

**TOMPKINS CONSOLIDATED AREA TRANSIT, INC.
BOARD OF DIRECTORS MEETING**

Thursday, July 23, 2015
4:00 PM TCAT Conference Room
737 Willow Avenue, Ithaca, NY

Attendees: F. Proto, B. Brady, J. Dotson, B. Gray,
K. Page, P. Stein, K. Sutherland – by telephone, D. Howe arrived 4:45 pm

S. Brock, R. Andrascik, A. Eccleston, N. Oltz, P. Poist, P. Smith,
D. Tome, T. Wright, M. Yarrow, S. Persons/Recording Secretary

Also Attended: F. Howells, A. Gallegos, S. Beckley, S. Davis, M. Haywood, S. Ford, D. Distler

Agenda

Call to Order

F. Proto called the meeting to order at 4:06 PM, and welcomed everyone to the July 23, 2015 TCAT, Inc. Board of Directors Meeting.

Board Member Items

There were no board member items.

Public Comment

A. Gallegos stated there has been a growing concern on the timing of the route 82, are we going to be on the hour headway still come September or will it change at all.

N. Oltz stated it will be the hour round trip.

Approval of the minutes from June 25, 2015 Board of Directors Meeting

The motion to approve the minutes from June 25, 2015 was made by B. Gray; seconded by P. Stein. The motion to approve the minutes passed unanimously.

Chairperson's Report

F. Proto stated the one comment he would make is those of you from the various entities could you please build a fire under your colleagues to attend the budget presentation. Right now we have 86 letters that were sent out, we have 16 confirmed yes, 12 no's and 54 no responses and the budget presentation is a key piece of what we do. The budget isn't finalized but it would be a good idea to have representation from the various entities. The meeting is next Thursday July 30th at the library at 11:30 and a light lunch will be provided.

F. Proto stated the other item; A. Eccleston was down at Taughhannock for another presentation along with D. Swarts and P. Poist once again highlighting the route 22, the park run, and thank you for doing that.

General Manager's Report

- **Introduction to New Hires** – A. Eccleston stated she had a few new people here this afternoon that she would like to introduce to everybody. They are new bus operators, they are training for their CDL and they are wrapping up their two week classroom and field training this Friday. She introduced S. Davis, M. Haywood, S. Ford and D. Distler. She welcomed them to TCAT.
- **Monthly Operating Reports** – A. Eccleston presented the Monthly Operating Reports for June 2015. She reviewed the details of the Riders, Miles & Hours Statistics, Service Changes & Special Events, Maintenance Statistics, Accidents & Other Incidents, Finance, Human Resources, Marketing Initiatives, & Customer Communications.
- **Emergency Ride Home** – A. Eccleston stated she wanted to discuss is the emergency ride home program and specifically an agreement for that. She asked J. Dotson to speak to it a little bit.

J. Dotson stated in short, Ithaca Carshare has received a grant from NYSERDA as part of the activities focused on Downtown transportation demand management, the reason that it is coming to the board is a portion of that funding is coming to TCAT offset the cost of providing the emergency ride home program. Because it is an agreement for TCAT to receive revenue and TCAT normally brings that kind of thing to the board. S. Brock stated she has not reviewed the agreement because she represents both TCAT and Ithaca Carshare so she has a conflict of interest. Discussion followed.

F. Proto made a motion to accept the teaming agreement that allows TCAT to receive the funding from Ithaca Carshare; moved by B. Gray, seconded by P. Stein. 6 in favor, J. Dotson abstained.

Action Items from Staff

Consider Resolution {2015 - 15} Approval of the Administrative Employee Handbook Revisions. F. Proto presented resolution {2015 – 15} to approve the administrative employee handbook revisions.

RESOLUTION 2015 - 15 ADMINISTRATIVE EMPLOYEE HANDBOOK

WHEREAS, on July 28, 2011, the Board of Directors for Tompkins Consolidated Area Transit, Inc. (“TCAT”) approved the TCAT Administrative Employee Handbook for non-represented employees, last revised January 22, 2015, and

WHEREAS, the Human Resource Manager and Human Resource Committee have made proposed revisions to the Handbook to add information, update the Handbook to meet new legal requirements, revise TCAT policies, and incorporate Board-approved TCAT policies that have been implemented but not yet added to a new printing of the Handbook, and

WHEREAS, the Human Resources Committee recommends that the TCAT Board adopt the revised TCAT Administrative Employee Handbook for administrative employees, dated May 6, 2015,

NOW, THEREFORE, be it RESOLVED that the TCAT, Inc. Board of Directors hereby approves and adopts the revised TCAT Administrative Employee Handbook dated May 6, 2015, with an effective date of July 23, 2015.

The resolution to approve the Administrative Employee Handbook revisions was moved by B. Brady; seconded by K. Page. Discussion followed. The resolution passed unanimously.

Committee Reports

- **Executive Committee**

F. Proto reported that the Executive Committee met on July 15, 2015 and discussed electric bus funding, Draft 2016 budget presentation, hydrogen bus project status update, Pamela Johnson Grand Larceny case update, needs assessment RFP status, Green Street Station – buyout vs. continuing to rent space, Safety Manager and HR positions, Facility Vulnerability Assessment by US Dept. of Homeland Security – Transportation Security Administration on July 1st., nomination to the New York Public Transit Leadership Institute.

- **Budget Committee**

B. Gray reported that the Budget Committee met on July 21, 2015 and discussed Revenue Expenditure Report June 30, 2015, fuel report, 2016 Operating Budget, 5 Year Operating Budget, 2016 Capital Budget, 5 Year Capital Budget, and discussed the Budget Presentation details.

- **Transit Service Committee**

J. Dotson reported that the Transit Service Committee met on July 16, 2015 and discussed updates from staff on the Emergency Ride Home pilot project, Phase A of the Intelligent Transportation Systems (ITS) project, changes to transit service effective August 2, a staff proposal to pursue NYSERDA grant funding to support capital expenditures/pilot transit service.

- **Human Resources Committee**

A. Eccleston reported that the Human Resources Committee met on July 9, 2015 and discussed current headcount, hires, separations, current projects, and the Administrative Employee Handbook revisions.

- **Planning Committee**

The Planning Committee did not meet.

- **Audit Committee**

K. Page reported that the Audit Committee did not meet however they recommend a verbal motion to accept the 2014 audited financial statements from Ciaschi, Dieterhagen Little & Mickelson. K. Page moved to accept the audit of the financial statements for the year ending 2014; B. Gray seconded. The motion passed unanimously.

Next meeting

F. Proto announced the next meeting date of August 27, 2015 at 4:00 PM.

Executive Session

F. Proto asked for a motion to enter into executive session to discuss the Stedwell litigation. The motion was made by P. Stein; seconded by J. Dotson. The motion passed unanimously. The Board entered into Executive Session at 5:30 PM. The Board arose from Executive Session at 5:52 PM. No action was taken.

Adjournment

The motion to adjourn the meeting was made by D. Howe and seconded by B. Gray. The meeting adjourned at 5:52 PM.