

**Tompkins Consolidated Area Transit, Inc.**  
**Board of Directors Meeting Minutes**  
**March 26, 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

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; David Wiles; Matt Yarrow

***Call to Order:***

Chair B. Brady called the meeting to order at 3:57pm.

***Board Member Items:***

F. Proto, as Chair of the County's Health Planning Council, shared a video on behalf of the Council. It explains why handwashing is important; he found it very informative and urged all to share it widely.

Proto also wanted to recognize all TCAT employees for their hard work during this time. B. Brady echoed Proto's comments, thanking all for their efforts saying, "We completely trust that you are taking care of TCAT and the Community at this time. Thank you."

D. Klein received a follow-up letter from the community member who wrote to the Ithaca Voice (IV) in January; Klein responded through a letter to IV on behalf of the Board. Klein received a follow-up letter from the individual stating he wants to see the full Wendell report as promised in the January letter to IV. S. Vanderpool followed up saying M. Pulver is working on an executive report which will make the report easier to understand, and that will be posted soon as well.

***Public Comment:***

There was no one present that had a public comment.

***Approval of minutes:***

Motion made by D. Nguyen, seconded by D. Klein to approve minutes from the February 27, March 11 and March 18, 2020 meetings passed unanimously with a vote of 8-0-0.

***General Manager's Report:***

S. Vanderpool talked about the impact of COVID-19: TCAT's normal average is approximately 18,500 rides each weekday, now, due to COVID shutdowns, we are seeing 1000-1500 rides each weekday, representing an over 90% drop. In comparison, NYC is down 85% and Centro is down 65%. Our first service cuts happened Thursday, March 19 when service was cut by about 35%; on Monday, March 30, we will reduce service again, bringing service reduction to 65%; in comparison, we now have 17 buses out at peak instead of our normal of 42; Service span is from 6am to 7:30pm, cutting out night service.

Vanderpool thanked M. Yarrow and M. Smith, noting they have put in a lot of time creating run cuts and working on contractual issues with UAW; he noted the Union has been very helpful; everyone has been working very hard together. This run cut will drastically reduce the number of drivers in the facility at any given time, which is very important to TCAT.

### ***Committee Reports***

Audit Committee – The Audit Committee did not meet; Committee Chair F. Proto spoke with our contact at INSERO; the actual audit will start perhaps in mid-late April, though that may be pushed back. TCAT personnel and BOD members should expect the usual contact inquiries in April. He agreed to review the Stonebridge report and will advise on implementing the suggested recommendations.

Executive Committee – The Executive Committee met March 18 and discussed COVID-19; Facility Site Plan Update; Site Facility Contingency Plan and held an Executive Session to discuss Personnel issues.

Budget Committee – The Budget Committee met March 16 and discussed STOA Update; Revenue Expenditure Report February 29, 2020; 2020 Capital Budget Revision Discussion; they also discussed and gave their support for the purchase of Remix Software to support service planning.

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

Planning Committee – The Planning Committee did not meet.

Transit Service Committee – The Transit Service Committee met on March 25 and discussed Emergency service cuts; Summer service uncertainty; TDP - public outreach in the time of coronavirus; Discussion of "multimodal" as it relates to airport site.

### ***Next meeting:***

The next meeting will be April 23, 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 entered Executive Session at 4:58pm. The Board arose from Executive Session at 5:28 pm. Following the Executive Session, the meeting adjourned at 5:28 pm.

*Minutes respectfully submitted by Pamela Torelli, Recording Secretary, April 23, 2020.*