

**Tompkins Consolidated Area Transit, Inc.**  
**April 25, 2019 Board of Directors Meeting**  
3:00pm – TCAT Large Conference Room  
737 Willow Avenue, Ithaca, NY

***Attendees***

Board Members: Bridgette Brady; Deborah Dawson; Jennifer Dotson\*; Dan Klein; Laura Lewis; Ducson Nguyen; Frank Proto; Gary Stewart\*; Denise Thompson (\*arrived at 3:04pm)

Staff Attendees: Rick Andrascik; Susan Brock; Gian Fountain; Dan Hill; Raymond Lalley; Patty Poist (arrived at 3:20pm); Megan Pulver; Maddy Schafer; Bob Sherman; Mike Smith; Phil Smith; Pamela Torelli; Scot Vanderpool; Mike Wendlowsky; David Wiles; Matt Yarrow

***Call to Order***

Chairperson Ducson Nguyen called the meeting to order at 3:00pm.

***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 March 28, 2019 Board of Directors meeting***

Motion to approve minutes made by F. Proto, seconded by D. Dawson. The minutes of March 28, 2019 were approved unanimously (7-0).

***Chairperson's Report***

Chairperson Nguyen thanked all for adjusting their schedule allowing us to hold a retreat today. Also thanked Mike Smith and team for keeping us updated during the past month regarding bus shortages. Nguyen said they've done a great job getting buses back out on the road.

***General Manager's Report***

S. Vanderpool reviewed the Systems Report. Of note: Ridership continues to increase despite missing trips; The cost of parts is up this month, indicative of how much work is being done to get buses back out on the road; the two Fitzgerald buses will remain with us until the end of Cornell's Spring semester;

New orange "slap bands" were distributed to board members. Driver Agnes Beck shared concerns about drivers having difficulty seeing rural passengers in the dark. The slap bands are bright, reflective orange and have a light on them. They can be worn on the wrist and bring heightened visibility to the wearer.

David Wiles announced Tom Clavel was promoted from *Service Analyst and Grant Research Assistant* to *Senior Analyst*.

Green Street Station will have 3 hours of daily supervisor coverage - one hour each day per three supervisors. Green Street Station is open and staffed M-F 7am-8pm and Saturdays 10am-6pm.

**Action Items**

Chairperson Nguyen presented Resolution 2019-05 – ADA Paratransit Services. Moved by F. Proto, seconded by J. Dotson, Resolution 2019-05 was unanimously approved as follows:

**RESOLUTION 2019 - 05  
ADA PARATRANSIT SERVICES**

WHEREAS, TCAT, Inc. (TCAT) requires a transit service provider to provide ADA paratransit services, and

WHEREAS, on January 24, 2019, TCAT issued a Request for Proposal (RFP), and TCAT received one responsive proposal on March 13, 2019 from Gadabout Transportation Services, Inc. (hereinafter referred to as “Gadabout”), and

WHEREAS, TCAT’s evaluation team evaluated the RFP responses in March 2019, and concluded that Gadabout is able to meet the requirements and provide a cost-efficient service when compared to national averages, and

WHEREAS, the evaluation team recommends that TCAT enter into a contract with Gadabout for the ADA paratransit services, therefore be it

RESOLVED, that the TCAT Board of Directors selects Gadabout Transportation Services, Inc. as its contractor to provide ADA Paratransit 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 three-year contract with Gadabout effective April 1, 2019, with TCAT options to renew for up to two additional one-year terms, for the ADA paratransit services described in the RFP and in Gadabout’s response, at a rate of \$25.50 per trip (less ADA passenger fares) through December 31, 2019, \$26.50 per trip (less ADA passenger fares) in 2020, and any future cost adjustments thereafter to be reviewed and mutually agreed upon, with the contract subject to the approval of TCAT’s attorney.

Adopted by the TCAT Board of Directors on this the 25<sup>th</sup> day of April 2019.

Chairperson Nguyen presented Resolution 2019-06—Local Match for Low or No Emission (Low-No) Program. Moved by L. Lewis, seconded by J. Dotson, Resolution 2019-06 passed unanimously as follows:

**RESOLUTION 2019 – 06  
LOCAL MATCH FOR LOW OR NO EMISSION  
(LOW-NO) PROGRAM**

WHEREAS, pursuant to contract, Tompkins Consolidated Area Transit, Inc. (TCAT) provides public transit bus services throughout Tompkins County, New York, with the use of buses owned by Tompkins County and operated and maintained by TCAT, and

