

Tompkins Consolidated Area Transit, Inc.
Board of Directors Meeting Minutes
August 27, 2020 | 4:00pm via Zoom

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; Raymond Lalley; Curt Parrish; Patty Poist; Megan Pulver; Maddy Schafer; Bob Sherman; Mike Smith; Phil Smith; Pamela Torelli; Scot Vanderpool; Nate Wells; Matt Yarrow

Call to Order

Chair B. Brady called the meeting to order at 4:02pm.

Board Member Items

D. Dawson reported according to Rick Snyder, the County's Mortgage Recording Tax (MRT) revenues are only down \$30,000 this year over last year since July, so that is good news for us.

Public Comment

There was no one present that had a public comment.

Approval of minutes

Motion made by L. Lewis, seconded by D. Dawson to approve minutes from the July 23, 2020 meeting. The motion passed unanimously with a vote of 8-0-0.

Chair's Report

Chair B. Brady took an opportunity to "extend a giant thank you to TCAT on Cornell's behalf and my behalf for helping with the transition for the reactivation of campus. Cornell was forced to request a new route in the A Lot because Cornell's parking permit requirements started earlier than TCAT's Fall Service, so they scrambled and helped us out by bringing on an earlier route in the A Lot. This was for 4:40 in the morning. It required a tremendous amount of negotiation because you don't just throw a bus on a route. Truthfully it helped us out tremendously and I just want to thank you all for being as responsive as you have been throughout all of this. Mike and team, I haven't had a chance to let you know how much I've appreciated it and how much it helped us get our staff to the buildings they needed to clean. So, thank you guys, very, very much."

General Manager's Report

Mr. Vanderpool provided ridership and service updates. Ridership is expected to reach 90% based on our reduced capacity (25 passengers per bus), and the need for extra buses on standby in case of pass-up. We have extra buses built in to the bid. This is going to be a short service period lasting only until Thanksgiving when Cornell sends students home. We will have time to reevaluate and figure out what's going to happen after Thanksgiving.

The July 2019 comparison to July 2020 is somewhat grim; in 2019 we carried just over 222,000 riders, and in 2020 we carried approximately 41,000, a decrease of 82%. The 3 routes carrying the most riders were the 30, 15 and 14, those are all either West Side or shopper routes; the 3 routes with the lowest ridership are the 65

(Danby) 52 (Caroline) and 41, the demand response. The new Route 22 Summer Service has increased from 7 passengers per day to around 16 per day.

Maintenance update: PMs fell slightly to 90%; Road Calls have been limited with just 4 road calls in May, 8 in June, 6 in July and 7 in August so far. The cost of parts for the month of July cost just over \$67,000, including a \$20,284 engine replacement for 701.

In Operations, there have been zero missed trips due to driver or bus shortage since December 2019, which is fairly remarkable; we have more drivers to work with - we are not mandating and we are not in a position where we are short drivers right now, and we're not using quite as many buses. We have not had any documented incidents of non-compliance with face coverings. There have been instances of people trying to get on without a mask, or removing the mask after boarding, which makes it hard to document, but we're going to try to do a better job of getting some of these cases documented so we can get a Supervisor involved in the process if necessary, especially in the case of repeated behaviors. Our marketing and continued messaging has a lot to do with compliance.

Safety and accident update: Through July 2020 we have had 18 accidents, all of them were minor except for one with a passenger injury when the driver had to brake abruptly to avoid hitting a car that pulled out in front of them. The passenger was injured but not transported and later filed a claim. P. Smith has been working on the safety plan for the FTA that the Board will review soon.

Human Resources update: 81 full-time operators; 8 Leave of absences. We have lost 5 employees due to attrition since the spring, and our retention rate is good. We have had no hiring since April, but we are planning to hire new staff members at this time. We will be hiring an HR Manager and possibly another Supervisor Dispatcher position in the beginning of the year. Our HR Committee did meet, and we will give an update on that when we get to the Committee agenda items.

Marketing and Communications Department as well as Information Technology updates were given, with a list of recently completed and projects underway.

Action Items

Resolution 2020-14 – Mid-life Overhaul of Orion Buses was presented by S. Vanderpool. Moved by F. Proto, seconded by D. Nguyen Resolution 2020-14 was approved with a vote of 8-0-0 as follows:

RESOLUTION 2020-14 MID-LIFE OVERHAUL OF ORION BUSES

WHEREAS, TCAT, Inc. (TCAT) needs an overhaul of critical components for six (6) 1100 series Orion buses, and

WHEREAS, TCAT would like to extend the service life of these buses for six years through mid-life overhauls, which is a lower cost option in comparison to purchasing new diesel buses, and

WHEREAS, service life extension of these buses will allow TCAT to seek future funding opportunities to fulfill its strategic goal of an all-electric fleet, and

