

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

Thursday, May 28, 2009  
4:00 PM TCAT Conference Room  
737 Willow Avenue, Ithaca, NY

Attendees: D. Cogan, J. Dotson, H. Dullea, K. Luz Herrera, P. Mackesey,  
N. Schuler, J. Turcotte

S. Brock, R. Andrascik, A. Eccleston, N. Oltz,  
B. Stebbins, D. Tome, S. Persons/Recording Secretary

**Agenda**

**I. Call to Order**

D. Cogan called the meeting to order at 4:14 PM, and welcomed everyone to the May 28, 2009 TCAT, Inc. Board of Directors Meeting.

**II. Board Member Items**

There were no Board Member items.

**III. Public Comment**

There was no one present that had a public comment.

**IV. Approval of the minutes from April 23, 2009 and April 30, 2009 meetings**

The motion to approve the minutes from April 23, 2009 and April 30, 2009 was made by P. Mackesey; seconded by N. Schuler. The motion to approve the minutes passed unanimously.

**V. Chairperson's Report**

D. Cogan stated that in your agenda went out this Responsibilities of Directors and Officers of Not-for-Profits, it was sent out just as a brush up for everybody since we do have some new board members since the last time it was distributed. It talks about the different duties of Board Members, Duty of Care, Duty of Loyalty, as well as others. Especially given that all of us are recommended from other entities, the funding partners, Cornell, the City and the County, it is important for all of us to remember that when we are here we are Board Members and we are supposed to be representing TCAT.

**VI. General Manager's Report**

- Triennial Review - J. Turcotte presented the findings from the FTA Triennial Review. He stated there were three findings, two of which really have nothing to do with TCAT per se, one is a County issue of releasing funds on grants within a three day period, once they receive the money from the FTA they have to send it over to TCAT so we can spend the money quickly. The other issue is with the planning of projects, Fernando D'Aragon was here and he has to make contact with the FTA to revise something with the FTA regarding the

ITCTC. The one issue that was with TCAT was the early retirement of five buses that we disposed of early, all for the right reasons, and the only mistake we made was we did not notify FTA because the twelve years were not up and there was residual money from the FTA on those vehicles. We have since explained the situation and gave them the depreciated values and we are awaiting the FTA decision on that. Overall, TCAT did an outstanding job, the consultant on our review is a former maintenance director from SEPTA in Philadelphia he oversaw 1500 buses and he really complemented our maintenance operation, he was here three years ago and he said what a difference it's amazing what we pulled off in a three year period.

- June 7, 2009 Employee Recognition Banquet – J. Turcotte stated we are having the Employee Recognition Banquet June 7<sup>th</sup> it starts at 6:00pm we have a little ceremony and dinner and he encourages everyone to attend.

#### **VII. Action Items from Staff**

D. Cogan presented the action item Recommend Award of Green Street Station Construction as part of the City Center Project. Discussion followed.

The motion from the table to Award the bid to the low bidder McPherson Builders Incorporated for the bid amount not to exceed \$214,047 was moved by H. Dullea and seconded by K. Luz Herrera. The motion passed unanimously.

#### **VIII. Committee Reports**

- **City Center Committee**

D. Cogan reported that the City Center Project Committee met on May 28, 2009 and discussed the status of the proposals for the vendor space, today is the deadline for receiving those, we have received two proposals and we will award that proposal at our next meeting. He stated an update on the time table on the construction is the location will be in a white box condition by mid July.

- **Executive Committee**

D. Cogan reported the Executive Committee met May 13, 2009 and discussed City Center Project, Black Box Project and Triennial Review. He stated they also met with Steve Burke and briefly discussed Ithaca Hours.

- **Budget Committee**

H. Dullea reported that the Budget Committee met on May 21, 2009 and discussed Revenue Expenditure Reports: April 30, 2009, Fuel Reports, STOA Update, and preliminary 2010 Operating and Capital Budget.

- **Transit Service Committee**

P. Mackesey reported that the Transit Service Committee met on May 26, 2009 and discussed the Cornell Summer College discount program, the Read and Share Program, the Cornell University graduation ridership numbers; we used 27 buses and transported 14,763 passengers. The Transportation Development Plan timeline was distributed by email and the plan will go into effect in January 2010.

- **Human Resources Committee**

H. Dullea reported that the Human Resources Committee met on May 19, 2009 and discussed current staffing levels, recruiting efforts, and HR projects.

**IX. Next meeting**

D. Cogan announced the next meeting date June 25, 2009 at 4:00 PM.

**X. Adjournment**

The motion to adjourn the meeting was made by J. Dotson; and seconded by P. Mackesey. The meeting adjourned at 5:18 PM.