WHEREAS, TCAT supports Tompkins County's application to the 2019 Federal Transit Administration Low or No Emission (Low-No) Program for financial assistance in procuring four (4) new electric buses, bus charging equipment, and training for TCAT's workforce, and

WHEREAS, TCAT supports local comprehensive plans that call for greenhouse gas emission reductions and sustainable transportation; in particular, the Ithaca-Tompkins County Transportation Council's 2035 Long Range Transportation Plan which states that an overarching goal of the plan is to "minimize negative environmental impacts of transportation including: dependency on fossil fuel energy use, emissions, noise pollution and non-point source pollution," and

WHEREAS, TCAT and Tompkins County are looking to replace aging diesel buses that are expensive to maintain, have low fuel efficiency, and were manufactured prior to more recent emissions requirements, and

WHEREAS, TCAT and Tompkins County see electric bus technology as integral to moving to a sustainable transportation future, yet they cannot access the electric bus market outright due to high costs and no direct experience with the technology, and

WHEREAS, receipt of buses funded by the Low-No Program would help TCAT and Tompkins County increase their bus capacity to meet increased demand for public transit services; TCAT's rides increased from fewer than 3 million in 2007 to 4.1 million in 2018, which rate of increase outpaced the total US bus ridership by 40% over that ten year period, and large planned and under-construction housing and hotel projects in the City of Ithaca, in other Tompkins County municipalities, and on Cornell University's campus will further increase the demand for more public transit services, and

WHEREAS, a NY State Accelerated Transit Capital Program (ATC) in 2019 will provide \$400,700 and NY State Modernization Grant in 2020 will provide an additional \$400,700 for use in TCAT's capital program, and

WHEREAS, TCAT is required to identify local funding sources as a part of the Low-No Program application, now, therefore be it

RESOLVED, that the TCAT Board of Directors authorizes an amount not to exceed \$801,400 derived from NYS ATC Program and NYS Modernization grants to include as a local match in Tompkins County's application to the 2019 Low-No Program.

Adopted by the TCAT Board of Directors on this the 25th day of April 2019.

### ***Discussion Items***

D. Klein led the discussion on site selection: Wendel has identified some additional sites, including the Mall. Klein reminded everyone that when looking at an empty parcel, the site may be interesting, but we have to allow \$50-60 million to build the building which has to be weighed against any other site considerations with an existing building. We're considering the Mall, but keep in mind, it's not the whole building, just parts of it, but at this point there are numerous unknowns, such as the weight capacity of the floors. Wendel will continue to do site evaluations.

Satellite facility - Hard to make the case on how a satellite facility would help, and how much it might cost, so instead they started taking another look at what could possibly be done here at 737 Willow Ave for at least another few years until we have a new facility ready to move into. There was discussion

about an addition and discussion of the possibility of a building in the Boneyard just to get us through the next couple years.

S. Vanderpool said he had initially thought a satellite facility was the way to go, but on further thought, doesn't think it would help with additional office space, parking, etc. Our biggest need is maintenance space; a satellite facility would separate our staff (negative), would require more infrastructure such as bus lifts (very expensive), and tools (duplication of assets). Vanderpool feels we need to concentrate on what we need to do here, so we will revisit Wendel's 2016 Conceptual Master Plan Options, covering different ideas and options for our current site, such as extending one side of the garage out 50 feet, which would add room for 5 more buses and additional maintenance. Another possibility is to build an additional structure on site to store buses.

The question was raised, how far away are we from getting the electric buses? S. Vanderpool responded "Summer to early Fall of 2020 is the physical delivery of at least 3 electric buses." There was discussion about the additional infrastructure needed, and it was confirmed the charging stations for these buses can be moved when/if we change locations. New York Power Authority (NYPA) visited our site and confirmed it would be a simple process to add 6 charging stations without needing a major overhaul to our existing facility.

### ***Committee Reports***

**The Executive Committee** – The Executive Committee met April 17 and discussed Site Planning; Wendel Update; Elmira Airport Advertising; Finger Lakes Railroad

**Budget Committee** - The Budget Committee met April 23 and discussed Zone 2 fare; STOA Update; Vehicle Insurance Renewal; Final Revenue Expenditure Report December 31, 2018; and the Fuel Report.

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

**Planning Committee** - The Planning Committee met April 18 and discussed the Wendel planning process regarding satellite facilities.

**Transit Service Committee** - The Transit Service Committee did not meet.

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

**Next meeting:** 4:00pm, May 23, 2019

### ***Adjournment***

Motion to adjourn made by D. Dawson, seconded by B. Brady. Meeting adjourned at 3:55pm.

*Minutes respectfully submitted by Pamela Torelli, Recording Secretary, May 23, 2019.*