

Tompkins Consolidated Area Transit, Inc.

Meeting of the Board of Directors

August 26, 2021 | 4:00pm via Zoom

Attendees

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

Absent: Jennifer Dotson

TCAT Staff: Jillian Baldwin; Susan Brock; Julie Ellis-Grove; Gian Fountain; Raymond Lalley; Colleen Marsh; Curt Parrish; Patty Poist; Megan Pulver; Madlyn Schafer; Mike Smith; Pamela Torelli; Scot Vanderpool; Nate Wells; Matt Yarrow

Public Attendees: Karen Brown; Charlie Kruzansky; Dianne Miller; Deb Mohlenhoff; Christina Moylan; Fred Schoeps

Call to Order

Chair D. Klein called the meeting to order at 4:01 pm. There were no Board Member items to discuss; Chair Klein stated representatives from the 3 universities in the county are present to talk about their individual institution's COVID protocols.

Karen Brown, Senior Director, Campus Life Marketing and Communications, Cornell University: "We moved in just over 7,000 undergraduate students in the last week or so. It went very smoothly, and they're so excited to be here and we're so excited to see the campus come back to life again and I think it's going to be a great year. Right now we're at just over 93% of students are fully vaccinated; 4% partially vaccinated, and fewer than 1% who have requested and were granted a medical or religious exemption. Robust testing is back in place; surveillance testing for just about everyone, unvaccinated students will be required to participate twice per week in regular surveillance testing. Fully vaccinated students are required to participate at least once a week. Fully vaccinated faculty and front line staff will participate in surveillance testing. This will give us the data we need to make sure that we are making good decisions. Since August 19, we have tested nearly 12,000 students with about 28 in isolation right now, which gives us a rate of 0.3% infection, well-within the model defined by Peter Frazier. We require masking in our buildings on campus - everyone is required to wear a mask indoors. Students who are unvaccinated must wear a mask outdoors when within 6 feet of others."

Bridgette Brady, Senior Director of Transportation and Delivery Services, Cornell University: "First of all, thank you to TCAT for helping us out with the move-in. It did go very smoothly. This is my Cornell hat right now - we really appreciate the partnership and relationship; we couldn't have done it without you all, and thank you. I look forward to the semester start and getting students back on the buses. We anxiously await reports for ridership so we can see how we can help promote that."

"Those 12,000 tests - my staff is the courier, so Karen's group and my group and CVM are very well connected on campus. We also transport the folks who are under investigation for quarantine or isolation; 28 out of 12,000 tests is not high."

"We undertook a research project to make sure the air filtration system on the Campus-to-Campus buses are as efficient as possible to keep students, staff and faculty as safe as possible."

G. Stewart asked if the Campus-to-Campus bus was now open to the public, and how many round-trips do they make a day; Brady replied they make two round-trips a day and it is "just for the Cornell community until we can determine whether it's safe to add the rest of the public."

Charles Kruzansky, Associate Vice President for State Relations, Cornell University (Albany): "I think the only significant thing we can talk about is this new governor - she is just down to business, not looking to make big changes, or changing direction. She is planning to run for re-election, but that is a year from now. For right now, she's looking to tackle problems that are before her - transportation downstate, the MTA... she's focused on the MTA and the NYC housing authority, there are some big problems there. She is focused obviously on re-opening schools, getting kids back in K-12 schools, and is consulting on Tuesday with our faculty and her top education staff about K-12 COVID policies. Her staff is making it clear, she's a normal person and she actually said to a lot of them, "I want you to go on vacation before things get busy." They have never had a boss like that before. She's a real human being, who cares about people, and is just trying to get work done that is required, and nothing beyond that. Nothing more directly related to TCAT so far, but don't expect any big changes in the coming budget."

