

TOMPKINS CONSOLIDATED AREA TRANSIT, INC.
BOARD OF DIRECTORS MEETING

Thursday, October 26, 2017
4:00 PM TCAT Conference Room
737 Willow Avenue, Ithaca, NY

Attendees: D. Howe, B. Brady arrived at 4:15 PM, J. Dotson, W. Gray, D. Klein,
D. Nguyen, F. Proto, P. Stein arrived at 4:22 PM

R. Andrascik, S. Brock, C. Clink, R. Lalley, P. Poist, M. Yarrow, S. Vanderpool
D. Wiles/Recording Secretary

Also Attended: F. Howells

Agenda

I. Call to Order

D. Howe called the meeting to order at 4:07 PM, and welcomed everyone to the October 26, 2017 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 September 28, 2017 Board of Directors Meeting

The motion to approve the minutes from the September 28, 2017 Board of Directors Meeting was made by F. Proto, seconded by D. Klein. The motion to approve the minutes passed unanimously.

V. Chairperson's Report

D. Howe stated that he would save comments until the Executive Committee Report.

VI. General Manager's Report

- **Monthly Operating Reports** – S. Vanderpool presented the Monthly Operating Reports for September 2017. He reviewed the details of the Riders, Miles & Hours Statistics, Maintenance, Accidents & Other Incidents, Missed Trips, Finance, Marketing & Communications, and Human Resources.

VII. Action Items

Consider Resolution {2017 - 21} Approval of Drug & Alcohol Policy Revisions for Safety Sensitive Employees. D. Howe presented resolution {2017 - 21} Approval of Drug & Alcohol Policy Revisions for Safety Sensitive Employees. F. Proto moved adoption of Resolution 2017-21; seconded by W. Gray which after debate and amendment was adopted as follows:

RESOLUTION 2017- 21
APPROVAL OF DRUG AND ALCOHOL POLICY REVISIONS FOR
SAFETY-SENSITIVE EMPLOYEES

WHEREAS, Tompkins Consolidated Area Transit, Inc. (“TCAT”) strives to maintain a safe workplace environment for its staff, visitors and passengers, and

WHEREAS, TCAT is required by the U.S. Department of Transportation to adopt and administer a drug and alcohol testing policy for safety-sensitive employees, and

WHEREAS, on January 24, 2006, the TCAT Board of Directors adopted a drug and alcohol testing policy for safety-sensitive employees, titled “Omnibus Transportation Employee Testing Act / TCAT, Inc. Policy” with subsequent revisions effective August 31, 2009, January 28, 2010, March 25, 2010, and January 15, 2015, December 3, 2015, and

WHEREAS, from July 24 to July 25, 2017, the Federal Transit Administration audited TCAT’s drug & alcohol program for safety-sensitive employees, and

WHEREAS, the auditors directed TCAT to make clarifying wording changes to its drug and alcohol testing policy, including to add FTA requirement for alcohol testing, to add more specification to general testing methodology, to put more clarity in for alcohol reasonable suspicion of seasonal employees, and

WHEREAS, the proposed amendments to TCAT’s policy are shown in red-line in the attached pages,

NOW, THEREFORE, be it RESOLVED that that the TCAT Board of Directors hereby approves the drug and alcohol testing policy changes for safety-sensitive employees as shown on the attached red-lined pages, and

BE IT FURTHER RESOLVED, that such changes are effective October 26, 2017.

BE IT FURTHER RESOLVED, that if the FTA responds to our queries about same gender collectors that that language cannot be changed, then the board authorizes the board chair to send a letter to the FTA administrator requesting the FTA’s regulations requiring same gender collectors be revised to allow those who feel more comfortable with another gender person to be the collector.

-The resolution passed unanimously.

Consider Resolution {2017 - 22} Approval of Facility Truck with Snow Blade and Spreader Replacement. D. Howe presented resolution {2017 - 22} to approve a Facility Truck with Snow Blade and Spreader Replacement.

