

Tompkins Consolidated Area Transit, Inc.
October 24, 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; Laura Lewis; Ducson Nguyen; Frank Proto; Gary Stewart, Denise Thompson (arrived at 4:14)

Absent: Dan Klein

Staff Attendees: Rick Andrascik; Susan Brock; Gian Fountain; Kyle Franklin; Dan Hill; Raymond Lalley; Randy McCarty; Tim O'Donnell; Curt Parrish; Megan Pulver; Maddy Schafer; Bob Sherman; Mike Smith; Phil Smith; Pamela Torelli; Jazen Valencia; Scot Vanderpool; Mike Wendlowsky; Keith White; David Wiles; Matt Yarrow

Call to Order

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

Board Member Items

F. Proto reported the MOU Committee has a scheduled meeting on the 19th of November with Kelley Yeomans, Senior Director, Finance and Administration, Cornell University Facilities and Campus Services. Proto is hopeful to have an updated MOU in place by the next meeting.

Public Comment

There was no one present that had a public comment.

Approval of minutes from September 26, 2019 Board of Directors meeting

Moved by B. Brady, seconded by D. Dawson, the minutes of September 26, 2019 were unanimously approved 7-0-0 following a change on page 3 under "Closed Session" – change "seek legal counsel" to "seek advice of legal counsel".

Chairperson's Report

Chairperson Nguyen mentioned his email notification of a mini-retreat happening on November 8 from 8am to 10am. This will be an opportunity to reflect on the past year, and will include Board of Directors members and S. Vanderpool's executive team.

General Manager's Report

After reviewing the September 2019 Systems Report, General Manager S. Vanderpool introduced new and promoted TCAT employees: Kurt Parrish, new maintenance supervisor covering first and second shift promoted from Bus Operator; Kyle Franklin, new dispatcher promoted from Bus Operator; full-time operators Jazen Valencia; Keith White and Tim O'Donnell and part time operator Randy McCarty.

Following their introductions, the new and promoted employees left the meeting.

Action Items

R. Lalley presented **Resolution 2019-12 – Infrastructure to Support Electric Buses**. Moved by J. Dotson, seconded by D. Dawson, the resolution passed unanimously by a vote of 8-0-0 as follows:

RESOLUTION 2019 - 12
INFRASTRUCTURE TO SUPPORT ELECTRIC BUSES

WHEREAS, TCAT, Inc. (TCAT) is in need of additional electrical capacity and underlying infrastructure to support the charging of electric buses due for arrival in April 2020. The solution will be to create new electric service at TCAT's current facility to support up six 125kW chargers, and

WHEREAS, the infrastructure requirements and related work that will be procured include six chargers, a cable management system, network/communication systems, switchboard, disconnect switches, bollards, signage, permits, bonding, inspections, trenching, and other associated work to support six 125Kw chargers, and

WHEREAS, New York State Department of Environmental Conservation (DEC) is distributing funds acquired through a settlement with Volkswagen (VW). DEC has partnered with New York Power Authority (NYPA) for the NYPA to assist with requirements associated with support of electrical infrastructure; the charge to the project for NYPA's services is equal to 10% of the project's costs, and

WHEREAS, NYPA on behalf of TCAT competitively bid the requirement to add the required capacity to support infrastructure improvements and received a single bid from Verdek, LLC in the amount of Six Hundred Seventy-Seven Thousand Two Hundred Seventy-Four dollars and Fifty cents (\$677,274.50), and

WHEREAS, the charge to TCAT for NYPA's services is an additional Sixty-Seven Thousand Seven Hundred and Twenty-Seven Dollars and Forty-Five cents (\$67,727.45), and

WHEREAS, NYPA reviewed the bid based on historical data and confirmed the bid to be fair, and

WHEREAS, the project will incur an estimated Twenty-One Thousand Nine Hundred and Seventy dollars and Eighty-Nine cents (\$21,970.89) in interest during construction, and

WHEREAS, the project's total cost is Seven Hundred and Sixty-Six Thousand Nine Hundred and Seventy-Two dollars and Eighty-Four cents (\$766,972.84), and

WHEREAS, VW settlement funding will pay for three chargers and the infrastructure directly associated with those chargers, TCAT's grant from the FTA's Low or No Emission (Low-No) Program will pay for the other three chargers, and TCAT will pay (through a combination of other grants and local funds) for the infrastructure associated with the three chargers funded by the Low-No grant, and

WHEREAS, TCAT's portion of the project as calculated by the DEC and confirmed by TCAT is Three Hundred Seventy-Eight Thousand Three Hundred and Ten dollars, and Thirty-Two cents (\$378,310.32), therefore be it

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the General Manager to execute an agreement with NYPA to design and build electrical infrastructure to support the charging of electric buses, in an amount not to exceed Five Hundred Fifteen Thousand dollars and no cents (\$515,000.00), which includes 20% contingency, and with such agreement being subject to the approval of TCAT's attorney.

Adopted by the TCAT Board of Directors on this the 24th day of October 2019.

Discussion Items

Facility Site Selection Update

S. Vanderpool reported that in the absence of the Wendel team we were originally working with, Susan Sherwood has been working with us. She will address the issues we found in the report, and the final report is forthcoming.

Committee Reports

- **Executive Committee** – The Executive Committee met October 16 and discussed site evaluation, including Wendel response and next steps; Phase One Environmental Results; Maximo
- **Budget Committee** – The Budget Committee met October 15 and discussed Business Insurance Renewal; MRT Update; Revenue Expenditure Report September 30, 2019; 2020 Operating Budget; 2020 Capital Budget; November 2019 Budget Committee Date
- **Human Resources Committee** – The Human Resources Committee did not meet.
- **Planning Committee** – The Planning Committee met on October 10 and discussed the Wendel Report.
- **Transit Service Committee** – The Transit Service Committee did not meet, but M. Yarrow reported the Late Fall schedule starts this Sunday, October 26, 2019.

Adjournment

Motion to adjourn made by D. Dawson, seconded by L. Lewis. Meeting adjourned at 5:45pm.

Minutes respectfully submitted by Pamela Torelli, Recording Secretary, December 5, 2019.