

**Tompkins Consolidated Area Transit, Inc.**  
**September 26, 2019 Board of Directors Meeting**  
4:00pm – TCAT Large Conference Room  
737 Willow Avenue, Ithaca, NY

***Attendees***

Board Members: Bridgette Brady; Deborah Dawson (left at 5:45); Jennifer Dotson (arrived at 4:18); Dan Klein; Laura Lewis; Ducson Nguyen; Frank Proto (left at 5:45); Gary Stewart, Denise Thompson

Staff Attendees: Dameon Allen (left at 4:35); Rick Andrascik; Susan Brock; Dan Hill (arrived at 5:10; left at 5:30); Frank Howells; Patty Poist; Megan Pulver; Maddy Schaffer; Bob Sherman (arrived at 5:10; left at 5:30); Byron Shutt (left at 4:12) Mike Smith; Phil Smith; Joe Stone (left at 4:35); Pamela Torelli; Scot Vanderpool; Mike Wendlowsky (arrived at 4:20; left at 4:52); David Wiles; Matt Yarrow

***Call to Order***

Chairperson Ducson Nguyen called the meeting to order at 4:02pm.

***Board Member Items***

F. Proto provided an update regarding the Cornell MOU. Board members D. Dawson, B. Gray and F. Proto need to meet with K. Yeomans from Cornell; Yeomans has gathered potential meeting dates twice and set a meeting twice, but Yeomans wants to meet with her people at Cornell prior to meeting with the TCAT Board committee. Proto stated that hopefully they would have more information before the next board meeting on October 24.

***Public Comment***

TCAT bus operator Byron Shutt spoke about golf ball damage to his vehicle in our parking lot. When he was leaving work, he saw a dent in his vehicle, and a golf ball nearby. He had dispatch come out and look at it, and he called the police to request an accident report. The Officer told him it was not "car-to-car damage" so an accident report could not be completed. TCAT Management and Supervisors looked at the vehicle as well. Shutt completed a 3-page form from TCAT called a "Golf Ball Damage Claim Procedure" which is comprised of a TCAT cover sheet, and a 2-page form which requires a Notary's signature. Shutt completed the form, included pictures and an estimate of \$550 from Wink's Body Shop for repair, and submitted the claim to the City. It was denied with Shutt citing their reasoning as, "The City is not liable, they did not hit the golf ball."

Shutt continued, he has seen golf balls in the parking lot many times before; he's heard them bounce off the roof, and just this morning, another driver found a ball near his car in the parking lot. Shutt is concerned about flying balls damaging property and potentially hurting people either in our parking lot or people, including children, who bike or walk on the path around the golf course. He is curious if it's possible to put up netting like they have near the Hasbrouck housing complex at Cornell lot. Or, if that is not possible, maybe there can be a fund to pay for any proven damage. He feels the potential damage to vehicles is not fair to employees and hopes that the city and TCAT can work together for a solution.

Chairperson Nguyen thanked Shutt for speaking today and said he and Board Member L. Lewis are on the City Council; he will contact the golf course owners, and will explore options and will follow-up with Shutt when he has some information.

**Approval of minutes from July 25, 2019 Board of Directors meeting and August 21 Special meeting**

Moved by F. Proto and seconded by D. Dawson both sets of minutes were approved by a vote of 7-0-0.

**Chairperson's Report**

Chairperson Nguyen said he did not have a report, and the things he wanted to discuss will be part of the Committee reports.

**General Manager's Report**

S. Vanderpool presented the August Systems Report with attention given to the PM service numbers that have slipped once again. He spoke about factors that impact PM Inspections, such as Cornell start-up and the fact that we lost 2 mechanics. Then he talked about solutions - we have hired two mechanics and an additional maintenance supervisor, and we have an MOU that we are about to sign allowing mechanics to receive double-time pay for working extra time on a Saturday. Certain restrictions apply, for example at least 4 mechanics must sign up to be there for a minimum of 6 hours, with a Supervisor present, and they will concentrate on PM service and smaller repairs. If only 3 mechanics sign up to work, one of the Supervisors will work with them.

Vanderpool introduced Dameon Allen, new Transit Service Supervisor/Dispatch hybrid and Joe Stone, new diesel mechanic. Following their introductions, D. Allen and J. Stone left the meeting.

**Action Items**

No action items were presented.

