

Tompkins Consolidated Area Transit, Inc.
September 27, 2018 Board of Directors Meeting
4:00pm – TCAT Conference Room
737 Willow Avenue, Ithaca, NY

Attendees

Board Members: Bridget Brady; Jennifer Dotson; Dan Klein; Ducson Nguyen; Frank Proto; Denise Thompson

Staff Attendees: Rick Andrascik; Susan Brock; Tom Clavel*; Frank Howells; Raymond Lalley; Patty Poist; Bob Sherman; Maddy Schafer; Mike Smith; Phil Smith; Pamela Torelli; Scot Vanderpool; Matt Yarrow

Other Attendees: Angela Blake*; Hollis Fitch*; Michelle Jackson*; Dave Masters*; Mike Wendlowski**

*left meeting at 4:35pm; **left meeting at 4:20.

I. Call to Order

F. Proto called the meeting to order at 4:04pm.

II. Board Member Items

There were no Board Member items discussed.

III. Public Comment

There were no public comments made.

IV. Approval of minutes from August 23 meeting

A motion to approve the August 23, 2018 minutes from the TCAT Board of Directors Meeting was made by D. Klein and seconded by J. Dotson. The minutes of August 28, 2018 were approved unanimously.

Due to a recording error, the minutes from the August 28 Special meeting were pulled and will be resubmitted for approval at the October meeting.

V. Chairman's Report

Chairman Proto reminded the Board today was the deadline for submitting comments to M. Yarrow regarding the Strategic Plan and asked them to please submit comments to M. Yarrow as soon as they can.

F. Proto asked D. Nguyen if he had heard anything from the city about the 4 plans they are looking over for development on Green Street. D. Nguyen responded that the Ithaca Urban Renewal Agency (IURA) evaluated 4 proposals and ranked them; there was a meeting for residents, business owners and others, resulting in the IURA having questions which will be submitted to the 4 proposers; IURA will reconvene, then meet with Common Council before 10/25 where the IRUA will make a recommendation. Common Council will vote, but the City wants to avoid a situation where IRUA selects a proposal that Common

Council is vehemently opposed to, so they will try to come to an understanding prior. At the October 25 meeting of the IURA, they will decide to move two of the 4 projects forward for a more direct comparison between the two in terms of feasibility and community benefit.

F. Proto asked for an update on the RFP status for attorney services from R. Lalley, who stated RFPs are due 10/9.

VI. General Manager's Report

S. Vanderpool delivered the General Manager's Report. Reminded all to please take a look at the Strategic Plan, Mission and Vision Statement and Core Value Statement, and the BOD Action List and thanked them for their input.

He provided an update on the intercity bus situation stating beginning Monday, October 1, intercity buses will use Green Street and the area in front of Urban Outfitters for boarding and unloading. Everything seems to be set; Library parking has been moved and Green Street is now "no parking" in front of the Library.

Mr. Vanderpool went over the General Manager's report; of note was the cost of parts which was much higher than usual due to A/C repair bills that were paid earlier in the summer but didn't hit the report until August.

Mike Wendowski left the meeting at 4:20.

S. Vanderpool announced Clarence Clink has left TCAT and Phil Smith is acting Safety, Training and Security Supervisor until the position is filled. Vanderpool then introduced and welcomed new full-time bus operators, Hollis Fitch, Michelle Jackson, Angela Blake and Dave Masters. The new hires left at 4:35 after their introduction.

Tom Clavel left the meeting at 4:35.

VII. Action Items

Consider Resolution 2018-18 Targeted Urban Bus Stop Upgrades Project – Authorization of Funding presented by M. Yarrow. The resolution was moved by D. Nguyen and seconded by B. Brady and passed unanimously as follows:

RESOLUTION 2018 – 18 Targeted Urban Bus Stop Upgrades Project – Authorization of Funding

WHEREAS, TCAT, Inc. (TCAT) applied to the FY17 HUD CDBG grant administered by the Ithaca Urban Renewal Agency (IURA) on February 27th, 2018 for total of \$27,000 of HUD funding for TCAT's Targeted Urban Bus Stop Upgrades, 2018-19, and

WHEREAS, on April 27, 2018, the IURA issued an action plan that recommended \$13,500 in funding for the TCAT project; and

WHEREAS, on September 7, 2018, TCAT received a revised funding commitment letter from the IURA that brought the project budget in line with the funding granted from HUD funds, and

WHEREAS, the IURA's funding commitment letter requests that TCAT's Board of Directors provide a board resolution authorizing the execution of the project/program funding agreement, and

WHEREAS, TCAT staff provided the TCAT Board of Directors a project scope and budget of \$18,772, of which \$13,500 would be provided by HUD CDBG funds through the IURA and \$2,497 would be provided by TCAT funds, and \$2,775 in-kind TCAT staff time, therefore, be it

RESOLVED, that the TCAT Board of Directors authorizes the execution of the project, and it further authorizes the Board Chairperson and General Manager to sign the IURA's funding commitment letter and a program funding agreement with IURA consistent with the budget described above, subject to the approval of TCAT's attorney.

Adopted by the TCAT Board of Directors on this the 27th day of September, 2018.

VIII. Committee Reports

Executive Committee

The Executive Committee met on September 19 and discussed strategic planning; site planning; mission and vision statements; Budget format forecast; Presentation with Underwriters.

Budget Committee

The Budget Committee met on September 18 and discussed revenue expenditure report August 31, 2018; fuel report; revised 2019 operating budget; revised 2019 capital budget; and County-purchased bus passes for human service agency distribution.

Transit Service Committee

The Transit Service Committee met on September 12 and discussed intercity buses at Green St; ITS project update; strategic plan update; feeder service project; fare box and mobile ticketing; electric buses; draft annual report and data demonstration.

Human Resources Committee

The Human Resources Committee met on September 13 and discussed union contract next steps; payroll coordinator position; and personnel issues.

Planning Committee

The Planning Committee did not meet.

Audit Committee

The Audit Committee did not meet.

IX. Next meeting:

The next meeting will be October 25, 2018.

X. Executive session

A motion was made by D. Nguyen, seconded by B. Brady to enter into Executive Session to discuss personnel items and proposed litigation related to TRC. The Board entered Executive Session at 5:17pm. D. Klein left the meeting. No actions were taken.

The Board arose from Executive Session at 6:01pm.

XI. Added Resolution

Consider Resolution 2018-19 One-time recognition bonus for Scot Vanderpool. The resolution was moved by B. Brady and seconded by J. Dotson and passed unanimously with a 5-0 vote as follows:

**Resolution 2018-19
One-time recognition bonus for Scot Vanderpool**

RESOLVED, in recognition of Scot Vanderpool's continued efforts during his first year as TCAT General Manager, the TCAT Board of Directors awards him a one-time recognition bonus of \$4,000.

Adopted by the TCAT Board of Directors on this the 27th day of September, 2018.

XI. Adjournment

The motion to adjourn was made by B. Brady, seconded by J. Dotson. The meeting was adjourned at 6:02pm.

Minutes respectfully submitted by Pamela Torelli, Recording Secretary, October 25, 2018.