Dianne Miller, Senior Director, Federal Relations, Cornell University (Washington, DC): "I think, unless something really unprecedented, (how do you say "unprecedented" in a situation like this?), but unless the Delta variant or whatever other mutations are waiting out there with COVID is bigger than anybody expects, I think Washington is pretty much done with doing emergency supplemental COVID response bills for the time being. They've already put a lot of money, several trillion dollars, out there, so that's really going to be the priority around COVID -- making sure the money that was appropriated through the Rescue Act is distributed and implemented. I think what you'll see in the COVID space is continued funding for more vaccines, public health outreach, and further medical research around the virus and its variants. In the meantime, it's not as if the legislators or the administration has slacked off, but the focus is on economic recovery and so there are these two tracks of legislation that are moving through Congress sort of in tandem but independently. The one that would be of most interest to TCAT is the progress on infrastructure legislation. This is legislation that was developed, then the House passed their own bill separately.

"The House transportation bill is sort of a very different kind of transportation bill focused on addressing climate change through transportation policies, and it's multiple-of-trillions-of-dollars. And then you've got the one that got all the headlines, which is the bipartisan legislation that passed through the Senate that was negotiated from input from the White House and focuses more on traditional transportation programs, including bus programs - clean fuel buses, bus facilities - and it's a 5-year bill, so that money would be allocated out to that time period.

"They have to come to an agreement with what the House passed, and right now, the Chairman of the House Transportation Committee said he is not interested in negotiating on a bill that looks like what the Senate passed. Now, I don't know how firm that's going to be going into fall, but there is a September 30 deadline for the current transportation authorizations. Once that legislation is approved, a lot of that money is passed through to the states.

"On sort of the flip side of the infrastructure proposal is budget reconciliation; earlier this week the House came back from recess to vote on a budget resolution that was passed a couple of weeks ago in the Senate; this lays the groundwork for the 3.5 trillion dollars -- they're also calling it infrastructure, but it's more of a human services type of spending to essentially implement the other aspects of the administration's policies around families, so there's a lot in there for education, for childcare, for nutrition programs, for research and this would be enacted using this reconciliation process.

"The House Committees will report back legislation that accomplishes the instructions that are in the resolution. The House will pass it and it will go to the Senate, they only need 50 votes to pass it, so we're expecting that by the end of September. Some of the votes on infrastructure is sort of horse-trading back and forth because there are such slim majorities in both the House and Senate, anybody can hold this up; so far we're sort of holding this balance, but it looks like it's on target to pass, so I think we'll end up seeing a lot

more funding for these kinds of programs - childcare, healthcare -- coming into the community in addition to the specific transportation-related funds.”

There were no questions for Cornell. K. Brown, C. Kruzansky and D. Miller left the meeting.

Deborah Mohlenhoff, Assistant Vice President for College Relations, TC3: “Thank you. I'm with TC3, and for those of you who don't know me, I'm the Associate Vice President for College Relations. I have many different departments under me, but we did not have a COVID department on campus, and so I am the COVID department for TC3. We've had a lot of wonderful partnerships with community organizations and our other colleagues. I'm just going to give you a quick update about where we are; we are trying to be as open as possible, I think you'll hear that same thing from all the colleges. We learned that our students did not learn as well when they are not in person, and it certainly is a much more engaging and robust environment when they are physically here on our campus, so the only adjustment that we have made this semester that's COVID-related is that we are reducing density in that, let's say if a class normally had 30 students in it, we might put 20 in. We are not anywhere near what we were last spring with essentially 92% of our classes remote.

“Move-in is tomorrow for our residence halls, our orientation for everyone is on Saturday and our classes start on Monday, so you'll probably start to see that TCAT ridership kick right back up. We absolutely rely on TCAT - you have been a wonderful partner to the institution.

“Our enrollment is down, we are down overall about 11% right now; we are not the lowest of all the community colleges in terms of enrollment. A couple of interesting nuances to that number, we have many more part-time students than we have full-time students now, so I'm assuming that a lot of these part-time students will be relying on transportation.

