

Tompkins Consolidated Area Transit, Inc.
Board of Directors Meeting Minutes
February 27, 2020
4:00pm – TCAT Conference Room
737 Willow Avenue, Ithaca, NY

Attendees

Board Members: Bridgette Brady; Deborah Dawson; Jennifer Dotson; Dan Klein; Laura Lewis; Frank Proto; Gary Stewart; Denise Thompson

Excused: Ducson Nguyen

Staff Attendees: Rick Andrascik; Susan Brock; Gian Fountain; Raymond Lalley; Benjamin Leonard; Marcia Lewis; Curt Parrish; Stephan Phillips; Patty Poist; Megan Pulver; Maddy Schafer; Mike Smith; Phil Smith; Pamela Torelli; Scot Vanderpool; Mike Wendlowsky; Matt Yarrow

Call to Order:

Chair B. Brady called the meeting to order at 4:00pm.

Board Member Items:

F. Proto spoke as Chair of the County's Health Planning Council. The group is having a meeting coming up, and Proto would like to be able to speak with the different agencies regarding the Coronavirus and TCAT's plans regarding passenger and driver safety. General Manager S. Vanderpool spoke about a meeting held Monday with Marketing and Communications Manager Patty Poist and the management team; they will create a Crisis Communication Plan, which will be shared with the Board when it is prepared.

Public Comment:

There was no one present that had a public comment.

Approval of minutes from January 23, 2020 BOD Meeting:

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

Chair's Report:

B. Brady spoke about the underwriter meeting held on February 10. She thanked everyone for bringing it all together; the staff for making the room look presentable, Scot for preparing the PowerPoint and the panel of experts who responded to the questions at the end of the presentation. All she spoke with said it was a good meeting, and good start to a conversation. Board member L. Lewis added she would like to echo the same from the City government, all said it was helpful and informative discussion. D. Dawson spoke following her contact with the County, and reported the desire to see a schedule or timeline for the new facility project. Vanderpool said that is already underway – Project Manager M. Pulver is already working on it.

General Manager's Report:

S. Vanderpool received an email from Ithaca College Public Safety Lt. Terry O'Pray thanking TCAT and specifically Health, Safety, and Security Manager Phil Smith for his part in assisting with an investigation that led to the suspect and the return of stolen property.

TCAT Attorney Brock reminded the Board any time we are contacted with an outside request for video in our possession, the requesting entity must provide a subpoena before we can provide information.

Vanderpool then went through the January 2020 Systems Report, and introduced three new bus operators, Benjamin Leonard, Marcia Lewis and Stephan Phillips.

Following their introductions, the new employees left the meeting at 4:22pm.

Action Items:

Resolution 2020-02 – Transit Development Plan was presented by M. Yarrow. Motion to approve made by D. Dawson, seconded by J. Dotson. Resolution 2020-02 passed unanimously by a vote of 8-0-0 as follows:

**RESOLUTION 2020 - 02
TRANSIT DEVELOPMENT PLAN**

WHEREAS, TCAT, Inc. (TCAT) is in need of a new transit development plan which provides operational analysis of TCAT’s existing system, an evaluation of potential changes to the existing system, and recommendations for implementation of changes to the existing system and/or new services, and

WHEREAS, on October 24, 2019, TCAT issued a Request for Proposal (RFP) for Transit Development Plan (TDP), and TCAT received responses on December 18, 2019 from Foursquare Integrated Transportation Planning, Inc.; Transportation Management & Design, Inc. (TMD); Nelson\Nygaard Consulting Associates, Inc.; and Sam Schwartz Engineering, DPC and

WHEREAS, TCAT’s evaluation team evaluated the RFP responses on January 17, 2020 and decided to further consider the proposals from Foursquare Integrated Transportation Planning, Inc., Nelson\Nygaard Consulting Associates, Inc. and Sam Schwartz Engineering, DPC, and

WHEREAS, the evaluation team after further review on February 11, 2020 concluded that Sam Schwartz Engineering, DPC and Nelson\Nygaard Consulting Associates, Inc. are both qualified and acceptable firms to meet the project requirements, and the team concluded the lower pricing from Sam Schwartz Engineering, DPC should be the deciding factor and that acceptance of the proposal from Sam Schwartz Engineering, DPC would be in the best interests of TCAT, and

WHEREAS, the evaluation team recommends that TCAT enter into a contract with Sam Schwartz Engineering, DPC for TDP services, therefore be it

RESOLVED, that the TCAT Board of Directors selects Sam Schwartz Engineering, DPC, as its consultant to produce a new TDP, 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 Sam Schwartz Engineering, DPC for the transit development plan services described in its December 18, 2019 response to the RFP (except for the Optional Tasks), and as described in the follow-up questions and answers contained within Attachment B of the proposed contract, in an amount not to exceed Two Hundred Thirty-Four Thousand Eight Hundred Dollars and No Cents (\$234,800.00), subject to the approval of TCAT’s attorney.

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

Committee Reports

Audit Committee – The Audit Committee did not meet, but Chairman F. Proto reminded all to expect an email from the auditor, as we will be entering the audit period in March, and they may be asked to comment on certain things the auditor is reviewing.

Executive Committee – The Executive Committee met February 19 and discussed the next steps in site planning; a Washington DC trip; the cost of the TDP; a contingency plan for new facility; gift naming policy, and the Maintenance Manager position.

Budget Committee – The Budget Committee met February 25 and discussed a STOA update; vehicle insurance renewal; the Revenue Expenditure Report, January 31, 2020; and a 2020 Capital Budget revision.

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

Planning Committee – The Planning Committee did not meet February 13 but Chair D. Klein sent an email discussing M. Pulver's FTA training and the Categorical Exclusion document for NEPA.

Transit Service Committee – The Transit Service Committee met February 12 and received updates on Tconnect; bus shelters; Transit/STEHP program; ICSD 9th grade program; Waterfront TMA; and a DC microgrid grant. They took at first look at summer detours and received an update on the Transit Development Plan, and discussed some Remix initial scenarios.

Next meeting:

The next meeting will be March 26, 2020

Executive Session:

Executive session was called to discuss personnel matters. Motion to enter Executive Session made by D. Klein, seconded by D. Dawson. The Board took a short break at 5:24pm, and reconvened for Executive Session at 5:30pm.

Motion to adjourn Executive session made by F. Proto, seconded by D. Dawson. Executive session adjourned at 5:48pm.

Adjournment:

Motion to adjourn open meeting made by F. Proto seconded by D. Dawson. The meeting adjourned at 5:48pm.

Minutes respectfully submitted by Pamela Torelli, Recording Secretary, March 26, 2020.