

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

Thursday, September 22, 2016
4:00 PM TCAT Conference Room
737 Willow Avenue, Ithaca, NY

Attendees: B. Gray, B. Brady, J. Dotson, J. Gutenberger, D. Howe,
D. Klein, D. Nguyen, F. Proto, P. Stein

S. Brock, R. Andrascik, A. Eccleston, N. Oltz, P. Poist,
R. Lalley, S. Persons/Recording Secretary

Also Attended: F. Howells, N. Jensen

Agenda

I. Call to Order

B. Gray called the meeting to order at 4:05 PM, and welcomed everyone to the September 22, 2016 TCAT, Inc. Board of Directors Meeting.

II. Board Member Items

There were no board member items.

III. Public Comment

There was no one present that had a public comment.

IV. Approval of the minutes from August 25, 2016 Board of Directors Meeting and September 15, 2016 Special Board of Directors Minutes

The motion to approve the minutes from August 25, 2016 Board of Directors Meeting and the September 15, 2016 Special Board of Directors Meeting was made by D. Klein, seconded by D. Howe. The motion to approve the minutes passed eight in favor; F. Proto abstained.

V. Chairperson's Report

B. Gray reported that the chairperson's report is largely in the committee reports; the main item for him has been the GM search and a couple other items that are ongoing. One being the TCAT-Cornell MOU and P. Stein has indicated that he would like to be the lead on that, he stated he thinks we may be having a detailed discussion on that later. B. Gray stated he was going to ask for an update on the GM search. He stated that probably the other biggest thing that came up were extensions of contracts and because A. Eccleston was on vacation, and it was presented at the Executive Committee meeting and there were a number of questions that we could not have answered as she was out of country. He stated he imagines we will have more discussion on that item when we get to that resolution.

VI. General Manager's Report

- **Elmira Savings Bank Line of Credit** - A. Eccleston stated the first item she has is she was made aware that our line of credit needed to be renewed so she is bringing that item forward that we are renewing our line of credit with Elmira Savings Bank. We do have a corporate authorization resolution that needs to be signed by the Board Secretary. It gives authorization for A. Eccleston, N. Oltz, and P.

Poist as signatories for the line of credit. She stated she wanted to bring that forward to make the board aware that we are requesting to renew our line of credit with Elmira Savings Bank.

S. Brock stated so you are asking for a motion to approve the Corporate Authorization Resolution to give A. Eccleston, N. Oltz, and P. Poist the powers as shown on the paper. Discussion followed.

D. Howe moved the motion to approve the Corporate Authorization Resolution; Seconded by D. Klein. Discussion followed. The motion to approve the corporate authorization resolution passed with 8 in favor, F. Proto abstained.

- **Monthly Operating Reports** – A. Eccleston presented the Monthly Operating Reports for May 2016. 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.
- **Green Street Station Proposal** - A. Eccleston requested R. Lalley to give a presentation to the Board on the Green Street Station proposal.

R. Lalley presented the proposed changes to the Green Street Station bus stop. He stated that Green Street Station is underutilized at this time, we've had several companies come in and they haven't lasted, we have had issues that people don't understand if it's a café or a bus stop, so it sends a mixed message. He explained that we have over 7,000 people go through that station every week on average. We have limited hours, we are only open for four hours in the morning and four hours in the evening and four hours on Saturday, we are currently using temporary people and if anybody gets sick there really is not anybody to fill in, the only job they have at this time is monitoring the space. He stated the proposed improvements are to operate Monday through Friday 6:00 am – 7:00 pm and 10:00 am – 6:00 pm on Saturday. Train the personnel to understand the routes to be able to provide customer service and provide a direct phone line to TCAT for the complex questions and to have the small items from the lost and found at Green Street and have the valuables and large items come to TCAT. We also are proposing providing vending services and the reason why we want to provide this is not only does it provide an option in the winter time especially but also provides a reason to come into the station. Discussion followed.

VII. Action Items

Consider Resolution {2016 - 17} Approval of Customer Support Services and Vending Providers at the Green Street Bus Station. B. Gray presented resolution {2016 - 17} to approve customer support services and vending providers at the Green Street Bus Station.

RESOLUTION 2016 - 17 APPROVAL OF CUSTOMER SUPPORT SERVICES AND VENDING PROVIDERS AT THE GREEN STREET BUS STATION

WHEREAS, TCAT, Inc. (TCAT) is seeking to improve on-site support and extend open hours at Green Street Station, and

WHEREAS, ridership data supports a need for open hours of six a.m. to seven p.m. on weekdays, and ten a.m. to six p.m. on Saturdays, and

WHEREAS, TCAT staff recommends utilizing temporary resources from Express Employment Professionals to provide three temporary independent contractor customer service personnel, and

WHEREAS, Express Employment Professionals to provide these personnel to TCAT for an hourly rate of Fifteen dollars and Twelve cents, and

WHEREAS, to reduce additional cost to TCAT, staff recommends the implementation of vending machine services provided by American Food and Vending Corporation, and