“In other COVID-related things, we are requiring vaccinations, that was a mandate set up by SUNY, and we kicked into high gear with that messaging to students. Right now, we are not requiring faculty and staff, but we are strongly encouraging vaccination. Anyone that is unvaccinated will need to continue to test. SUNY is extremely restrictive about the definition of who can get an exemption for the vaccination, so we do not anticipate a high number of students actually receiving that exemption. We are requiring masking on our campus, but only as long the health advisory is in place from Tompkins County. We assume that will be lifted when the health advisory is gone and our transmission rate goes down. I'm happy to answer any questions if you have any.”

S. Vanderpool said, “I just want to try to help get the word out on any information your administrative team needs to get out on the buses. We can display public service announcements on our buses and in our shelters, so just keep that in mind if you ever need to get the word out to faculty, staff, and students. We can help with that.”

D. Mohlenhoff responded, “That's great -- we are hosting two vaccination pop-up clinics on our campus September 1 and 2 and while they are designed to be easy for our faculty and staff to be vaccinated right here on campus, we have opened them up to the public, and so we've been working with the County on the messaging. Also, the First Mile/Last Mile program that has kicked off in Dryden-- we may want to have an off-line conversation about that - maybe we can promote it to the general Dryden area, because I think Dryden is one of the lower percentages of people that are vaccinated and we're trying to get people from Dryden up to the campus to do the clinic.”

Vanderpool agreed to connect off-line with Mohlenhoff to discuss it. There were no further questions for TC3; D. Mohlenhoff left the meeting.

Dr. Christina Moylan, Associate Provost for Graduate and Professional Studies, Ithaca College: “Thank you, hi everybody. I'm Christina Moylan, I'm actually technically retired from COVID coordination at IC but

unfortunately it is not leaving us alone, so I keep getting pulled back in. The new person at IC who would have been here except for a prior commitment is Samm Swarts, so you might be hearing from him at a future point. I don't know that I have a ton to add that's different than what you heard from the other institutions already; we have many of the same strategies in place from vaccination and indoor masking, I think the one big difference is that at IC we use a "badging system" for students which is run through our Health Center so students actually have to show an electronic badge to access many areas of campus and that is based on their completing a daily health screening, also if they need to be testing it's in there, and then if they're in quarantine or isolation, the badge changes colors as a result of that. We've been back on campus a little longer - we started having students come back around the 10th of August. The bulk of our students arrived on campus last week, we started classes on Monday, so we have been in full swing for a few weeks. The other important piece might be athletics. The Liberty League is competing, so we are fully engaged with athletics.

"Also related to TCAT -- we hopefully are going to occupy the new physician assistant building downtown on the Commons; that would increase traffic particularly between the Marriott stop and campus, as well as on the return at either the Seneca Street station or the Green Street station. I don't know if the building will be ready this fall; probably more into January and the spring. In addition, just announced in our Ithaca newspaper today - we're adding a new shelter to our Park School stop for our students."

L. Lewis stated the electronic badge sounds very interesting, and asked how often IC students are required to do surveillance testing. C. Moylan responded vaccinated students are not testing unless they are symptomatic; anybody unvaccinated has to test once a week. "We do not have very many unvaccinated students. We're at about a 99% vaccination rate for students." Lewis thanked Moylan, who added, "We also have a few international students who are in-process because they are coming from an area where vaccinations were not available to them. Wegmans has been a great partner; they have been helping get those students vaccinated."

Chair Klein said there was a question about the bus shelter, and who we should be talking to about that. Moylan responded, "Tim Carey". Klein thanked her and asked if there were other questions. There were none.

Chair Klein continued with the agenda, asking if there were any Board member items. There were none, and there was no one present to offer a public comment.

Approval of minutes

Chair Klein asked for a motion on the minutes from the July 22 meeting, and the August 5 meeting. D. Dawson moved for approval on both sets concurrently. L. Lewis seconded. The minutes of July 22 and the August 5 Special Meeting were approved unanimously 7-0-0. (D. Thompson did not vote.)

