

**Tompkins Consolidated Area Transit, Inc.**  
**July 25, 2019 Board of Directors Meeting**  
4:00pm – TCAT Large Conference Room  
737 Willow Avenue, Ithaca, NY

***Attendees***

Board Members: Bridgette Brady; Deborah Dawson; Jennifer Dotson; Dan Klein; Laura Lewis; Ducson Nguyen; Frank Proto; Gary Stewart

Absent: Denise Thompson

Staff Attendees: Rick Andrascik; Susan Brock; Gian Fountain; Hollie Harrington (left at 5pm) Dan Hill; Shawn Kelley; Raymond Lalley; Patty Poist; Megan Pulver; Mick Scimeca (arrived at 4:25; left at 4:35) Bob Sherman; Mike Smith; Pamela Torelli; Scot Vanderpool; David Wiles; Matt Yarrow

***Call to Order***

Chairperson Ducson Nguyen called the meeting to order at 4:00pm.

***Public Hearing***

At 4:00pm, D. Nguyen opened the public hearing on the proposed increase in the outbound single ride cash fare for trips originating in current Zone 2 from \$0 to \$1.50 (adult) and from \$0 to \$0.75 (youth and half-fare). No one came forward to make a comment. D. Nguyen closed the public hearing at 4:00pm.

***Public Comment***

There was no one present that had a public comment.

***Board Member Items***

There were no board member items heard.

***Approval of minutes from June 27, 2019 Board of Directors meeting***

The following changes to the minutes in the packets were made:

- At the bottom of page 2, delete the sentence containing medical information about an employee.
- On page 5, revise the last two sentences about the referral bonus to read “The bonus applies to any TCAT employee who refers a successful candidate (in any department) as described in the Employee Referral Program Procedures. **A motion to adopt the Employee Referral Program Procedures subject to the approval of the attorney was made by D. Dawson, seconded by L. Lewis and passed unanimously (8-0).**”
- On page 6, under TCAT/Cornell MOU, revise the sentence about the motion to read “The motion was seconded by L. Lewis, and was approved by a vote 6-0-2 with D. Thompson and B. Brady abstaining.”
- On page 6, after the Audit Committee sentence, add: “F. Proto made a verbal motion to accept the audit as presented; J. Dotson seconded; the motion was unanimously approved 8-0.”
- On page 7, revise the information about Resolution 2019-10 to read: “A verbal motion was made by J. Dotson and seconded by L. Lewis to award General Manager Scot Vanderpool a 4%

salary increase effective retroactively to January 1, 2019. **Resolution 2019-10 – Approval of Salary Increase for TCAT, Inc. General Manager** was approved unanimously (8-0) as follows:

**RESOLUTION 2019 - 10**  
**Approval of Salary Increase for TCAT, Inc. General Manager**

General Manager Scot Vanderpool will receive a 4% salary increase effective January 1, 2019, based on his most recent performance appraisal.”

A motion to approve the minutes as amended was made and seconded. The minutes of June 27, 2019 were approved unanimously (8-0).

***Chairperson’s Report***

Chairperson Nguyen called for an executive session regarding personnel matters.

***General Manager’s Report***

S. Vanderpool went over the June 2019 System Report.

*<Mike Scimeca joined the meeting.>*

S. Vanderpool introduced two new full-time bus operators, Hollie Harrington and Mike Scimeca. Following his introduction, M. Scimeca left the meeting.

***Action Items***

No action items were presented.

***Discussion Items***

***Facility Site Selection Update***

Chairperson Nguyen asked for an update on the facility site selection process. S. Vanderpool reported Wendel has identified potential fatal flaws with Southwest Park, so the number of potential sites has been narrowed to two, the Airport and the former Vanguard location.

***Committee Reports***

- **Executive Committee** – The Executive Committee met on July 17 and discussed meeting with Underwriters (formerly the annual budget presentation); Big Red Consulting; results of the Wendel Conversation we had last week and next steps.
- **Budget Committee** – The Budget Committee met on July 23 and discussed the Revenue Expenditure Report June 31, 2019; MRT Update; 2019 Operating Budget; 2019 Capital Budget; Budget Presentation Discussion
- **Human Resources Committee** – The HR Committee did not meet.
- **Planning Committee** – The Planning Committee meeting was postponed until more information is received from Wendel.
- **Transit Service Committee** – The Transit Service Committee met on July 11 and discussed First/Last Mile Pilot update; Bus shelter update; Cortland Transit request update; Zone 2 fare change; Intern work update; Farebox RFP and Fall service changes
- **Audit Committee** – The Audit Committee met on June 19 to complete the annual financial report, and to complete the 10-year National Transit Database Uniform System of Account.

Duane Schoen of Insero & Co. was in attendance; there were no exceptions found in any of the categories.

***Executive Session***

An executive session was called to discuss personnel matters. Motion to enter Executive Session made by Chairperson Nguyen, seconded by F. Proto. The Board entered Executive Session at 5:29pm. No actions were taken. Motion to adjourn Executive Session made by B. Brady, seconded by D. Klein.

The Committee arose from Executive Session at 5:58pm.

Open session resumed at 5:58.

***Next meeting:*** 4:00pm, August 22, 2019

***Adjournment***

Motion to adjourn open session made by B. Brady, seconded by D. Klein. Meeting adjourned at 5:58pm.

*Minutes respectfully submitted by Pamela Torelli, Recording Secretary, August 22, 2019.*