

Tompkins Consolidated Area Transit, Inc.
Board of Directors Meeting Minutes
June 25, 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; Patty Poist; Megan Pulver; Maddy Schafer; Bob Sherman; Mike Smith; Pamela Torelli; Scot Vanderpool; Nate Wells; Matt Yarrow

Call to Order

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

Board Member Items

F. Proto asked S. Vanderpool to discuss Cornell students returning to campus in-person. G. Stewart said Cornell had performed 1,000 coronavirus tests of faculty and staff as a pilot project to show that Cornell could perform and analyze many tests quickly.

Public Comment

There was no one present that had a public comment.

Approval of minutes

Motion made by L. Lewis, seconded by F. Proto to approve minutes from May 28, 2020 and June 15, 2020 special meeting. After a spelling correction and "pm" clarification on the May 28 minutes, both sets passed unanimously by a vote of 9-0-0.

Chair's Report

There was no Chair's report.

General Manager's Report

Mr. Vanderpool provided an update from the Executive Committee and the different areas they have been discussing. The Budget Committee is talking about balancing the budget and the specific things we are doing, e.g.: voluntary layoffs, an un-announced hiring-freeze, continuation of overtime restrictions, not replacing the Maintenance Manager and saving \$20,000 by not renewing our APTA membership this year. There are other steps that can be taken, but we are waiting on some unknowns, such as the amount of STOA funding.

TCAT is doing our part by sending a message to the community and our team showing support for equity and people of color. We are also in the process of forming a committee that will serve as an open dialogue for all employees with the focus of improving our culture. This committee will not start up until we have reviewed materials and resources that will guide us. We have resources available including EAP and information provided by our Federal Mediation Council.

On the topic of enforcing mandatory face covering on the bus; as much as we feel we need to strictly enforce this, the Governor provided an exemption for children under 2 years old, and those with a medical condition. We do not feel comfortable denying a ride to someone who states they cannot wear a mask due to a medical condition. We also feel that we are putting our drivers in a very vulnerable position, when law enforcement will not force someone who refuses to wear a mask to leave the bus. (This is what we were told by IPD - they will arrive and talk to someone.)

However, we will continue to provide strong language on the inside and outside of our buses and at our shelters. We have already asked for community-wide messaging support. We will continue to have our drivers carry masks to hand to people who attempt to board without a mask, but if they argue or if they claim to have a health issue, we are not telling our drivers to force the issue. The Policy is enforced, but there are a couple of loopholes that right now nobody in the transit industry can find a perfect solution for.

Action Items

Resolution 2020-10 -- Approve Purchase of Protective Barriers for Buses with CARES Act Funding Reimbursement, was moved by D. Dawson, seconded by D. Nguyen and presented by S. Vanderpool. Resolution 2020-10 passed unanimously with a vote of 9-0-0 as below. The board also voiced their support for the purchase of temporary barriers for the older buses using money from operating funds (no Board approval is needed under TCAT's Purchasing and Procedures Manual for the temporary barriers procurement because the expenditure from operating funds will be <\$25,000).

Resolution 2020 – 10

Approve Purchase of Protective Barriers for Buses with CARES Act Funding Reimbursement

WHEREAS, the coronavirus that causes COVID-19 has caused drastic changes in daily lives, and over the past months Tompkins Consolidated Area Transit, Inc. (TCAT) ridership numbers have decreased drastically, and

WHEREAS, because of COVID-19's spread, Governor Cuomo has declared a State disaster emergency for all of New York State, and the Tompkins County Administrator has declared a State of Emergency for Tompkins County, and

WHEREAS, while some businesses are closed and events and social gatherings are limited due to the Governor's Executive Orders, people still need transit to get to workplaces that are allowed to be open, obtain medical and social services, shop for groceries, and check in on the well-being of loved ones, and

WHEREAS, TCAT's priority is to protect its workforce while providing an essential level of service, and