GM Report

From the News Desk

TCAT to Trails

On August 6, former Cornell ecology and marine biologist Myra Shulman was thrilled to announce the roll-out of the first-ever "TCAT to Trails" map, available on line. Printed versions will be appearing on TCAT buses at TCAT's Green Street and Seneca Street Stations.

Station Park

With the Fall 2021 schedule change, buses on both the 40 and the 43 lines that run through Freeville will make stops at the newly opened Station Park.

In the coming weeks, a handicapped-accessible walkway will be built from the sidewalk in front of Station Park to the Route 38 roadway, and benches will be installed in the large shelter at the park.

There is a revised route for the 40, which used to turn from Route 38 onto Route 366 on all inbound trips from Groton to Ithaca; now they will detour around the block from the Four Corners on three morning inbound trips seven days a week, stopping at Station Park on Railroad Street before turning onto Factory Street and Union Street. After turning from Union onto Main Street, they will stop as usual at the park and ride shelter at Groton Ave and Main.

Route 43 buses, which have provided service from Groton to Dryden four times a day on weekdays only, will now stop at Station Park instead of at the Four Corners on their inbound trips from Groton.

Internal Notion Wiki Page

Board Members should have all received their log-on information for the Notion Wiki. Board members have access to view the home page, project central, the knowledge base and the special Board area already. Megan, Pamela, Gian and perhaps others have been and will continue to add items to the Board page where currently Board members can find a number of useful documents, such as the Strategic Plan, Bylaws, Subcommittee members and past Systems Reports, along with other useful information. Start at the TCAT main page, click "TCAT Departments" then "TCAT Board".

If you have any specific requests for content, or are having trouble logging in, just contact Megan, Pamela or Gian.

Cyber Claims Status Update

Earlier in the year, we experienced a potential server breach. Forensics teams have investigated our cyber situation and concluded there was no unauthorized access to our network. The claim has been officially closed.

GM Vanderpool continued with the Systems Report.

Systems Report

Ridership

July of this year we carried 86,318 riders

July of 2019....222,255 riders

That's a decrease of 61%

Again, TCAT 2021 ridership is compared to 2019, which represents the pre-pandemic normal.

PM Service

We had a history of being behind in preventative maintenance and wheel pulls/brake checks. In February 2021, our PM Services and wheel pulls rose up to 90%. Beginning in March 2021, our PM services and brake pulls went up to 100%. We remain at 100% for wheel pulls, and even though we are at 95% on PM inspections, our Maintenance Department deserves our thanks and congratulations for pulling us out of that hole.

Road Calls

Road Calls – July we had 8 road calls; in June we had 7 and in May we had 8

Road Calls - per 100K miles for July was 6.9

Missed Trips

We did not miss one trip in July!

In June we had 7; in May we had 8.

Road Calls per 100K miles for July was 6.9

Cost of Parts

Total Cost of Parts for July was \$35,416, compared to \$56,022 last month.

F. Proto asked if there were any premiums paid on hard-to-get parts, or if there are any parts that are hard to get. S. Vanderpool stated we are trying to stay ahead of the curve on ordering, and the cost of parts is definitely higher, but we don't have the percentage on that. Our costs are pretty low this month, but that may have to do with inventory adjustments due to the Maximo project.

Revenue and Expenses

We'll talk more about this in the Budget Committee segment, but one thing GM Vanderpool wanted to mention is that fuel costs are almost identical to where they were last month, but he was reading a report about what's going on in Kabul, which could affect prices in the near future.

Collisions and Incidents

We had 2 collisions in July 2021; 3 collisions in June 2021; in May we had 3 collisions and 1 incident; in April 2021 we had 4 collisions and 0 incidents.

Compared to last year at this time - last year we had 18 collisions and/or incidents through July of 2020 - this year we have had 24 collisions and/or incidents. This year, 15 of those were preventable, the same as last year.

