

**Tompkins Consolidated Area Transit, Inc.**  
**May 23, 2019 Board of Directors Meeting**  
4:00pm – TCAT Large Conference Room  
737 Willow Avenue, Ithaca, NY

***Attendees***

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

Excused: Dan Klein

Staff Attendees: Rick Andrascik; Susan Brock; Gian Fountain; Dan Hill; Raymond Lalley; Megan Pulver; Maddy Schafer; Bob Sherman (arrived at 4:17); Mike Smith; Pamela Torelli; Scot Vanderpool; Matt Yarrow

***Call to Order***

Chairperson Ducson Nguyen called the meeting to order at 4:02pm.

***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 April 25, 2019 and May 16, 2019 Special Board of Directors meeting***

Motion to approve both sets of minutes made by B. Brady, seconded by F. Proto. The minutes of April 25 and the May 16, 2019 Special meeting were approved unanimously (8-0).

***Chairperson's Report***

Chairperson Nguyen called for an executive session regarding personnel matters, and reported that following the Board retreat, he will be experimenting with raising a few items from Executive Committee to full discussion items. In D. Klein's absence, S. Vanderpool will provide today's facility update; B. Brady will provide an update following the budget meeting with stakeholders; and S. Vanderpool will talk about Public Transit Day and how 2 or 3 board members can assist.

***General Manager's Report***

S. Vanderpool reviewed the Systems Report. Of note: Ridership up 9.4% over April 2018; and we're up 8.7% for the year over 2018. Rural routes are up 16.7%; The Route 11 decline continues its trend, down 11.5% for the year. Cost of parts is up, likely due to old buses needing more parts, and two buses that had a full engine rebuild.

PM Inspections are not where they need to be. Our 18-month pass rate was 82.5% for DOT inspections; that number should be well over 90%, so we have to get back up there. Brake measures are at 100%, which is good news, and will help move the PMs through.

The Ride Guide is done and on the table if you'd like one.

Planning for Transit Awareness Day on Tuesday, June 18th. NYPTA and Centro had Transit Awareness Day, which helped us get some additional funding for STOA.

<B. Sherman joined the meeting>

TCAT Transit Awareness Open House will be June 18th, and will be open to the public. It is an opportunity for us to be able to present some of our situations to the public and stakeholders. We're up against some maintenance issues which are causing us to have some service issues; we want to talk about technology, TCAT's influence on the community, etc. We'll have some easels and will invite people in between 4:00 and 6:30. It will be in the Borg Warner Room East at the Tompkins County Public Library. Different ideas were discussed on what could be featured, including talking about electric buses, elimination of Zone 2, and a driver spotlight highlighting for instance, Agnes Beck and the flashing arm bands for rural riders, and the driver who spotted and helped a young child in their jammies.

### **IT Report**

Green Street Station is now set up to house a Transit Supervisor for a few hours each day, which was a large undertaking setting up printers and a wireless network. They also have laminators to make signs, etc. rather than having to come back to Willow Ave. It also allows drivers and the public talk to supervisors and allows them to have a greater presence downtown. Having an office at Green Street allows them to respond to issues much quicker.

### **New shelters**

There is a new display board at the Salvation Army, and there are new shelters at Albany; 3<sup>rd</sup> and Hancock; coming up next is bringing the shelter in front of the Trumansburg school up to ADA standards, as well as the shelter at Aubles Trailer Park also in Trumansburg; one will be put in at the Modern Living Rentals in Varna, and are working with the city to put one at State and Meadow; one at the Lansing Town Hall and one at West Village. It takes about 15-20 weeks before the shelter is delivered. We are trying to get the site work done prior.

### **Admin Wing Security**

We are putting a fob lock in the door that separates the lobby from the Admin wing.

### **Items**

No action items were reviewed.

### **Discussion Items**

### **Wendel update**

We can fit at the airport without being in the fly zone, so that location will be evaluated. Barring any dramatic changes in the next few months, The Shops at Ithaca Mall will be off the list due to too many hurdles with chopped up spaces and not a lot of opportunity there. There is an area just west of BJs that is approximately a 21-acre plot, but it is in a residential area, and the land is wet so that will not be on the list either. Southwest Park will be on the list. There were questions about the homeless encampment nearby, but they are not a protected class covered by Title VI, so we could actually build there. There would be a huge expense due to the marshland soil, but it is on the list. Chain Works is on the list for now, but pending an updated listing evaluating the negative factors of the site, it is expected to be removed from the list. Vanguard is still on the table. When the report is received, it will be shared with the Board. It is expected "by the end of this month", which would be next week.

### **Budget Request Meeting with Stakeholders**

B. Brady reported two of our underwriters have built the 2% increase that we presented last August into their budgets, but what we need to discuss with them around the 2% is that it's going to look much different in 2020. Right now it's very difficult to actually tell them what it's going to look like. Things have really changed in past quarter, (due to insurance and MRT money) so we're going to come together and look at the 2020 forecast but we also need an idea from the Wendel report of what operations and what we may expect from the underwriters due to the new facility. We really need to let them know now that 3 years from now, it may be 'this' much. Brady said she is not worried about 2020 - it is the future they need to know about; the future is going to be much different. We will start working on bringing the meeting together, and who we should invite. It's not going to be a presentation, it will be a meeting, around a table. Those helping will be G. Stewart, P. Torelli, D. Dawson and F. Proto. July will probably be the earliest Brady could start working on it, due to her being out of the town for the majority of June. Insurance was \$140,000 more than what we expected this year.

### **Committee Reports**

**Executive Committee** – The Executive Committee met May 16 and discussed a Budget Request Meeting with Shareholders; Wendel Update; Potential Wegmans/Green Street Park and Ride Shuttle; and Support Public Transit Day in Tompkins County – June 18

**Budget Committee** – The Budget Committee met on May 21 and received updates on MRT and STOA, and discussed the Revenue Expenditure Report April 30, 2019 and a date for the budget presentation.

**Human Resources Committee** – The Human Resources Committee did not meet.

**Planning Committee** – The Planning Committee did not meet.

**Transit Service Committee** – The Transit Service Committee met May 8; they discussed fare-free transit and the TDP RFP, and received updates on: Bus shelters; First/Last Mile Pilot; Low/No Grant; Summer service changes; Farebox RFP; Zone 2 fare change; SeatsX; and the Downtown Circulator idea

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

**Next meeting:** 4:00pm, June 27, 2019

### **Executive Session**

An executive session was called to discuss Personnel matters. Motion to enter Executive Session made by B. Brady, seconded by F. Proto. The Board entered Executive Session at 5:49pm. No actions were taken. Motion to adjourn Executive Session made by J. Dotson, seconded by D. Dawson. The Committee arose from Executive Session at 5:58pm.

### **Adjournment**

Motion to adjourn made by D. Dawson, seconded by B. Brady. Meeting adjourned at 5:58pm.

*Minutes respectfully submitted by Pamela Torelli, Recording Secretary, June 27, 2019.*