WHEREAS, protective barriers on buses between the bus operator and the public will help protect bus operators from the direct spread of airborne droplets containing the novel coronavirus, and

WHEREAS, because of the need to procure the barriers as quickly as possible, TCAT is not able to use the competitive bidding process with its slower timeframe, and

WHEREAS, TCAT solicited and received written quotes from three vendors, and staff recommends that TCAT purchase the protective barriers from Aftermarket Parts Company, LLC, because that company's product best meets TCAT's requirements for bus operator security, bus operator comfort (air circulation and noise), and product durability and lifespan, and

WHEREAS, TCAT has received funding under the Coronavirus Aid, Relief, and Economic Security (CARES) Act to be used toward novel coronavirus-related expenses, and TCAT anticipates its CARES Act funding will fully pay for its purchase of protective barriers from Aftermarket Parts Company, LLC, and

WHEREAS, TCAT staff recommends that the Aftermarket Parts Company protective barriers be installed on all model years 2009 and later buses, and that a more temporary protective barrier solution be used on model years 2008 and older buses, therefore now let it be

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the General Manager to execute a contract with Aftermarket Parts Company, LLC in an amount not to exceed \$261,000 for the purchase and installation of protective barriers on model years 2009 and later buses, said contract being subject to the approval of TCAT's attorney.

Adopted by the TCAT Board of Directors on this the 25th day of June, 2020.

Resolution 2020-11 -- Extend Temporary Suspension of All Fares in Response to COVID-19 was moved by D. Dawson and seconded by J. Dotson. Presented by S. Vanderpool, Resolution 2020-11 passed unanimously with a vote of 8-0-0. (F. Proto was temporarily disconnected from the call before the vote and reconnected just after the vote was finalized.)

Resolution 2020 – 11
Extend Temporary Suspension of all Fares in Response to COVID-19

WHEREAS, the coronavirus that causes COVID-19 has caused drastic changes in daily lives, and over the past months Tompkins Consolidated Area Transit, Inc. (TCAT) ridership numbers have decreased drastically, and

WHEREAS, because of COVID-19's spread, Governor Cuomo has declared a State disaster emergency for all of New York State, and the Tompkins County Administrator has declared a State of Emergency for Tompkins County, and

WHEREAS, while some businesses are closed and events and social gatherings are limited due to the Governor's Executive Orders, people still need transit to get to workplaces that are allowed to be open, obtain medical and social services, shop for groceries, and check in on the well-being of loved ones, and

WHEREAS, TCAT's priority is to protect its workforce while providing an essential level of service, and

WHEREAS, the temporary suspension of the collection of fares on buses avoids bus operator/customer contact that might otherwise occur through customers using the fare-box and asking for transfer slips, and

WHEREAS, by its resolutions dated March 18, 2020, April 6, 2020, and May 15, 2020, the TCAT Board approved the temporary suspension of all fares on all routes from March 20, 2020 through June 30, 2020; the Board's May 15 resolution states the Board will reevaluate fare suspension prior to June 30 to determine if the temporary suspension will continue or if fares will be reinstated, and

WHEREAS, while Tompkins County is in the process of reopening under the New York Forward program, TCAT staff anticipate that the need for social distancing on buses will continue for at least a number of weeks and recommend that the Board extend the temporary suspension of fares through Saturday, September 5, 2020 now, therefore, be it

RESOLVED, that the TCAT Board of Directors approves an extension of the temporary suspension of all fares on all routes through Saturday, September 5, 2020, and be it further

RESOLVED, the Board will reevaluate fare suspension no later than Thursday, August 27, 2020 to determine if the temporary suspension will continue or if there will be a reinstatement of fares.

Adopted by the TCAT Board of Directors on this the 25th day of June, 2020.