Safety Department work has included:

- The Safety Department trained 2 new operators in July.
- Consistently updating training materials
- Preparing to integrate ELERTS, which should go live in September.

Human Resources

Through June of 2021 – we were sitting at 69 FT operators; in July we are up to 75 FT operators

Overall, at the end of June – we had 118 total employees; at the end of July we are up to 132.

HR action items for the month of June

- Began searches for:
 - Full Time Bus Operators
 - Part Time Bus Operators (Nights and/or Weekends shifts)
 - Parts Room Temporary Clerks
 - Part Time Temporary Customer Service Rep
- Employee Leave Management - Increased need for medical leaves in recent weeks requiring communication, education and coordination with Pinnacle HR to start leaves
- Employee Service Recognition Celebration was July 30th.

Marketing and Communications

- Created new Tconnect webpage, wrote new content and added new images. (Credit to Asst. GM Matt Yarrow and Jeannette Smith from Gadabout who partnered to deliver a great how-to-use-app video to add to this web page.)
- Wrote and distributed Tconnect press release (with required approval from NYSDA)
- Designed destination icons for Tconnect App
- Designed Tconnect direct mail piece and worked with post office to send to all Dryden residents.
- Dropped Tconnect flyers door to door to all residents living in Mott and Southworth Trailer Parks as well as Dryden Village offices

- Designed two ads for Tompkins Weekly
- Designed ad for Ithaca Child / Teen publication
- Updated part of marketing's Notion page
- Updated maps and visual aids for RAISE grant application
- Yearly reconciliation of ADA rider list / files
- ADA paratransit coordination: 5 ADA applications reviewed

Information Technology

Milestones:

- Configured DNS properly on the Domain Controller
- Pushed new updated DNS settings across the network
- Pushed updates on all of the Servers
- Ordered RAM and Hard Drives to upgrade the Hyper-V Machine
- Ordered new Camera System for Green Street Hub
- Put up a secondary DC/DNS for redundancy
- Expanded our Hyper-V environment to allow more virtual servers
- Reviewed current backups and ensure everything is set correctly
- Recycled old Technology Equipment – Computers and Printers
- Finished setting up the LCR as a Hybrid Meeting Room

Current Projects:

- Increasing computer security across TCAT.
- Documentation of IT resources on internal Wiki continuing
- Technology Roadmap – consolidating previous plans, updating documentation
- Avail, RideLogic, TSI, and Maximo Support
- Continuing to train new IT Help – John Greer
- Setup new Camera System at Green Street
- Continue to document everything and create SOPs
- Scheduled a time for TSI to come in to provide TCAT with a Network Heat Map
- Setting up a redundant internet connection through Spectrum
- Setup new computer at Green Street
- Setup Tablets for Road Supervisors
- Setup Tablets for upcoming shop Clerks

Future Projects:

- Need to restructure backup systems for new computers and laptops
- New database and reporting tools and technologies
- Build internal programming and development resources
- New certificate server to replace the one that died in early 2017
- Enterprise Wireless Infrastructure
- Better remote work options; considering VDI for remote users
- Explore bringing website hosting in house

Action Items

Resolution 2021-xx – Architectural and Engineering (A&E) Services - moved by D. Dawson, seconded by B. Brady; after discussion, Resolution 2021-13 was approved 8-0-0 as follows:

RESOLUTION 2021 – 13 **Architectural and Engineering (A&E) Services**

WHEREAS, Tompkins Consolidated Area Transit, Inc. (TCAT) has future needs for A&E services to complete tasks related to bus shelter designs, main facility renovations, updates to equipment needs, possible future facility relocation, as well as other related services, and

WHEREAS, because the Federal Transit Administration requires A&E services to be selected based on qualifications only, TCAT released Request for Qualifications (RFQ) for A&E Services #401-2020 on May 10, 2021 and

