

Tompkins Consolidated Area Transit, Inc. Board of Directors Meeting
January 23, 2020
4:00pm – TCAT Conference Room
737 Willow Avenue, Ithaca, NY

Attendees

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

Staff Attendees: Rick Andrascik; Susan Brock; Gian Fountain; Whittney Greene; Chris Henry; Dan Hill; Raymond Lalley; Curt Parrish; Patty Poist; Megan Pulver; Maddy Schafer; Bob Sherman; Phil Smith; Pamela Torelli; Scot Vanderpool; David Wiles; Matt Yarrow

Other Attendees: Trevor Jensen

Call to Order:

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

Board Member Items:

Board member G. Stewart said he wants to talk about communication with media; he believes we will be getting a lot of media contact over the next 2-3 years and he wants to be supportive of staff. He's not a fan of "group editing" and would like to discuss more, at some point in the future.

Board Member D. Dawson said Dwight Mengel came to Housing and Economic Development this morning to have an application for a \$1.6M non-competitive grant approved. She said if there were any questions about that, it is in process.

Public Comment:

There was no one present that had a public comment.

Approval of minutes from December 5, 2019 BOD Meeting:

Motion made by F. Proto and seconded by D. Dawson. The motion to approve the minutes of December 5, 2019 passed unanimously with a vote of 7-0-0.

Chair's Report:

B. Brady gave her first report as Chair of the Board, telling the group what she foresees for the next year as she serves both TCAT and Board of Directors together, as an organization. She is quite excited and has been on the Board ever since she's been at Cornell, for about 5 years now, but wanted to give us some background and expectations of herself.

<Denise Thompson joined the meeting.>

Brady is responsible for an organization roughly the size of TCAT at Cornell, and stated, "transportation is in my DNA, but I also have a strong passion for leadership". Brady plans to focus on positive employee experiences, fun at the workplace, and professional development. She is here to serve and sees herself as a servant-leader, which she takes very seriously. She loves honest and direct feedback, and will provide the same. She values honesty and integrity, and loves being a business officer. She really values creative problem solving and likes to

think outside of convention, which “can make a few folks crazy, however, I think things are changing in transportation so quickly that we cannot rely on ‘how it used to be’, and Scot can attest to that on a daily basis.”

Brady wants to rely heavily on the committees to guide TCAT in the areas in which they focus. She intends to help Scot with professional development, success of the organization, and help him be successful as a leader.

In talking about committees, Brady thanked the Board for allowing the committee makeup to remain the same; D. Nguyen will evaluate committees and we will revisit committee structure in the future. For now, the only change Chair Brady would like to make is on the budget committee; she would like to continue to serve, but J. Dotson has been named Chair of Budget committee with Brady serving as a member of the committee.

Chair Brady concluded her opening remarks, passing the floor to General Manager Scot Vanderpool for the GM’s report.

General Manager’s Report:

GM S. Vanderpool went through the Systems Report, noting year-end data shows ridership is up, and PM services are currently at 93%, which is amazing. There were 62 collisions in 2019 – fewer collisions than 4 out of the last 5 years, only 2 of which were considered "major". The bad news is missed trips - in 2018 we had 504 missed trips; in 2019 we had 1,937 missed trips. This is largely due to an aging fleet/mechanical problems. Fixing the issues with customer service and missed trips is our main goal for the coming year.

Chairperson Brady pointed out ridership is up, but we had almost 2,000 missed trips -- so clearly ridership is up. She just wanted to point out that she recognizes we are hustling and working very hard, and the customers may not always know the difference, which is the goal. “With everything going on behind the scenes, with so many missed trips, bus ridership is still increasing, so I do want to thank you all. I know that is a very difficult business, so thank you; good job.”

GM Vanderpool thanked her and continued the Systems Report, covering HR and new operators numbers, which are increasing. He introduced 2 new full time drivers, Whittney Greene and Chris Henry, bringing our drivers up to 82. He also introduced Trevor Jensen, a member of the public who is a "Transit Fan". He likes to take pictures of our buses, some of which we use in publications. Vanderpool thanked him for his inspiration.

