

Tompkins Consolidated Area Transit, Inc.

Annual Meeting of the Board of Directors

February 25, 2021 | 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

TCAT Staff: Rick Andrascik; Susan Brock; Raymond Lalley; Colleen Marsh; Curt Parrish; Patty Poist; Megan Pulver; Madlyn Schafer; Bob Sherman; Mike Smith; Phil Smith; Pamela Torelli; Scot Vanderpool; Matt Yarrow

Other Attendees: Duane Shoen, Insero & Co. CPAs, LLP

Call to Order

Chair D. Klein called the meeting to order at 4:00pm.

Board Member Items

There were no Board Member items presented for discussion.

Public Comment

There was no one present that had a public comment.

Approval of minutes

A motion to approve minutes from the January 28, 2021 meeting was made by D. Dawson, seconded by L. Lewis. The minutes were approved unanimously with a vote of 9-0-0.

Chair's Report

Prior to giving his report, Chair D. Klein turned the floor over to Duane Shoen from Insero & Co. CPAs, LLP, to present the 2019 Audit Report.

Mr. Shoen went through the reports and informed the Committee there were no findings with respect to the State Programs; no significant deficiencies, no material weaknesses in the control system, and no non-compliance with laws and regulations.

There were no questions regarding the Audit, however, F. Proto asked Mr. Shoen to explain why we just finished the 2019 audit, and what about the 2020 audit? Mr. Shoen explained that in normal circumstances the audit report is required to be filed with the Federal Audit Clearing House nine months after year-end - September 30th; because of COVID, the Federal Government gave a blanket extension to December 31, 2020. TCAT met that deadline, and Mr. Shoen does not think there will be any extensions going forward, so that gives us until September 30, 2021 to complete the 2020 audit.

There were no further questions for Mr. Shoen.

A verbal motion to accept the 2019 Audit Report made by F. Proto and seconded by B. Brady was approved by a vote of 9-0-0.

Moving on with the Chair's Report, D. Klein said he'd hoped everyone saw it, then he displayed the cover of Tompkins Weekly, showing GM Scot Vanderpool on the cover with the words "Transportation services face changing landscape". There was a press release about wi-fi on all the buses. D. Klein said "Perhaps we'll hear a little more about this later in the meeting, but for me, this is the news of the month!" He also reported there has been more Federal stimulus money that has come to Tompkins County for the purposes of vaccination transportation. We don't know what we will be getting, but it's \$2.3M total. A new acronym, CRRSAA. Money will go to the County, and in June will be distributed to TCAT and Gadabout, and the County will keep their share. This is described as being for "vaccination transportation - mostly" and also general operating and expenses like the CARES Act.

Cornell MOU update: We hope to hear from Cornell next week about our offer. Also, Cornell has made their February payment on the MOU, but some payments from months past have not been made.

GM Report

From the News Desk

GM S. Vanderpool said a board member has asked to see a list of what grants we've applied for, and which have been awarded. We received the NYSEDA Clean Energy Internship Grant, and we have applied for IURA (CDBG) funding for lighting at Green Street Station and 14 other shelters in the City (application deadline: February 26), and we have applied for another Low-No grant from the FTA seeking funding for 10 new electric buses. This application is due on April 12. We are also applying for private foundation funding that our grant writer has identified for us.

Wi-Fi on buses

GM Vanderpool also talked briefly about wi-fi on the buses and stated there are signs on the buses explaining how to get on the network.

Proterra Bus Update

S. Vanderpool presented photos of our first two battery-electric buses that arrived on site today. There is a lot of preparation that must happen before the buses can be rolled out, such as wrapping them (similar to painting) and getting them cleared through the DOT and DMV. We expect they will be on the road in April.

County Health Department update:

Been meeting on a weekly basis, and yesterday (Wednesday, February 24) we ran a shuttle all day that provided trips to 98 passengers from Titus Towers to the vaccination site at the Mall. We are running it again this Tuesday, and this is likely going to be a weekly thing as we have more senior facilities to help out. Gadabout is also participating, and yesterday they took residents of McGraw House to the vaccination site.

Systems Report

Ridership

January 2020 we carried just over 291,000 riders. In January 2021 it was just over 51,000 riders, a decrease of 82.5%. Ridership trends, when we compare two weeks in October when school is in session to two weeks in the middle of February 2021 when school was back in session we are up 12% overall. In the 2 weeks in October we carried 50,797 and the two weeks in February we carried 56,709. Comparing ridership back in December of 2020 and two weeks in January 2021, we were down 6%. Keep in mind this is Cornell-related and the weather conditions may have had something to do with it.

The top 5 Routes Nov 2020-January 2021:

- 1) Route 30 - carrying 43,674
- 2) Route 15 - carrying just over 16,000
- 3) Route 81 - carrying just under 16,000
- 4) Route 14 - carrying just over 12,000
- 5) Route 10 - carrying just under 11,000

Operations & Maintenance

Missed Trip

We missed the 8:00 AM Outbound Route 30 on 1/28/21 due to poor road conditions, and an accident involving one of our buses. This was the only missed trip throughout the month of January.

Road Calls

December 2020 – 13

January 2021 – 14

PM and WP services

We are currently at 100% as the only one due for both is going to get Mid-Life service next week.

