

**Tompkins Consolidated Area Transit, Inc.**  
**Board of Directors Meeting Minutes**  
**July 23, 2020 | 4:00pm via Zoom**

***Attendees***

Board Members: Bridgette Brady; Deborah Dawson; Jennifer Dotson; Dan Klein; Laura Lewis; Ducson Nguyen; Denise Thompson

Absent: Frank Proto; Gary Stewart

Staff Attendees: Rick Andrascik; Susan Brock; Raymond Lalley; Patty Poist; Megan Pulver; Maddy Schafer; Bob Sherman; Mike Smith; Phil Smith; Scot Vanderpool; Nate Wells; Matt Yarrow

***Call to Order***

Chair B. Brady called the meeting to order at 4:01pm.

***Board Member Items***

D. Dawson asked R. Andrascik for an update on MRT. Per Rick Snyder and Maureen Reynolds, lots of refinancing has occurred so the MRT should be picking up from the last payment.

***Public Comment***

There was no one present that had a public comment.

***Approval of minutes***

Motion made by D. Dawson, seconded by D. Klein to approve minutes from June 25, 2020 and June 30, 2020 special meeting. Both sets passed unanimously by a vote of 7-0-0.

***Chair's Report***

Chair B. Brady provided updates on Cornell's stringent travel restrictions for employees and students, and discussed opening plans, reminding all that "nothing is set in stone" and things could change.

***General Manager's Report***

Mr. Vanderpool reported ridership is up 52.7% from last month, and 108% since April, but overall we are still at an 81% decrease from last year. DOT inspections are at 100%.

We received a prototype barrier curtain for the older buses giving Maintenance an opportunity to determine the best way to install it before the bulk of them come in. We are on track to receive the permanent barriers for the newer buses before fare collection resumes on September 5.

Human Resources reports no change from last month; we have 82 drivers with 10-12 out for various reasons, including 4 who took voluntary lay-off.

The Return to Work Plan update is, temperature checks will begin on Monday in addition to completing the Pre-Shift COVID-19 Screening Questionnaire when reporting to work. Vanderpool assured the Board we have no need to rush the return of non-essential staff. The next service period begins August 30 and we still do not have a good gauge on what to expect.

***Action Items***

There were no action items presented.

### ***Discussion Items***

Topics discussed included mask compliance for both riders and Operators. Mr. Vanderpool said based on industry chatter, we are doing just as much or more than the other agencies we've heard from. It is hard to enforce, but we have to do what we can. It helps if drivers are 100% in compliance, although drivers are allowed to take their mask down if there are no passengers on the bus. L. Brewer, S. Vanderpool, S. Kelley and P. Naughton will push to have 100% employee compliance. We do have corrective measures that can be taken if employees are non-compliant.

Passengers must wear a mask; we have over 4000 masks to give out, and all buses have a box of masks on board, so no passengers should be without. We are not having too many issues with medical exemption claims. An announcement was recorded by TCAT Staff that can be played on the bus with the touch of a button. Drivers are defenseless so making sure they are safe and not in conflict is very important. In some cases, it is passengers fighting with each other. Drivers have been told if that happens, call the police or a Road Supervisor, pull over and let arguing passengers off. All safety measures must be taken.

### ***Committee Reports***

**Audit Committee** – The audit has begun. We expect to have a draft by early August.

**Executive Committee** – The Executive Committee met July 15 and discussed fall service, which starts Sunday, August 30; Cornell instruction set to begin Wednesday, September 2; TCAT Fare Collection is scheduled to start Saturday, September 5; STOA; CARES Act Update; Enforcement of masks.

**Budget Committee** – The Budget Committee met June 9 and discussed how to handle unusual budgetary decisions.

**Human Resources Committee** – The Human Resources Committee is making plans to meet; they have not met in a while, but have identified topics in need of discussion. The meeting will happen in early August.

**Planning Committee** – The Planning Committee did not meet, but Chair D. Klein provided an email update as follows: TCAT staff had a "kick off" meeting with our consultants, C&S, to review the Categorical Exclusion Worksheet, and we will have a better sense of how long it will take to complete and submit after our meeting with them next week.

**Transit Service Committee** – The Transit Service Committee met on July 16. M. Yarrow updated the Board on Fall service planning.

### ***Next meeting***

The next regularly scheduled meeting will be August 27, 2020

### ***Adjournment***

J. Dotson made the motion to adjourn, seconded by D. Dawson. The meeting adjourned at 5:20pm.

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