

Tompkins Consolidated Area Transit, Inc.
February 28, 2019 Board of Directors Meeting
4:00pm – TCAT Conference Room
737 Willow Avenue, Ithaca, NY

Attendees

Board Members: Bridgette Brady; Deborah Dawson; Jennifer Dotson; Dan Klein (left at 4:30pm); Ducson Nguyen; Frank Proto; Gary Stewart; Denise Thompson

Excused: Susan Brock; Laura Lewis

Staff Attendees: Rick Andrascik; Dan Hill; Raymond Lalley; Patty Poist (arrived at 4:20pm); Megan Pulver; Maddy Schafer; Bob Sherman; Mike Smith; Pamela Torelli; Scot Vanderpool; David Wiles; Mike Wendlowsky

Call to Order

Chairperson D. Nguyen called the meeting to order at 4:06pm.

Board Member Items

There were no Board Member items discussed.

Public Comment

There were no public comments made.

Chairperson Nguyen stated we have moved the Discussion Item of Site Selection up in the agenda due to Board Member D. Klein's need to leave early. Chairperson Nguyen then asked if there were any objections to moving the Seneca Street Garage resolution up so Mr. Klein had a chance to sign the document if it was approved, allowing us to forward it on to city, county and Cornell officials. There were no objections.

Consider ***Resolution 2019-02, Seneca Street Garage Redevelopment***. D. Nguyen presented Resolution 2019-02 which was moved by F. Proto, seconded by J. Dotson.

The Resolution passed unanimously as follows, with a signed copy electronically sent to Mayor Svante Myrick; City of Ithaca Director of Planning & Development JoAnn Cornish; City of Ithaca Common Council; Ithaca Urban Renewal Agency Director Nels Bohn; Ithaca Urban Renewal Agency Board; Tompkins County Administrator Jason Molino; Cornell University President Martha Pollack; and the Tompkins County Legislature:

RESOLUTION 2019 - 02
SENECA STREET GARAGE REDEVELOPMENT

WHEREAS, the City of Ithaca plans to issue a Request for Expressions of Interest for redevelopment of the Seneca Street Garage, and

WHEREAS, the bus shelter at the Seneca Street Garage is a major nexus for TCAT bus service providing access to and from the City's downtown core, and

WHEREAS, the Seneca Street Garage's central location and proximity to the Ithaca Commons make it an ideal location for an intermodal transit hub that connects bikes, scooters, single occupancy vehicles, buses, and other mobility systems, and

WHEREAS, intercity bus service at Green Street has been beneficial to the City for its central location and connectivity to local transit service while has also been challenging due to inadequate bus lanes, drop-off areas, and passenger amenities, therefore, be it

RESOLVED that the TCAT, Inc. Board of Directors requests that accommodations for TCAT buses and passenger amenities be a required programmatic element of the City of Ithaca's RFEI for Seneca Street Garage redevelopment; and be it further

RESOLVED that the TCAT, Inc. Board of Directors requests that a terminal for inter-city bus service be considered for incorporation into the Seneca Street Garage redevelopment project; and be it further

RESOLVED that TCAT, Inc. Board of Directors requests that the City of Ithaca engage with TCAT in conversations regarding the future of the Seneca Street Garage

Chairperson Nguyen turned the floor over to Planning Committee Chair D. Klein who presented **Resolution 2019-03, Contract Wendel Companies for Site Selection Study**. Resolution 2019-03 which was moved by D. Kelin, seconded by D. Dawson. The Resolution passed unanimously as follows:

RESOLUTION 2019 - 03
CONTRACT WENDEL COMPANIES FOR SITE SELECTION STUDY

WHEREAS, TCAT, Inc. (TCAT) is in need of expansion or new site to help support operations due to current and future needs identified in recent Facility Assessment and Strategic Planning reports, and

WHEREAS, TCAT previously bid for facility planning and needs assessment project RFP 001-2015 selecting Wendel WD Architecture, Engineering, Surveying & Landscaping Architecture, P.C., hereafter referred to as "Wendel Companies" to support Phase 1 of the requirement, and

WHEREAS, TCAT further selects to continue the site selection process with Wendel Companies after TCAT staff has reviewed multiple locations across Tompkins county, and

WHEREAS, TCAT Staff and planning committee needs additional support in evaluating four identified locations, and need to ensure no location has been omitted from possible consideration, and

WHEREAS, Wendel Companies provided a detailed proposal with the commitment to complete their evaluation within reasonable timeframe required, so TCAT staff recommends utilizing Wendel Companies,

RESOLVED, that the TCAT Board of Directors selects Wendel Companies as the contractor for Site Selection Study, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the General Manager to execute a contract with Wendel Companies, for the site selection as proposed by Wendel Companies in the amount not to exceed ninety thousand dollars (\$90,000), said contract being subject to the approval of TCAT's attorney.

