

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

Thursday, March 27, 2008  
4:00 PM TCAT Conference Room  
737 Willow Avenue, Ithaca, NY

Attendees: D. Cogan, J. Dotson, H. Dullea, K. Luz Herrera,  
R. McDaniel, P. Mackesey, J. Turcotte, J. Zumoff

S. Brock, R. Carnrike, A. Eccleston, N. Oltz, E. Rabenstein,  
B. Stebbins, N. Tedesco, T. Wright, S. Persons/Recording Secretary

**Agenda**

**I. Call to Order**

R. McDaniel called the meeting to order at 4:02 PM, and welcomed everyone to the March 27, 2008 TCAT, Inc. Board of Directors Meeting.

**II. Board Member Items**

S. Brock presented the following verbal motion to elect P. Mackesey.

**RESOLUTION 2008 - 04  
ELECTION OF DIRECTOR FOR TCAT, INC.**

WHEREAS, the bylaws of Tompkins Consolidated Area Transit, Inc. (TCAT, Inc.) state that its directors shall be elected from candidates recommended by the City of Ithaca, Tompkins County, and Cornell University, and

WHEREAS, there is currently a vacancy in the term of one of the directorships that is recommended by Tompkins County, and

WHEREAS, Tompkins County has provided TCAT, Inc. with the name of Pamela Mackesey to fill the vacant seat, with such term to expire December 31, 2010,

THEREFORE, BE IT RESOLVED the TCAT Inc. Board of Directors elects Pamela Mackesey as a director with a term expiring December 31, 2010.

Adopted by the TCAT, Inc. Board of Directors on this 27 day of March, 2008.

The motion to approve the verbal resolution to elect P. Mackesey was moved by H. Dullea and seconded by J. Zumoff. The motion passed unanimously.

**III. Public Comment**

There was no one present that had a public comment.

**IV. Approval of the minutes from the February 28, 2008 and March 13, 2008 meetings**

The motion to approve the minutes for February 28, 2008 was made by H. Dullea; seconded by P. Mackesey. The motion passed unanimously.

The motion to approve the minutes for March 13, 2008 was made by D. Cogan; seconded by K. Luz Herrera. The motion passed unanimously.

**V. Chairperson's Report**

R. McDaniel presented a motion for the endorsement by the Board of the negotiation team; the team consisted of J. Turcotte as the chair, and H. Dullea, A. Eccleston, and S. Brock as TCAT, Inc. representatives.

The motion to approve the negotiation team was made by H. Dullea; seconded by P. Mackesey. Discussion followed.

J. Zumoff questioned what do we foresee as negotiations proceed?

H. Dullea responded that he thought it would be very similar to what happened for the initial contract, and hoped that re-negotiation would be less arduous than before. He stated it was likely not to start until some time in the summer because the union would be electing leadership in May. He believed that the Union did not want to go forward until they had the new team in place. The Executive Committee recommended J. Turcotte as the lead because he was the person responsible for meeting with the union on a regular basis and that continuity was important for moving forward.

The motion passed unanimously.

**VI. General Manager's Report**

- Monthly Operating Report - J. Turcotte presented the Monthly Operating Report for February 2008. He reviewed the details of the Riders, Miles & Hours Statistics, Service Changes & Special Events, Maintenance Statistics, Accidents & Other Incidents, Finance, Human Resources, Marketing Initiatives & Customer Communications.
- J. Turcotte reminded everyone that the Strategic Planning Retreat was to be held on April 21 from 8:30 a.m. - 12:00 p.m. at the Holiday Inn.

**VII. Committee Reports**

• **Executive Committee**

R. McDaniel stated that the Executive Committee met on March 13, 2008 and discussed passenger bans, the City Center Project updates, and 2008 Strategic Plan projects.

• **Budget Committee**

D. Cogan stated that the Budget Committee met on March 18, 2008 and discussed the 2007 STOA, the preliminary Revenue Expenditure Reports

for December 2007 and February 2008, and the April/May budget modifications.

- **Transit Service Committee**

P. Mackesey reported that the Transit Service Committee met on March 25, 2008 and discussed the increased ridership in rural weekend routes, the route 19 timing issue brought up by G. Eberhardt at the previous two meetings, and the new charter regulations that were most likely to affect Cornell Commencement.

P. Mackesey also reported that there was a local doctor who requested extra service to his practice and he wondered if it would be too costly.

R. McDaniel stated that was something that would be discussed at the Executive Committee meeting in April.

- **Human Resources Committee**

H. Dullea reported that the Human Resources Committee met on March 24, 2008 and discussed the committee meeting dates, current staffing levels, the grievance log, the drug and alcohol policy for non-safety sensitive employees, the strategic planning update, performance evaluations, contract negotiation preparations update, and the healthy living proposal.

Consider approval of Resolution {2008-03} Approval of Drug and Alcohol Policy for Non-Safety Sensitive employees- H. Dullea presented Resolution {2008-03}

**RESOLUTION 2008 - 03  
APPROVAL OF DRUG AND ALCOHOL POLICY  
FOR NON-SAFETY SENSITIVE EMPLOYEES**

WHEREAS, TCAT, Inc. ("TCAT") is required to comply with the federal Drug-Free Workplace Act of 1988 and the federal Omnibus Transportation Employee Testing Act of 1991, and

WHEREAS, TCAT strives to maintain a safe workplace environment for its staff, visitors and passengers, and

WHEREAS, on January 26, 2006, the TCAT Board approved TCAT's Drug and Alcohol Policy for safety-sensitive employees, and

WHEREAS, the TCAT Board approved TCAT's Administrative Employee Handbook on May 24, 2007, which includes provisions applicable to non safety-sensitive administrative employees regarding maintenance of a workplace free of drug and alcohol abuse, and

WHEREAS, TCAT staff and the Human Resource Committee have developed a Drug and Alcohol Policy applicable to non safety-sensitive administrative employees that is consistent with the Administrative Employee Handbook and complies with the Drug-Free Workplace Act requirements,

NOW, THEREFORE, be it RESOLVED that the TCAT, Inc. Board of Directors hereby adopts the Drug and Alcohol Policy dated March 27, 2008, applicable to non safety-sensitive administrative employees, with an effective date of April 1, 2008.

Adopted by the TCAT, Inc. Board of Directors on this 27 day of March, 2008.

The resolution to approve the Drug and Alcohol Policy for Non-Safety Sensitive Employees was moved by H. Dullea and seconded by K. Luz Herrera. Discussion followed.

The motion passed unanimously.

- **City Center Project Committee**

D. Cogan reported that the City Center Project Committee did not meet this month, but he provided an update on the status of the City Center Project request for qualifications; he stated they met with the two top ranked firms Friday March 28, 2008 and anticipated hiring someone quickly. He stated that the project was on schedule.

**VIII. Attorney's Report**

R. McDaniel asked for a motion to enter into Executive Session to discuss recent personnel cases/decisions. The motion was made by J. Zumoff; seconded by D. Cogan. The motion passed. The Board entered into Executive Session at 5:41 PM. The Board arose from Executive Session at 6:05 PM. No action was taken.

**IX. Adjournment**

The motion to adjourn the meeting was made by K. Luz Herrera; seconded by P. Mackesey. The meeting adjourned at 6:05 PM.