

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

Thursday, September 28, 2017  
4:00 PM TCAT Conference Room  
737 Willow Avenue, Ithaca, NY

Attendees: D. Howe, B. Brady, J. Dotson arrived at 4:10 PM, J. Gutenberger,  
W. Gray, D. Nguyen arrived at 4:12 PM, F. Proto, P. Stein, D. Klein

S. Brock, S. Vanderpool, R. Andrascik, A. Eccleston,  
J. Caco, C. Clink, R. Lalley, S. Persons, M. Yarrow, D. Wiles/Recording Secretary

Also Attended: W. Armitage, F. Howells, R. Sherman, M. Wendlowski arrived at 4:20 PM

**Agenda**

**I. Call to Order**

D. Howe called the meeting to order at 4:03 PM, and welcomed everyone to the September 28, 2017 TCAT, Inc. Board of Directors Meeting.

**II. Board Member Items**

W. Gray stated that he would like to receive the agenda and materials further in advance.

**III. Public Comment**

There was no one present that had a public comment.

**IV. Approval of the minutes from August 24, 2017 Board of Directors Meeting**

The motion to approve the minutes from August 24, 2017 Board of Directors Meeting was made by F. Proto, seconded by W. Gray. The motion to approve the minutes passed unanimously.

**V. Chairperson's Report**

D. Howe stated that S. Vanderpool jumped right into the job, he introduced him to the new Vice President of Infrastructure Planning & Properties and F. Proto introduced him to the County Legislature. D. Howe stated his desire to get S. Vanderpool in front of Common Council at some point. W. Gray offered to make the introduction. Discussion followed.

**VI. General Manager's Report**

- **Monthly Operating Reports** – S. Vanderpool presented the Monthly Operating Reports for August 2017. He reviewed the details of the Riders, Miles & Hours Statistics, Maintenance, Accidents & Other Incidents, Missed Trips, Finance, Marketing & Communications, and Human Resources.

**VII. Action Items**

Consider Resolution {2017 - 18} Approval of Maintenance Management System. D. Howe presented resolution {2017 - 18} Approval of Maintenance Management System.

**RESOLUTION 2017 – 18**  
**MAINTENANCE MANAGEMENT SYSTEM**

WHEREAS, TCAT, Inc. (TCAT) is in need of a Maintenance Management System (MMS) and associated central, garage, vehicle-based, and field equipment and software (collectively referred to as the “System” or “MMS”), that enables better management of maintenance-related information, tasks, documentation, data, and reporting, and

WHEREAS, on March 28, 2017, TCAT issued a Request for Proposal (RFP) for the Management Maintenance System, and responses were received from Barton & Loguidice, D.P.C., AssetWorks LLC, and Mass Group on May 15, 2017, and

WHEREAS, TCAT’s evaluation team (Alice Eccleston, Jim Caco, William Klinko) evaluated RFP responses on May 23 and June 5, 2017, and the team selected Barton & Loguidice and AssetWorks LLC, to make presentations to TCAT staff on their proposals, and

WHEREAS, Barton & Loguidice and AssetWorks LLC provided presentations of their proposed solutions at TCAT on June 14 and June 20, 2017, respectively, and

WHEREAS, on June 27, 2017, the evaluation team, after further review, concluded that it recommends the Maximo software solution proposed by Barton & Loguidice, therefore, be it

RESOLVED, that the TCAT Board of Directors selects Barton and Loguidice as the contractor to implement the Maintenance Management System and provide related services, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the General Manager to execute a contract with Barton & Loguidice, D.P.C. for the purchase of the Maintenance Management System and related services as described in the RFP, Barton & Loguidice’s response, and subsequent communications with TCAT, for the not-to-exceed amount of Two hundred fifty-five thousand four hundred and nine dollars (\$255,409), said contract being subject to the approval of TCAT’s attorney.

The resolution to approve the Maintenance Management System was moved by J. Gutenberger; seconded by B. Brady. Discussion followed. -The resolution passed unanimously.

Consider Resolution {2017 - 19} Approval of Amenities Storage Building. D. Howe presented resolution {2017 - 19} to approve an Amenities Storage Building.