<W. Greene and C. Henry left the meeting.>

GM Vanderpool provided members with a draft copy of a PowerPoint presentation we are preparing for our Underwriter Discussion happening on Monday, February 10. Board Members provided feedback and suggestions, and gave their approval to deliver the presentation to underwriters on the 10th.

<D. Nguyen joined the meeting via telephone.>

Update on the Operator Petition regarding run cuts that was delivered to the Board on December 5 by UAW member Shawn Kelley: GM Vanderpool asked Board Member D. Thompson for assistance in the matter; Thompson met with Kelley and reported it was a good conversation. Kelley indicated the Operators were pleased that the board took the petition seriously; GM Vanderpool said we will implement a change in our run-cut approach, which will allow operators to be part of the decision-making process; they will have input as to how the work is designed. Vanderpool understands the importance of this communication element between management and operators and they believe this will be very good for morale.

Action Items:

Resolution 2020-01 – Adopt 2020 Capital Budget was presented by B. Brady. Motion to approve made by D. Dawson, seconded by L. Lewis. Resolution 2020-01 passed unanimously by a vote of 9-0-0 as follows:

RESOLUTION 2020 - 1
ADOPT THE TCAT, INC. 2020 CAPITAL EXPENDITURE PLAN

WHEREAS, each year the Tompkins Consolidated Area Transit, Inc. (TCAT, Inc.) Board adopts an annual Capital Expenditure Plan, and

WHEREAS, TCAT, Inc. attempts to maximize the use of all federal and state funds available for necessary capital equipment purchases and projects, and

WHEREAS, after reviewing current capital needs and considering all federal and state funding available for 2020, a Capital Expenditure Plan of \$5,875,852 with Tompkins County, City of Ithaca and Cornell University each making contractual payments of \$152,090 for the 2020 fiscal year ending December 31, 2020 has been prepared and reviewed,

THEREFORE, BE IT RESOLVED, the TCAT, Inc. Board adopts a Capital Expenditure Plan for the fiscal year ending December 31, 2020, totaling \$5,875,852 on the 23rd day of January 2020.

Committee assignments were discussed. The 2020 Committee assignments will remain the same with the following changes: Executive Committee will be chaired by B. Brady and L. Lewis replaces F. Proto. On the Budget Committee, J. Dotson will chair, with B. Brady remaining as a committee member. Verbal motion to approve Chairperson's 2020 appointment of committee members and chairs was made by L. Lewis and seconded by F. Proto. The Board approved the motion unanimously with a vote of 9-0-0.

Committee Reports

Audit Committee – The Audit Committee did not meet.

Executive Committee – The Executive Committee met January 22 and discussed the Underwriter Presentation; Site Related Update – FTA, Categorical Exclusions and NEPA; FMLM Pilot, Dryden; TDP Update

Budget Committee – The Budget Committee met January 21 and discussed STOA Update; MRT Update; Preliminary Revenue Expenditure Report; 2020 Operating Budget; 2020 Capital Budget; 2020 Budget Presentation Report for Underwriter's Meeting

Human Resources Committee – The Human Resources Committee did not meet.

Planning Committee – The Planning Committee met January 9 and discussed Site Selection; the February 10 Underwriters Meeting; FTA Funding; Park and Ride; and our new grant writer on staff, Jean Rightmire

Transit Service Committee – The Transit Service Committee met January 8 and discussed First/Last Mile Pilot; Bus Shelters; Avail; IC Presentation; Rt 13 Corridor Study; TDM Work with DIA; Winter/Spring Service; Caroline Turnaround; TDP Responses; and a Customer Complaint Regarding the Wrapped Bus

Next meeting:

The next meeting will be February 27, 2020

Adjournment:

Motion to adjourn made by L. Lewis seconded by D. Dawson.

The meeting adjourned at 5:45pm.

Minutes respectfully submitted by Pamela Torelli, Recording Secretary, February 27, 2020.