

**Tompkins Consolidated Area Transit, Inc.**  
**July 26, 2018 Board of Directors Meeting**  
4:00pm – TCAT Conference Room  
737 Willow Avenue, Ithaca, NY

***Attendees***

Board Members: Bridget Brady, William Gray, John Gutenberger, Dan Klein, Ducson Nguyen (arrived at 4:31), Frank Proto, Peter Stein, Denise Thompson

Staff Attendees: Bill Armitage, Scott Bloss, Susan Brock, Clarence Clink, Raymond Lalley, Patrick Naughton, Patty Poist, Bob Sherman (arrived at 4:06), Mike Smith (arrived at 4:23), Pamela Torelli (Recording Secretary), Scot Vanderpool, Matthew Yarrow

Other Attendees: Sean Chilson\*, Bradley Jones\*, Robert Kaussner\*, Courtney Lane\* (arrived at 4:10), Curt Parrish\*, Madlyn Schafer, Sara Westfall\*  
\* left meeting at 4:20pm.

Absent: Jennifer Dotson

***I. Call to Order***

F. Proto called the meeting to order at 4:04pm.

***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 June 28, 2018 Board of Directors Meeting***

A motion to approve the minutes from the June 28, 2018 TCAT Board of Directors Meeting was made by D. Klein, seconded by B. Brady. The minutes of June 28, 2018 were approved unanimously.

***V. Chairman's Report***

Legal services. Every 5 years we must put out an RFP for legal counsel. After we get responses from the RFP, we will form a review committee. The Executive Committee may act as the review Committee, but Chairman Proto extended an opportunity for committee members to discuss if they'd prefer for a separate committee to be formed.

*Courtney Lane joined the meeting at 4:10pm.*

The Board had no objections to the Executive Committee serving as the review committee for the legal counsel RFPs, and any other board members who wish to take part can be included in the RFP review.

Update regarding Buy America: We had a successful conclusion; we do not have to return or pay back the \$386,000.

## **VI. General Manager's Report**

S. Vanderpool reviewed the attached Monthly System Report. Of note, ridership was up .9% for the month of June and up 1.5% for the year; cost of parts for the new Gillig buses averaged out to \$75 each this month; Cost of parts for June was \$70,515, down from \$95,000 in May; 3 minor accidents with no injuries, and a low number of missed trips in June with 9 total.

S. Vanderpool introduced new hires in customer service, human resources, and bus operators.

B. Sherman went over the IT update found in the Systems Report.

Parking Lot Waiver: J. Gutenberger opened a discussion regarding the waiver developers can receive when building new developments in the City and in Collegetown. Entities can develop or identify a transportation demand management (TDM) plan to receive the waiver; there was concern that TCAT's name is being used in the application for the waiver, the question being who, if anyone, follows up to make sure the TDMs are actually in place. There was discussion that yes, the City should be following up on this; it is not TCATs responsibility. J. Gutenberger suggested if a developer is using TCAT as a means to receive a waiver, we should receive revenue from that, and the City should be the enforcer of this. D. Nguyen stated he would take it up with the City in an upcoming committee meeting and get back to us.

## **VII. Action Items**

5339(b) grant: F. Proto requested permission from the Board to adopt a resolution to apply for a 5339(b) grant without the written resolution being presented to the Board. The grant application submission deadline is August 6. The resolution will be worded very much like Resolution 2018-15 for the Low/No Emission grant, which was approved by the Board at the May 24, 2018 Board of Directors meeting.

A motion was made to authorize an application for a 5339(b) grant, with the written resolution using language that has already been developed and approved by the Board in our Low/No Emission grant, and for this written resolution to be pre-approved by the Board in order to submit the grant application before the next Board meeting, without calling a special meeting. The grant is for approximately 2 million dollars for two electric buses. The grant local match of roughly 80/20 or 90/10 (between \$200,000 and \$400,000) will be drawn from the TCAT Capital

Fund. Motion to approve made by B. Gray, and seconded by D. Klein. Motion passed unanimously.

## **VIII. Committee Reports**

### ***Executive Committee:***

The Executive Committee met on July 18 and discussed: Several personnel items and status of new hires; Status of the Back-Up Ride Home, and Go Ithaca Programs; Purchasing Back-up Buses; Legal Services RFP; Grants Availability and County Administrator Meeting; Status of AVAIL discussions; Buy America Settlement; Storage Building Status; Strategic Plan-timing of draft/final report and presentations; Underwriter Budget presentation; Downtown Intra-County bus service and depot; Union negotiations; Waterfront Development Project.

Burned Bus Update: Vanderpool provided an update on bus 1115. We are in communication with the insurance company to reach an agreeable settlement, then the bus will become property of the insurance company.

Avail Update: M. Yarrow reported we received a list of the unmet or not-yet-demonstrated project details, specifically which details Avail intends to meet, which they intend to delete, and which will be substituted functionality for those they wish to delete. There was a meeting with Avail Implementation Support and our attorney, and more meetings are planned. Next steps are undetermined and depend on the gap in value and strategic concerns about what can happen if we end up in a lawsuit.

R. Lalley provided an update on the storage building. Zoning requires new buildings to be two stories. Lalley will request a variance. The building permit has been submitted, we are trying to get the variance, and once all is set, we will be looking at October to begin. The vendor is talking about raising the price again due to another increase in steel prices, but Lalley is pushing back.

Strategic Plan Update: Consultants are in the process of putting together a draft of the final strategic plan document. The meeting will take place August 28, 10:00am-12:00pm in the Tompkins County Public Library Borg Warner room for key stakeholders, followed by another presentation from 4:00pm to 6:30pm for the general public.

Ithaca Bus Station: The owners are retiring at the end of July and the station will no longer be in service. There has been discussion in City meetings on where those buses will go. The owners of Green Street Pharmacy have shown interest in selling tickets for revenue. The City has an interest in having connections between inter-city buses and regional TCAT service; the city is hoping to get an extension of services until it can be sorted out.

UAW Negotiations Update: Negotiations are on-going. The next meetings are scheduled for August 8, 9 and 10.

Proposed Waterfront Development: Primary concern is the 591 parking spaces proposed in this development. B. Gray was under the impression the 591 spaces included parking for the golf

course, and possibly more - he doesn't believe these are all new parking spaces, and therefore thinks this is not all new traffic.

F. Proto stated we have not been part of the discussion; due to his involvement elsewhere he was brought up to speed. The City applied for funding from the State on behalf of the developers, which included the Canal Commission, which Proto is involved with.

***Budget Committee:***

The Budget Committee met on July 17 and discussed: Revenue Expenditure Report June 30, 2018; Fuel Report; 2019 Operating Budget; 2019 Capital Budget; Budget Presentation Format and Date.

B. Gray went over the attached Budget Report highlighting a \$3,000 positive change in this year's budget, and we moved 2.9M\$ to a new capital fund to be used for buses and needed work on the building.

***IX. Next meeting:***

The next meeting will be August 23, 2018.

***X. Executive session***

A motion was made by B. Brady, seconded by D. Nguyen to enter into Executive Session to discuss personnel items and the collective bargaining agreement. The Board entered Executive Session at 5:53pm. No actions were taken. The Board arose from Executive Session at 6:23.

***XI. Adjournment***

The motion to adjourn open session was made by B. Gray, seconded by D. Nguyen. The meeting was adjourned at 6:32pm.

*Minutes respectfully submitted by Pamela Torelli, Recording Secretary, August 23, 2018.*