Adopted by the TCAT Board of Directors on this the 28th day of February 2019.

P. Poist joined the meeting. (4:20pm)

The Wendel Contract was sent to legal consult and returned to GM S. Vanderpool during the meeting. Recording Secretary P. Torelli emailed it to Board members during the meeting. The red-lined contract from legal consult is attached.

Consider **Resolution 2019-01, Adopting the TCAT Inc. 2019 Capital Expenditure Plan**. D. Nguyen presented Resolution 2019-01 which was moved by B. Brady, seconded by D. Klein. The Resolution passed unanimously as follows:

**RESOLUTION 2019-01
ADOPTING THE TCAT, INC. 2019 CAPITAL EXPENDITURE PLAN**

WHEREAS, each year the Tompkins Consolidated Area Transit, Inc. (TCAT, Inc.) Board adopts an annual Capital Expenditure Plan, and

WHEREAS, TCAT, Inc. attempts to maximize the use of all federal and state funds available for necessary capital equipment purchases and projects, and

WHEREAS, after reviewing current capital needs and considering all federal and state funding available for 2019, a Capital Expenditure Plan of \$7,170,242 with Tompkins County, City of Ithaca and Cornell University each making contractual payments of \$152,090 for the 2019 fiscal year ending December 31, 2019 has been prepared and reviewed,

THEREFORE, BE IT RESOLVED, the TCAT, Inc. Board adopts a Capital Expenditure Plan for the fiscal year ending December 31, 2019, totaling \$7,170,242 on the 28th day of February 2019.

Approval of minutes from January 24, 2019 meeting

A motion to approve the minutes of January 24, 2019 was made by F. Proto, seconded by B. Brady. The minutes of January 24, 2019 were approved unanimously.

D. Klein left the meeting. (4:30pm)

Chairman's Report

D. Nguyen spoke about the staff retreat that is being planned. There will likely be homework prior in the form of surveys regarding what Members expect out of their service on the Board, what they can contribute, etc. It will be a 4-hour retreat; Nguyen is excited about it, as he feels with the new strategic plan, we are in a good place to take a step back and figure out how we can best serve an organization we all care about.

General Manager's Report

S. Vanderpool went over the attached System Report, noting fuel information is not included due to problems with Maximo.

Dan Hill was introduced as our new Vehicle and Facility Maintenance Supervisor, and Gian Fountain was introduced as our IT Specialist working with B. Sherman.

All employees attended sexual harassment and respect in the workplace training over the last 3 weeks.

Vanderpool asked the Board to look around at the staff member in attendance and stated he wants to point out we've had a great year with tremendous improvement at every level in every department and he wants to give these folks a round of applause, and thank everybody for making great strides over the last year.

B. Sherman provided an IT update, speaking of some challenges we have coming up. Our largest concern right now is the need for a phone system upgrade. Other important projects include replacing modems on buses (which must be done before the end of the year) and fixing the web store.

Committee Reports

The Executive Committee met on February 20 and discussed site planning at Vanguard; Seneca Street Garage; VW settlement update and a maintenance update.

The Planning Committee met on February 14 and discussed contracting with Wendel for help with site planning process; setting up a dropbox for all the documents related to site planning; will work on a document making the case of why TCAT needs to move; weekly check-in with each other and keep the planning process moving

The Transit Service Committee met on February 6 and discussed Strategic Plan review and the Transit Development Plan 2019. They received updates on RideLogic and Farebox RFP; ITS project; First/Last Mile Pilot; and Deadhead analysis for new facility

The Budget Committee, the Human Resources Committee, and the Audit Committee did not meet.

Executive Session

Executive Session was called to discuss Personnel issues. A motion to enter Executive Session was made by D. Dawson, seconded by F. Proto. The Board entered Executive Session at 5:18pm. No actions were taken.

A motion to adjourn Executive Session was made by B. Brady, seconded by G. Stewart. The Board arose from Executive Session at 5:33pm.

Next meeting: March 28, 2019

Adjournment

A motion to adjourn was made by D. Thompson, seconded by B. Brady. The meeting adjourned at 5:35pm.

Minutes respectfully submitted by Pamela Torelli, Recording Secretary, March 28, 2019.