

**Tompkins Consolidated Area Transit, Inc.**  
**Board of Directors Meeting Minutes**  
**October 22, 2020 | 4:00pm via Zoom**

***Attendees***

Board Members: Bridgette Brady; Deborah Dawson; Jennifer Dotson; Dan Klein; Laura Lewis; Ducson Nguyen; Frank Proto; Gary Stewart; Denise Thompson (arrived at 4:06pm)

Staff Attendees: Rick Andrascik; Susan Brock; Raymond Lalley; Curt Parrish; Patty Poist; Megan Pulver; Maddy Schafer; Mike Smith; Phil Smith; Pamela Torelli; Scot Vanderpool; Nate Wells; Matt Yarrow; Bob Sherman; Kate Wood

***Call to Order***

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

***Board Member Items***

There were no Board Member items discussed.

***Public Comment***

There was no one present that had a public comment.

***Approval of minutes***

A motion to approve minutes from the September 24, 2020 meeting passed unanimously with a vote of 8-0-0.

***General Manager's Report***

Our presentation to the County went very well; everyone seemed pleased with it. Instead of a presentation to all of our Underwriters - I'd like to give the same presentation individually to the City and Cornell - it will be less awkward, especially trying to come up with a date where everyone is available

**Ridership and Service:** This September we carried 88,662 passengers compared to 450,197 in September of 2019, a decrease in ridership of 80.3%. In comparison, at September's Board meeting, I reported that for the month of August 2020, we were down 79.64% compared to August of 2019.

We did not miss a trip in the month of September - no bus shortages, no operator shortage, however we did have supervisors drive on occasion.

Matt is starting to work on service levels for our Winter Service period which starts around Thanksgiving time - there are going to be heavy reductions in service - we'll get to that information during our Transit Service discussion.

Once again, there have not been many instances of mask-non-compliance reported over the past month.

***Maintenance:***

PM Services are currently between 90 and 95%.

Our first 2 buses have been sent for their mid-life rehab. Both are 2011 buses. It will take 4-5 weeks before we get them back.

The cost of parts for the month of September was \$48,485, which is below average. To give you an idea of our individual costs, one of our biggest costs was a radiator replacement for bus #1104 at a cost of \$5,764.

We have 14 road calls in September, compared to 8 in August. Most of our road calls did not require a tow truck and were for minor issues like headlights and pull-cords.

**Safety:**

We have had 23 collisions year-to-date. Still no major accidents this year. 18 of the 23 accidents were preventable, with a majority of them being collision with a fixed object. We have had 2 accidents in September, both preventable.

TCAT's Public Transit Agency Safety Plan was given a thumb's up by NYSDOT. P. Smith reported the next steps are DOT approval in mid-November.

**Human Resources**

We have hired an HR Manager, her name is Colleen March and she will start remotely in early November. Colleen is from Reno, Nevada and has family here in Ithaca. Thank you, Laura, for participating in the interview process.

Currently we have 83 full time operators with 11 of those drivers out for various reasons (that's almost 12%): Four are out on workers' comp; we have 4 on leave of absence; 1 out on FMLA and 2 on short-term disability. Our retention rate is at 100% for the month.

**Marketing and Communications:**

I hope everyone had a chance to see Duc's TCAT video to support the fact that TCAT has done a great deal in protecting our passengers, and show how safe TCAT is.

Patty and others have been busy with our TDP Open House sessions and we will take a vote today on going fare free on Election Day.

**Information Technology:**

Milestones completed last month include: The new Exchange 2016 system has been installed and most accounts have been transitioned; the back-up system was transferred to a new Domain Controller; Dispatch, Shop, HR and Payroll new computers deployed.

**Action Items**

As mentioned in the Marketing and Communications portion of his General Manager's Report, Mr. Vanderpool asked the Board for a vote on going fare-free for Election Day, November 3, stating we would lose roughly \$1000 in fare revenue. The Board had no questions, and unanimously agreed to Fare Free Election Day with a vote of 9-0-0.

Within the last week we found out we are getting our Proterra buses in March, about 6 months earlier than expected. Proterra told us recently about a new/different charging system that will allow buses to charge quicker. This different system costs an additional \$64,000, plus labor. F. Proto made an oral motion to allow an additional expenditure of not more than \$70,000 for the equipment and installation. The motion was seconded by D. Dawson, and the Board agreed to allow the purchase by a unanimous vote of 9-0-0.

## ***Committee Reports***

**Audit Committee** – The Audit is underway, and the auditors are working on the audit this week. They should have the report completed by the end of November, after which the Audit Committee will meet to review it. Board members should expect an email from the auditors with paperwork that needs to be signed and returned.

**Executive Committee** – The Executive Committee met on October 21 and discussed the Underwriter Presentation; Service Agreement Extension; HR Manager update; TDP update; Roof Update and the Willow Avenue Contingency Plan.

We had a lengthy discussion about the 2% ask “Intention to request a 2% increase over the originally budgeted 2020 contractual payments from the three local funders for 2021.”

**Budget Committee** – The Budget Committee met on October 20 and discussed MRT Update; Business Insurance Renewal; Election Day Fare Free; Revenue Expenditure Report September 30, 2020; 2021 Operating Budget; 2021 Capital Budget and the November 2020 Budget Committee Date.

In the past week, we were notified by the State that we received \$576,000 in Capital funding to assign or apply to projects (Accelerated Transit Capital Program). In a conversation with Dwight - he stated that he was really surprised to see this and believes this will be the last time we will see any capital funding programs like this for a couple of years. Some of the projects mentioned in the Unusual Budgetary Options can now be a part of this Capital windfall, which will likely allow us to save all of our remaining CARES Act funding.

STOA for the second quarter once again came in at 87.2% of 2019's numbers

**Human Resources Committee** – The HR Committee will meet next week on October 29 to discuss HR Update; Management Training; and Sexual Harassment Training Update

**Planning Committee** – The Planning Committee met on September 28, 2020 and discussed the NYSERDA DC Microgrid Grant; Solar Panels; Categorical Exclusions; the Future of TCAT's new home in light of not receiving the BUILD Grant

**Transit Service Committee** – The Transit Service Committee met on October 8 and discussed Fall Service; Tconnect; TDP Outreach and Ambassador Program; and Tom's Ridership Dashboard.

### ***Next meeting***

The Annual Meeting will take place December 3, 2020.

### ***Adjournment***

D. Dawson made the motion to adjourn, seconded by F. Proto. The meeting adjourned at 5:11pm.

*Minutes respectfully submitted by Pamela Torelli, Recording Secretary, December 3, 2020.*