full-time bus operators and 13 mechanics.

Vanderpool introduced three of the new mechanics, Nick Barbarito, Denny Matos, and Jerome Mixon, and the new bus handler, Greg Hewitt. Following their introduction and welcome, the new hires left the meeting. IT Upgrades: B. Sherman reported we are making good progress with the network upgrades.

F. Proto spoke to the board about recording secretary P. Torelli's desire to use less paper for the Board meetings. If any board members want a paper packet printed for them, please let Torelli know.

VII. Action Items

Motion to ratify Frank P. Proto's signature in lieu of B. Brady's on **Resolution 2018-13 -- Adoption of Title VI and LEP Plan** and **Resolution 2018-15 -- Local Match for Low or No Emission (Low-No) Program**. Motion to approve was made by B. Brady and seconded by D. Nguyen and passed unanimously. F. Proto asked for a special thank you to be noted for Dwight Mengel who helped facilitate the Chairman's signature on these important resolutions.

VIII. Committee Reports

Executive Committee:

The Executive Committee met on June 20, 2018 and discussed the status of the strategic plan; the Avail project; ITCTC and performance measures grants; budget presentation to underwriters; Transit service Development; electric bus application and personnel.

Audit Committee:

Duane Shoen, CPA from Insero & Co. delivered the Audit Committee report: The Committee met on June 15. I'd like to make two comments in respect to the audit: The overall audit results were very good. It identified no material weakness, no significant deficiencies, and no non-compliance with respect to the audit. The audit itself was a clean opinion, and I'd like to thank Rick (Andrascik) for all his work in putting that together and making the overall process very clean and smooth for us.

Motion to approve the Audit report made by P. Stein and seconded by B. Brady. The Audit report was unanimously accepted.

D. Shoen left the meeting at 5:05pm.

Budget Committee:

The Budget Committee met on May 15 and discussed the May 31, 2018 Revenue Expenditure Report; Fuel Report; 2019 Operating Budget and the 2019 Capital Budget.

HR Committee:

The HR Committee met on June 14, 2018 and discussed the 12 new TCAT hires (5 mechanics, 5 drivers, 1 custodian and the HR Assistant Madlyn Schafer who begins employment on July 9); UAW negotiations and personnel issues.

Planning Committee:

The Planning Committee met on June 14, 2018 and discussed the airport as a potential facility site and the possibility of staying at our current location if DPW moved out.

Transit Service Committee:

The Transit Service Committee met on June 13, 2018 and discussed ITS project update; Bus Stop Signage and amenities update; Strategic Plan update; Transit Modernization and Enhancement Grant; Low No Grant; Feeder service project; Fall Service changes; and Farebox replacement and contingency plans.

IX. Next meeting:

The next meeting will be July 26, 2018.

X. Executive session

Executive session was called to discuss collective bargaining negotiation sessions. Motion made by P. Stein and seconded by D. Nguyen. The Board entered Executive session at 5:27pm. No motions were acted upon. The Board arose from executive session at 5:39pm.

XI. Adjournment

The motion to adjourn the meeting was made by B. Brady and seconded by J. Dotson. The meeting was adjourned at 5:40pm.

Minutes respectfully submitted by Pamela Torelli, Recording Secretary, July 26, 2018.