WHEREAS, vending machine services will provide funding to TCAT in the way of sales commissions, and

WHEREAS, the Transit Service Committee and Budget Committee recommend that TCAT utilize temporary personnel to provide extended customer support services at Green Street station, and the committees recommend that TCAT implement vending machine services at Green Street Station, therefore be it

RESOLVED, that the TCAT Board of Directors agrees to utilize Express Employment Professionals to provide temporary independent contractor personnel for customer support services, and be it further

RESOLVED, that the TCAT Board of Directors agrees to utilize American Food and Vending Corporation for vending services, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the Acting General Manager to enter into a contract for temporary support services with Express Employment Professionals for three independent contractor customer service personnel for a period of one year for the proposed amount of Fifty Seven thousand Three hundred Ninety Six dollars (\$57,396), said contract being subject to the approval of TCAT's attorney, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the Acting General Manager to enter into a contract for vending services with American Food and Vending with commission based revenue, estimating revenue gain of Twenty One thousand Six hundred Thirty Six dollars (\$21,636), said contract being subject to the approval of TCAT's attorney.

The resolution to approve customer service support services and vending providers at the Green Street bus station was moved by D. Howe; seconded by P. Stein. Discussion followed.

S. Brock suggested a change to the phrase in the third resolved to state, "for a period of up to one year for the proposed amount up to Fifty Seven Thousand Three Hundred Ninety Six dollars". The resolution passed with 8 in favor, 1 opposed.

Consider Resolution {2016 - 16} Approval to extend contract with TRC Engineering Services, LLC for Temporary Diesel Mechanic. B. Gray presented resolution {2016 - 16} approval to extend the contract with TRC Engineering Services, LLC for a temporary diesel mechanic.

**RESOLUTION 2016 - 16
EXTEND CONTRACT WITH TRC ENGINEERING SERVICES, LLC
FOR TEMPORARY DIESEL MECHANIC**

WHEREAS, at its December 23, 2015 meeting, the TCAT Board approved the selection of TRC Engineering, LLC ("TRC") as TCAT's Contract Diesel Mechanic Contractor, with TRC providing two temporary full-time diesel mechanics for a period of three months plus an optional three month extension period, and

WHEREAS, TCAT, Inc. exercised the three month extension, which ended on July 10, 2016, and

WHEREAS, TCAT, Inc. and TRC entered into a contract dated July 6, 2016, that extended their agreement to September 30, 2016, and

WHEREAS, despite intensive recruitment efforts, TCAT's Maintenance Department is still not fully staffed, and TCAT requires the services of one temporary diesel mechanic through December 30, 2016, after which time it anticipates it will have hired enough mechanics to no longer need a temporary contract mechanic,

NOW, THEREFORE, be it RESOLVED that the TCAT, Inc. Board of Directors hereby approves the attached Agreement for Services with TRC through December 30, 2016, and authorizes Board Chair William Gray and Acting General Manager Alice Eccleston to execute the Agreement.

The resolution to approve the extension of the contract with TRC Engineering Services, LLC for temporary diesel mechanic was moved by D. Howe; seconded by P. Stein. The resolution passed unanimously.

VIII. Committee Reports

- **Executive Committee**

B. Gray reported that the Executive Committee met on September 13, 2016 and discussed the GM search; TRC's proposal to extend maintenance supervisor and mechanic contracts; and TCAT-Cornell MOU.

F. Proto provided an update on the GM search; he stated they met today to discuss the review sheets and comments from the interviewers. He requested an executive session to discuss personnel matters. F. Proto stated until an offer has been extended and accepted we are continuing to collect and screen applications. Discussion followed.

- **Budget Committee**

D. Howe reported that the Budget Committee met on September 20, 2016 and discussed new staff position proposal, the Revenue Expenditure Report August 31, 2016, Fuel Report, STOA update, Green Street utilization change proposal, service development discussion, TCAT-Cornell MOU discussion.

- **Transit Service Committee**

The Transit Services Committee did not meet.

- **Human Resources Committee**

J. Dotson reported that the Human Resources Committee met on September 8, 2016 and discussed the employee satisfaction survey and next steps, current headcount, hires, separations, retention rate, and current recruitment efforts for bus operators and mechanics.

- **Planning Committee**

J. Gutenberger reported that the Planning Committee met on September 7, 2016 and discussed the Wendell Technical memo, facility assessment project and next steps, and Green Street Station proposal.

IX. Next meeting

B. Gray announced the next meeting date of October 27, 2016.

X. Executive Session

B. Gray asked for a motion to enter into executive session to discuss personnel matters. The motion was made by D. Nguyen; seconded by D. Howe. The motion passed. The Board entered into Executive Session at 5:18 PM. The Board arose from Executive Session at 5:36 PM.

XI. Adjournment

The motion to adjourn the meeting was made by D. Howe; and seconded by J. Gutenberger. The meeting adjourned at 5:38 PM.