**Discussion Items**

**Facility Site Selection Update** - S. Vanderpool began the Facility Site Selection Update by providing a red-lined copy of the Wendel Report showing factual errors, misspellings, grammatical mistakes and other problems. Vanderpool said despite all those issues, the report itself is not definitive regarding fatal flaws. Contingency costs were not included; and for both Airport and Vanguard, they stated that certain elements are recommended or required, however there are no details regarding these recommendations. For example, "solar panels/energy efficient construction" is listed, but no examples of what those requirements are. They also reported that we would have to build an expansion at Vanguard to allow for internal bus circulation, but that is not reflected in any of the costs. The report is inconclusive and unsatisfactory, but we need to move forward despite that. After Committee Reports conclude, the Board of Directors will go into Closed Session to seek advice of counsel.

The timeline for evaluation was discussed in the Executive Committee meeting. Phase I of the environmental study will be completed by B&L and should be done by the end of September. We will find out if there are any potential environmental issues with either the Vanguard or the Airport site. In the meantime, we will get the report corrected and send it to the Underwriters giving them a few weeks to review it. We will then set up a lunch meeting for questions and comments so we are transparent to all Underwriters. This would be different than our presentation to the Underwriters.

D. Klein reported that S. Brock was in contact with Cornell Real Estate who is willing to sell us additional adjacent land at the Airport site if we wanted to expand our footprint at all.

**Budget Meeting** – Chairperson Nguyen asked the Board Members if they have heard any complaints about TCAT not holding their usual annual meeting. D. Dawson said at least one member of the Legislature took great exception to not having a budget to look at. The condensed budget was provided

tonight, and we will send it to Underwriters tomorrow. D. Klein said he suggests that we have some kind of in-person budget presentation. His preference would be to schedule an hour meeting and invite all the partners that want to come and talk about the budget.

### **Committee Reports**

- **Executive Committee** – The Executive Committee met August 21 and discussed site evaluation; Airport information; and moving forward with Hunt Phase 1 environmental evaluation of Vanguard. They met September 18 and discussed: Preparation for Underwriter Meeting; Site Evaluation: Airport Available Land, Governor’s Visit in November and Initial Approach with Governor’s Office, Depreciated Value of our Current Land and Facility; Fare-box Situation; DPW Fuel Isle Update and Developing 5-year Projected Capital and Operating Budget estimates that factor in the cost of new facility and related service increases.
- **Budget Committee** – The Budget Committee met August 20 and discussed: STOA Update; Revenue Expenditure Report July 31, 2019; 2020 Operating Budget; 2020 Capital Budget. At the September 17 meeting, they discussed: Revenue Expenditure Report August 31, 2019; 2020 Operating Budget; 2020 Capital Budget and the Tompkins County 2020 Budget Presentation
- **Human Resources Committee** – The Human Resources Committee did not meet in August. On September 12 they discussed: Plan for staff training; Protocols for board communication over email; Should we have an HR specialist on the committee; Performance review process; Recruiting update/staffing numbers; TCAT Welfare Benefit Plan document resolution & adoption agreement review; HR Strategic Plan draft items; 2019 Pinnacle HR salary survey
- **Planning Committee** – The Planning Committee did not meet in August; at the September 12 meeting, they discussed: Current facility intended use if we move; Depreciated value of the facility and land; Availability of land at Cherry and Warren; and Next steps to setting up a meeting with the underwriters
- **Transit Service Committee** – The Transit Service Committee did not meet in August. They met September 11 and discussed: First/Last Mile Pilot update; Bus shelter update; Cortland Transit request update; Zone 2 fare change; Farebox RFP; Transit Development Plan (TDP); Bus wraps; Fall service period 2
- **Audit Committee** – The Audit Committee has not met.

### **Closed Session**

Chairperson Nguyen requested a closed session to seek the advice of legal counsel. Motion to enter Closed Session made by L. Lewis, seconded by D. Klein. The Board entered Closed Session at 5:45pm. No actions were taken. Motion to adjourn Closed Session made by B. Brady, seconded by L. Lewis.

The Committee arose from Closed Session at 6:06pm.

Open session resumed at 6:06pm.

**Next meeting:** 4:00pm, October 24, 2019

### **Adjournment**

Motion to adjourn open session made by B. Brady, seconded by G. Stewart. Meeting adjourned at 6:06pm.

*Minutes respectfully submitted by Pamela Torelli, Recording Secretary, October 24, 2019.*