**RESOLUTION 2017 - 19**  
**AMENITIES STORAGE BUILDING**

WHEREAS, TCAT, Inc. (TCAT) is in need of a storage building for use by the facility primarily for amenities related goods, and

WHEREAS, on August 8, 2017, TCAT issued a Request for Proposal (RFP) for a pole barn storage building and received responses from Marchuska Brothers Construction, LLC, and McPherson Builders, and

WHEREAS, on September 21, 2017, the two bids were reviewed by the evaluation team; the lowest bidder was found to be Marchuska Brothers Construction, LLC, and

WHEREAS, after confirming the lowest bid met the specifications as indicated within the RFP, and that the lowest bidder is a responsible bidder, TCAT staff recommend entering into an agreement with Marchuska Brothers Construction, LLC to provide and install a pole barn storage building,

RESOLVED, that the TCAT Board of Directors selects Marchuska Brothers Construction, LLC as the contractor to provide and install the amenities storage building, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the General Manager to execute a contract with Marchuska Brothers Construction, LLC, for the amenities

storage building as detailed in RFP, including alternates number 2, 3, and 5, in the amount of Ninety thousand and One hundred dollars (\$90,100), said contract being subject to the approval of TCAT's attorney.

The resolution to approve the Amenities Storage Building was moved by J. Dotson; seconded by D. Nguyen. Discussion followed. -The resolution passed with a vote of eight (8) in favor and one (1) opposed. F. Proto cast a negative vote.

Consider Resolution {2017 - 20} Approval of Flooring Repair of 2006/7 Gillig Buses. D. Howe presented resolution {2017 - 20} to approve flooring repair of 2006/7 Gillig Buses.

**RESOLUTION 2017 - 20**  
**FLOORING REPAIR OF 2006/7 GILLIG BUSES**

WHEREAS, TCAT, Inc. (TCAT) is in need of services to repair upper deck flooring in twelve 2006 and 2007 Gillig buses, and

WHEREAS, TCAT pursued assistance with Gillig for warranty claims, and Gillig advised no warranty is in place for these buses, and

WHEREAS, TCAT further pursued from Gillig the material list and drawings so it could seek bids on the repairs, but Gillig provided insufficient information for TCAT to conduct an IFB or RFP, and

WHEREAS, to reduce potential loss of service, quotes were solicited from New York Bus Sales LLC, Goodrich Auto Works LLC, and TRC Engineering Services, LLC, and

WHEREAS, TRC Engineering Services, LLC provided both the most detailed proposal and the lowest price, so TCAT staff recommends utilizing TRC Engineering Services, LLC,

RESOLVED, that the TCAT Board of Directors selects TRC Engineering Services, LLC as the contractor for floor repair services for the twelve 2006 and 2007 Gillig buses, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the General Manager to execute a contract with TRC Engineering Services, LLC, for the floor repair services as proposed by TRC Engineering Services, LLC in the amount not to exceed (\$90,000), said contract being subject to the approval of TCAT's attorney.

The resolution to approve the flooring repair of 2006/7 Gillig Buses was moved by F. Proto; seconded by D. Nguyen. Discussion followed. -The resolution passed unanimously.

**VIII. Committee Reports**

- **Executive Committee**

D. Howe reported that the Executive Committee met on September 19, 2017 and discussed issues with Avail and TCAT's recruitment plan.

- **Budget Committee**

P. Stein reported that the Budget Committee met on September 20, 2017 and discussed the Revenue Expenditure Report August 31, 2017, Fuel Report, review of the 2018 Budget Presentation review, contractual recruitment services, discussion on 19 A fines, and STOA update.

- **Transit Service Committee**

The Transit Service Committee did not meet.

- **Human Resources Committee**

B. Brady reported that the Human Resources Committee met on September 14, 2017 and discussed current headcount, hires, separations, retention rate, current recruitment efforts and NY Paid Family Leave.

- **Planning Committee**

The planning committee did not meet.

**IX. Next meeting**

D. Howe announced the next meeting date of October 26, 2017.

**X. Executive Session**

D. Howe asked for a motion to enter into executive session to discuss personnel matters and the Daley litigation. The motion was made by F. Proto; seconded by D. Nguyen. The motion passed. The Board entered into Executive Session at 5:09 PM. The Board arose from Executive Session at 5:52 PM.

**XI. Adjournment**

The motion to adjourn the meeting was made by F. Proto; and seconded by J. Gutenberger. The meeting adjourned at 5:53 PM.