Mid-Life buses

We have two buses, 1114 & 1116, due to come back in the next week. We had some delays on these due to receiving parts.

Total Cost of Parts Per Month

December 2020 - \$44,442.40

January 2021 - \$44,169.95

Safety Department

Collisions

In January 2021 there were a total of 6 collisions, 5 were deemed preventable, compared to January 2020 when we have 4 collisions with 3 being preventable. In December 2020, there were 3 collisions with 2 preventable.

COVID tracing with the TCHD

We have had a total of 12 press releases relating to COVID-19 positive passengers since our first case in August 2020. The press release confirms that a positive passenger rode a TCAT bus for 10 minutes or greater.

We have worked with the TCHD on other contact-tracing investigations that did not require a press release, as the passenger was on our bus for 9 or fewer minutes. We have had 3 or 4 positive passengers that did not require a press release.

We are at 20 total investigations, including 4 internal investigations on employees who tested positive.

Human Resources

Staffing Levels

As of the end of January, 2021 we have 77 Full-time bus operators with 8 on leave of absence; 7 part-time operators with 2 on leave. We have 11 Mechanics, 7 in Maintenance & Custodial; and 33 in Administration and Management.

Human Resource Events

We had one diesel mechanic separate from TCAT in January 2021.

Retention Rate Statistics

The annual retention rate for 2020 was 97%.

Other Human Resources Activities

- Finished end of year reporting for payroll and human resources information/records
- Continued working with Brown and Brown Insurance on 2021 benefit rollout
- Continued working with Paycom on HRIS system transition
- Started recruiting for Bus Operators and Bus Handlers
- Continued COVID-19 Absence Management, investigations and research

Marketing and Communications

- Wrote copy for :30 Cayuga Radio Ad
- Issued press releases/alerts for spring service period; board reorganization and potential rider/COVID exposure.
- Updated website to reflect service changes
- Facilitated Riders Advisory and Accessibility Committee meeting Jan. 11
- Participated in Tompkins Co. Public Information Advisory Board meeting Jan. 11.
- Designed and produced poster notifying passengers of upcoming changes
- Updated schedule and ride guide and maps for Spring.
- Began revision of complete system map
- ADA paratransit coordination: 8 ADA applications reviewed
- 2 half-fare applications processed
- Coordinated video project to illustrate TCAT's COVID safety efforts.

Information Technology

Milestones

- Signage going up for free wireless on buses.
- Backup Systems licensing problem addressed - all systems now working.
- Printer added for the Mechanics.
- Deployed Wiki platform for testing.

Current Projects

- Wiki content is being added by a small team from IT and Service Development.
- Technology Roadmap - gathering information and consolidating via the Wiki project.
- Staff laptop deployment continues with added "Mimecast Browser Security".
- Maximo support - working with departments and their current Maximo needs.
- Maximo applications; MxIssue and MxWork Apps for the shop to make inventory easier.
- Gadabout computer deployments need to be completed.
- Backup Internet connection for emergency use is in progress – waiting on construction.
- Backups Systems – need restructuring for new computers and laptops.

Future Projects

- New Database and reporting tools and technologies.
- Build internal programming and development resources via education.
- New Certificate server to replace old one that died in early 2017.
- Secondary Domain controller – have not had one since we retired 2003 server in 2017.
- Enterprise Wireless Infrastructure.
- Creation of new Infrastructure for Ridelogic Systems and Development environment.
- Better Remote work options, considering VDI for remote users.
- Explore bringing website hosting in house.

Committee Reports

- **Executive Committee** – The Executive Committee met February 17 and discussed the Transit Service Agreement; 1-3 Year Assumptions (update from Tuesday's Budget Committee meeting); the Build Grant; and Battery-Electric Buses
- **Audit Committee** – The Audit Committee met February 11 and voted 3-0 to accept the 2019 TCAT audit as presented by our external auditors- INSERO (Duane Shoen). Directors received the reports to review. Duane Shoen from Insero will be attend the Board zoom meeting to review the statements and answer any questions Directors may have.
- **Budget Committee** – The Budget Committee met February 16 and discussed vehicle insurance review; revenue expenditure report for January 31, 2021; and a three-year projection.
- **Human Resource** – The Human Resource Committee met February 18 and discussed Paycom; Recruiting; and a COVID-19 update
- **Planning Committee** – The Planning Committee did not meet.
- **Transit Service Committee** – The Transit Service Committee met February 10 and discussed spring service; full buses and how to handle it; Tconnect update; TDP update; DOE concept paper; TCAT position paper; and gaging the status of transit in Feb 2021.

Next Meeting

The next regular Board meeting will be March 25, 2021.

Executive Session

D. Dawson made a motion to enter Executive Session to discuss contract negotiations, which, if discussed in public, could compromise the position of TCAT; motion seconded by D. Thompson. The Board entered Executive Session at 5:41pm.

At 5:47pm, the Board came out of Executive Session with a motion by F. Proto, seconded by D. Dawson.

Adjournment

The meeting adjourned at 5:47pm.

Minutes respectfully submitted by Pamela Torelli, Recording Secretary, March 25, 2021.