WHEREAS, on May 18, 2020, TCAT issued a Request for Proposal (RFP) for Mid-life Overhaul for 1100 Series Orion Buses, and TCAT received responses on July 6, 2020 from Midwest Bus Corporation, MTB Transit Solutions USA Inc., and Northeastern Bus Rebuilders, Inc. (NEBR), and

WHEREAS, TCAT's evaluation team evaluated the RFP responses on July 17, 2020, and decided to further consider the proposal from Northeastern Bus Rebuilders, Inc., and

WHEREAS, after further review regarding pricing, the evaluation team concluded on August 12, 2020 that the overall pricing and level of service with Northeastern Bus Rebuilders, Inc. would be in the best interests of TCAT, and

WHEREAS, the evaluation team recommends that TCAT enter into a contract with Northeastern Bus Rebuilders, Inc. for overhaul services, therefore be it

RESOLVED, that the TCAT Board of Directors selects Northeastern Bus Rebuilders, Inc. as its contractor to overhaul six 1100 series Orion buses, 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 Northeastern Bus Rebuilders, Inc. for overhaul and related services described in the RFP, Addendum 1 to the RFP (dated June 16, 2020), and Contractor's July 6, 2020 response to the RFP and follow-up Pricing Reduction dated August 12, 2020, in an amount not to exceed Eight Hundred Thousand Dollars and No Cents (\$800,000.00), subject to the approval of TCAT's attorney.

Adopted by the TCAT Board of Directors on this the 27th day of August, 2020.

Committee Reports

Audit Committee – The Audit is underway and a report is expected by the end of September.

Executive Committee – The Executive Committee did not meet.

Budget Committee – The Budget Committee met on August 18 and discussed a STOA Update; Revenue Expenditure Report July 31, 2020; 2021 Operating Budget; 2021 Capital Budget; Unusual Impacts to 2020 Budget; and CARES Act funding.

During the Budget Committee report, two verbal motions were adopted. A verbal motion to provide a one-time 30% rebate to the local underwriters was made by J. Dotson and seconded by F. Proto. After discussion, the Board approved the following resolution with a vote of 7-1-0 (D. Nguyen opposed):

RESOLUTION 2020-15 ONE-TIME 30% REBATE TO UNDERWRITERS

The Board of Directors of TCAT, Inc. authorizes a 30% rebate of money paid, or 30% credit of money owed, for 2020 contractual payments by the City of Ithaca, Tompkins County and Cornell University.

Adopted by the TCAT Board of Directors on this the 27th day of August, 2020.

J. Dotson then made a second verbal motion that D. Nguyen seconded. The second motion expressed the TCAT Board's intention to request a 2% increase over the originally budgeted 2020 contractual payments from the

three local funders for 2021. After discussion and agreement to add “to be consistent with TCAT’s previous budget requests” as a friendly amendment, the vote was 6-2-0 (B. Brady and G. Stewart opposed).

RESOLUTION 2020-16
EXPRESS INTENTION TO REQUEST INCREASE IN
2021 CONTRACTUAL PAYMENTS FROM LOCAL FUNDERS

The Board of Directors of TCAT, Inc. expresses its intention to request a 2% increase over the originally budgeted 2020 contractual payments from the three local funders for 2021, to be consistent with TCAT’s previous budget requests.

Adopted by the TCAT Board of Directors on this the 27th day of August, 2020.

Additional discussion followed the vote. The bylaws state *the votes of at least 6 of the directors, including at least 2 of the 3 directors who represent each recommending party, shall be required for approval of the Operating and Capital budgets*. But as this motion was not a vote on the budgets but instead authorized Board members to relay the information to each underwriter as a heads-up to assist in the budgeting process of the 3 entities, the motion received the requisite number of votes to pass. Directors from each entity agreed to pass along the information and provide an update at the next Board of Directors Meeting.

Human Resources Committee – The HR Committee met August 12 and discussed the HR Manager position, including the job description, timing of both interview and potential start-date, and posting for of the position. S. Vanderpool will share with the Board the final draft of the HR Manager position description.

Planning Committee – The Planning Committee did not meet, as they are still waiting to hear about the results of the Build Grant application.

Transit Service Committee – The Transit Service Committee met on August 20 and discussed Fall Service; Tconnect, Fall Contingency Planning and the TDP.

Executive Session

An Executive Session was called to discuss Personnel matters. D. Nguyen made the motion with F. Proto seconding; the Board voted 8-0-0 to enter Executive Session. Zoom host rights were transferred to S. Brock, recording was stopped. TCAT staff members left the meeting. Executive Session commenced at 5:46pm.

J. Dotson left the meeting during the executive session.

The Board arose from executive session at 6:23 pm after a motion by L. Lewis was second by D. Nguyen with a 7-0-0 vote.

Next meeting

The next regularly scheduled meeting will be September 24, 2020

Adjournment

Minutes respectfully submitted by Pamela Torelli, Recording Secretary, September 24, 2020.