WHEREAS, the following twelve companies responded to the RFQ on or before June 11, 2021:

- Ashley McGraw Architects, D.P.C.
- Beardsley Design Associates, Architecture, Engineering, Landscape Architecture, D.P.C.
- Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C. (Bergmann)
- C&S Engineers, Inc. (C&S)
- Chains and Anderson Architects, PLLC
- EIT Team, Inc.
- Green 2 Green Consulting LLC
- Hunt Engineers, Architect, Land Surveyors and Landscape Architects, DPC
- LaBella Associates, D.P.C. (LaBella)
- Passero Associates (Passero)
- Stantec Consulting Services, Inc. (Stantec)
- Weston and Sampson PE, LS, PA, PC (Weston and Sampson)

WHEREAS, TCAT's team (Scot Vanderpool and Megan Pulver) reviewed the responses and down-selected for reference checks the companies of Bergmann, C&S, LaBella, Passero, Stantec, and Weston and Sampson, and

WHEREAS, as a result of the reference checks, TCAT's team further reduced the firms under consideration to the following three firms for further consideration and interviews: C&S, LaBella, and Stantec, and

WHEREAS, after the TCAT team interviewed the companies, the TCAT team recommends selection of all three firms in the following order of precedence: C&S, Stantec, and LaBella, and

WHEREAS, TCAT's purchasing manager (Raymond Lalley) negotiated hourly rates based on published rates completed by Zweig Group in its publication "2020 Fee and Billing Report of AEC Firms", in which the two firms that exceeded the published market rates agreed to adjustments of their hourly billing rates as applicable so that they will not exceed market rates, now, therefore be it

RESOLVED, that the TCAT Board of Directors authorizes the use of the firms (in order of precedence) C&S, Stantec, and LaBella for all A&E work to support TCAT operations through a three-year contract with each firm, with billing rates for the first twelve months as proposed (for LaBella) and as negotiated (for C&S and Stantec), and billing rates for the final twenty-four months not to exceed market rates, said contracts subject to the approval of TCAT's attorney.

Adopted by the TCAT Board of Directors on the 26th day of August, 2021.

Resolution 2021-14 – Adopt the TCAT Advertising Policy - moved by F. Proto, seconded by L. Lewis. After a brief discussion, F. Proto made a motion, second by D. Dawson to table the resolution so the Board can have more time to review the policy. A special meeting will be held next week. The resolution was tabled by a unanimous vote of 8-0-0.

Committee Reports

- **Executive Committee** – The Executive Committee met on August 18 and discussed a procurement update including completed, in process and anticipated projects; an update on the VW settlement; a grant update including the Upstate Airport Economic Development & Revitalization Program; a parts inventory update; employee bonus update.
- **Audit Committee** – The Audit Committee did not meet, but we are waiting on the final report.
- **Budget Committee** – The Budget Committee met on August 24 and discussed the Revenue Expenditure Report July 2021; and received a STOA update.
- **Human Resource Committee** – The Human Resources Committee met on August 16 and discussed Recruitment preparations for upcoming new hire class including FT Bus Operators and Temp/Casuals (bringing back former employees); recruiting for a PT Temp Customer Service Rep (short-term) and Temp Inventory/Parts Clerk; the Diversity, Equity and Inclusion committee; an update on trainings including the Anti-Harassment program; and the July 30th Employee Service Recognition Celebration.
- **Planning Committee** – The Planning Committee did not meet.
- **Transit Service Committee** – The Transit Service Committee did not meet but received an email update regarding Fall Service; the TDP; Tconnect, and Planning and Grants.

Next Meeting

The Special Board Meeting to discuss the TCAT Advertising Policy and the tabled Resolution will be August 31 at 2pm.

The next regular Board meeting will be September 23, 2021.

Adjournment

Chair Klein adjourned the open meeting at 5:33pm.

Minutes respectfully submitted by Pamela Torelli, Recording Secretary, September 23, 2021.