Resolution 2020-12 -- Amend the TCAT, Inc. 2020 Capital Expenditure Plan, was moved by J. Dotson, seconded by F. Proto. Presented by S. Vanderpool, R. Andrascik, and J. Dotson, Resolution 2020-12 passed unanimously with a vote of 9-0-0 as follows:

Resolution 2020 - 12
Amend the TCAT, Inc. 2020 Capital Expenditure Plan

WHEREAS, on January 23, 2020, the Tompkins Consolidated Area Transit, Inc. (TCAT, Inc.) Board adopted a Capital Expenditure Plan for the fiscal year ending December 31, 2020, totaling \$5,875,852, and

WHEREAS, the TCAT, Inc. Board has determined that the Capital Expenditure Plan should be amended as follows:

| TCAT, Inc. 2020 CAPITAL BUDGET | | |
|--|----------------------------------|------------------------------------|
| May 2020 | | |
| Capital Fund Uses | 2020 Adopted Budget Total | Proposed Amendment May 2020 |
| TECHNOLOGY & PLANNING | | |
| Avail Modem Upgrades | \$100,000 | \$100,000 |
| Wendel Site Study | 85,500 | 85,500 |
| Transit Development Plan Balance | 30,000 | 104,800 |
| Categorical Exclusion Plan (Section 5339 – 2019) | | 25,000 |
| First Mile/Last Mile Project | 258,882 | 258,882 |
| Farebox Project | 108,000 | 108,000 |
| TOTAL TECHNOLOGY & PLANNING | \$582,382 | 682,182 |
| BUSES & PASSENGER FACILITIES | | |
| 6 – 40ft Electric Buses | \$5,982,483 | \$- |
| 4 – 40ft Electric Buses | | 3,966,483 |
| 2 – 40ft Diesel Buses | | 988,000 |
| 2 – 35ft Diesel Buses | | 374,000 |
| Bus Mid-Life Rehabilitation | | 500,000 |
| Bus Rehab | | 145,209 |
| Electric Bus Infrastructure Costs, Including Chargers | 816,742 | 816,742 |
| Mobile Generator & Charger | 278,062 | - |
| 35ft Diesel Bus Balance | 176,250 | 176,250 |
| Backup Generator for Facility | 322,751 | 322,751 |
| Support Vehicles | 90,000 | 90,000 |
| Mechanic Training for New Flyer Buses | 18,800 | 18,800 |
| Transfer Prior Years Unused Budgeted Capital Funding to Electric Buses and Electric Bus Infrastructure Funding | (2,391,618) | (2,391,618) |
| TOTAL BUSES & PASSENGER FACILITIES | \$5,293,470 | \$5,006,617 |
| TOTAL PROJECT COSTS | \$5,875,852 | \$5,688,799 |

THEREFORE, BE IT RESOLVED, the TCAT, Inc. Board amends the 2020 Capital Expenditure Plan by revising the total capital expenditures from \$5,875,852 to \$5,688,799.

Adopted by the TCAT, Inc. Board of Directors on this the 25th day of June, 2020.

Committee reports

- Audit Committee – Due to the pandemic, the audit is postponed to an undetermined time.
- Executive Committee – The Executive Committee met June 17 and discussed the budget; Equity; Strict Mask Enforcement and Fare Collection.
- Budget Committee – The Budget Committee met June 16 and discussed a Payroll Protection Program Update; the Revenue Expenditure Report May 31, 2020; Operational Cost Savings and the 2020 Capital Budget Resolution.
- Human Resources Committee – The Human Resources Committee did not meet.
- Planning Committee – The Planning Committee met on June 11 and discussed the topic “What Next?”.
- Transit Service Committee – The Transit Service Committee did not meet, but received an email with updates on ridership; Fall service; the TDP; Tconnect; bus stops and shelters; RideLogic; the Diversity and Inclusion Committee and a run-down of all the community partnerships, planning meetings, task forces, etc. TCATers have been involved in.

Next meeting

The next regularly scheduled meeting will be July 23, 2020

Adjournment

F. Proto made the motion to adjourn, seconded by D. Nguyen. The meeting adjourned at 6:08pm.

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