

**Tompkins Consolidated Area Transit, Inc.**  
**March 28, 2019 Board of Directors Meeting**  
4:30pm – TCAT Small Conference Room  
737 Willow Avenue, Ithaca, NY

***Attendees***

Board Members: Jennifer Dotson; Laura Lewis; Ducson Nguyen; Frank Proto; Gary Stewart; Denise Thompson

Excused: Bridgette Brady; Deborah Dawson; Dan Klein

Staff Attendees: Rick Andrascik; Susan Brock; Gian Fountain; Dan Hill; Frank Howells; Raymond Lalley; Patty Poist; Megan Pulver; Maddy Schafer; Bob Sherman; Mike Smith; Phil Smith; Pamela Torelli; Scot Vanderpool; Mike Wendlowsky; David Wiles; Matt Yarrow

New/Promoted Staff Attendees: Chris Barner; Madeline Cardona; Jabay Hurt; Adam Miller; Barry Pouliot; Kevin Smith; Nicole Thompson; Kevin Winston

***Call to Order***

Chairperson Ducson Nguyen called the meeting to order at 4:03pm.

***Board Member Items***

There were no Board Member items discussed.

***Public Comments***

There was no one present that had a public comment.

***Approval of minutes from February 28, 2019 and March 15, 2019 Special meeting***

Motion to approve both sets of minutes made by F. Proto, seconded by Laura Lewis. The minutes of February 28, 2019 and March 15, 2019 were approved unanimously.

***Chairperson's Report***

Chairperson Nguyen thanked Board Members for responding to the retreat doodle poll. A date has not been set yet – it may take a few rounds before a date is finalized. He thanked B. Brady's office for their assistance in polling members for the best date.

Nguyen also stated the need for an Executive Session to discuss personnel matters.

***General Manager's Report***

S. Vanderpool thanked Dan Hill, Nate Wells and the mechanics who have worked hard to get the buses on the road, including two Fitzgerald buses. Dan and his crew have worked to prioritize jobs, and they came in on Saturday and Sunday to get buses back on the road. Vanderpool also thanked Dan for the way he handles his staff saying, "Whatever he's doing it's working; so keep it up, Dan."

Vanderpool thanked Megan Pulver for completing a projects list for us (distributed), noting it is very helpful to have this organized list, and we are happy to have Megan on our team.

Vanderpool also thanked Pamela Torelli for her assistance working with Dwight Mengel from the County to prepare the Triennial follow-up report for the FTA.

Vanderpool thanked Raymond Lalley for his help with the Farebox RFP, stating we have reviewed the 326-page document and will be revising it with the deadline of early next week.

News on the VW settlement: We will receive the difference between the cost of an electric bus and a diesel bus, meaning we are getting an electric bus at the price of a diesel bus, which is about half the cost. This program will be continued in the future; we are one of seven transit entities in New York State to be a part of the settlement. The next step is a visit from New York Power Authority to see where the charging units will be placed, and our existing conditions in regards to infrastructure. No meeting date has been set yet, but NYPA will connect with NYSEG and we'll keep everybody posted.

The Systems Report was reviewed.

Mr. Vanderpool introduced the new and promoted employees: Chris Barner, promoted from Bus Operator to a new "hybrid" position - Transit Service Supervisor/Dispatcher; Full-time bus operators, Madeline Cardona, Jabay Hurt, Adam Miller, Kevin Smith and Nicole Thompson; Full-time Apprentice Mechanic Barry Pouliot and full-time bus handler Kevin Winston. After their introductions, the new and promoted employees left the meeting at 4:26pm.

#### ***Action Items***

There were no action items to consider.

#### ***Discussion Items***

Facility Site Selection – S. Vanderpool reported once a site is determined, we need the FTA to start the NEPA (National Environmental Policy Act 1969) process. FTA will not start the NEPA process until they receive the Wendel site assessment. Vanderpool doesn't expect the NEPA process to be complete until 2020.

Site planning costs was a topic at the last Executive Committee meeting, and there was discussion about performing a life cycle cost analysis which would incorporate all aspects of funding we have including mortgage, to determine the needs of a new facility.

Board member G. Stewart provided a list of frequently asked questions, which M. Yarrow attempted to answer. The sheet was distributed with a request from Chairperson Nguyen for board members to think about the harsh questions that may be asked by colleagues and to get back to Yarrow with additional questions and potential answers.

Chairperson Nguyen reminded Board members they were emailed a document on March 22 from Wendel listing the criteria that will be used to evaluate potential sites. Board of Director members and stakeholders were asked to apply weight to each of the 10 criteria. Vanderpool asked Board Members to complete their weighting of the criteria today or tomorrow and return it to him; he will compile the results and send it to Wendel.

## ***Committee Reports***

**The Executive Committee** – The Executive Committee met March 20 and discussed Site Planning; Wendel Update; Bus Shortage Update; Public Authority; Train Blockage; and the Cornell Parking Optimization Study.

**Budget Committee** - The Budget Committee did not meet.

**Human Resource Committee** - The Human Resources Committee did not meet.

**Planning Committee** - The Planning Committee met March 14 and reviewed the document “Why TCAT needs to expand”, and considered creating a FAQ for our process of a finding a new location

**Transit Service Committee** - The Transit Service Committee met on March 13 and discussed: Bus shortages; Bus Shelter Update; First/Last Mile Pilot update; Shared-use Mobility Summit; Summer service changes; Draft Farebox RFP; Zone 2 fare change discussion

**Audit Committee** - The Audit Committee did not meet.

## ***Executive Session***

Executive Session was called to discuss personnel issues. A motion to enter Executive Session was made by F. Proto, seconded by D. Thompson. The Board entered Executive Session at 5:21pm and voted to adjust the salary of the General Manager to reflect current market conditions.

A motion to adjourn Executive Session was made by D. Thompson, seconded by F. Proto. The Board arose from Executive Session at 5:55.

***Next meeting:*** April 25, 2019

## ***Adjournment***

Motion to adjourn made by J. Dotson, seconded by L. Lewis. Meeting adjourned at 5:56pm.

*Minutes respectfully submitted by Pamela Torelli, Recording Secretary, April 25, 2019.*