RESOLUTION 2017 – 22
FACILITY TRUCK WITH SNOW BLADE AND SPREADER REPLACEMENT

WHEREAS, TCAT, Inc. (TCAT) is in need a replacement truck for snow removal at the facility and as secondary support for amenities as the current truck is rusted beyond reasonable repair, and

WHEREAS, the snow plow and spreader attachments are not reusable due to poor condition and lack of available replacement parts, and

WHEREAS, on September 27, 2017, TCAT issued a request to the New York State Vehicle Marketplace (NYSVM) to perform a mini-bid to utilize NYS state contracted pricing, and

WHEREAS, on October 10, 2017, TCAT received a compiled response of two competing bids from Robert Green Auto & Truck Inc., and Main Motorcar, and

WHEREAS, the lowest cost option from Main Motorcar met the specifications as provided to NYSVM, now, therefore, be it

RESOLVED, that the TCAT Board of Directors selects Main Motorcar as the supplier of the new truck replacement with attachments, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the General Manager to execute a contract with Main Motorcar for a 2018 Ram 2500 Tradesman truck with snow plow and spreader attachments, as described in attachment A, in the amount of Thirty Five thousand Seven hundred Forty Seven dollars (\$35,747), including delivery to TCAT, with said contract subject to the approval of TCAT's attorney.

The resolution to approve the Facility Truck with Snow Blade and Spreader Replacement was moved by B. Brady; seconded by D. Nguyen. -The resolution unanimously.

Consider Resolution {2017 - 23} Service for Bus Stop Signage Installations. D. Howe presented resolution {2017 - 23} to approve Service for Bus Stop Signage Installations.

RESOLUTION 2017 - 23
SERVICE FOR BUS STOP SIGNAGE INSTALLATION

WHEREAS, TCAT, Inc. (TCAT) is in need of new bus stop signage and associated hardware across TCAT's service area, and

WHEREAS, on October 9, 2017, TCAT issued an Invitation for Bid (IFB) for Bus Stop Signage Installation Service and received responses from Marchuska Brothers Construction LLC, McPherson Builders Inc. and Nelson and Streeter Construction Company, Inc., and

WHEREAS, on October 25, 2017, the three bids were received and opened, and they were reviewed; the lowest responsible and responsive bidder was found to be Nelson and Streeter Construction Company, Inc., and

WHEREAS, after confirming the lowest bid met the specifications as indicated within the IFB, TCAT staff recommends entering into an agreement with Nelson and Streeter Construction Company, Inc. to provide installation services for bus stop signage and associated hardware at 387 locations, now, therefore, be it

RESOLVED, that the TCAT Board of Directors selects Nelson and Streeter Construction Company Inc. as a bus stop signage installation contractor, and be it further

RESOLVED, that the TCAT Board of Directors authorizes the Chairperson of the Board and the General Manager to execute a contract with Nelson and Streeter Construction Company, Inc. for services to install signage as shown in Attachment A Bus Stop Installation Locations, and summarized by location in the document attached to this resolution, in the amount of Sixty Three thousand Two hundred Eighty dollars (\$63,280) with said contract subject to the approval of TCAT's attorney.

The resolution to approve service for bus stop signage installation was moved by J. Dotson; seconded by B. Brady. -The resolution passed unanimously.

VIII. Committee Reports

- **Executive Committee**

D. Howe reported that the Executive Committee met on October 17, 2017 and discussed Board Transition. W. Gray proposed that F. Proto take the position of Board Chairperson. Discussion followed. S. Brock stated that at the Annual Meeting the Board should vote on a resolution addressing this.

- **Budget Committee**

P. Stein reported that the Budget Committee met on October 18, 2017 and discussed Transit Service Change, Business Insurance Renewal, MRT Update, Revenue Expenditure Report September 30, 2017, and Fuel Report.

- **Transit Service Committee**

D. Nguyen reported that the Transit Service Committee met on October 11, 2017 and discussed the ITS Project, Bus Stops & Shelters, and proposed service changes/additions.

- **Human Resources Committee**

The HR Committee did not meet.

- **Planning Committee**

The Planning Committee did not meet.

- **Audit Committee**

The Audit Committee did not meet.

IX. Next meeting

D. Howe announced the next meeting date of December 7, 2017.

X. Executive Session

D. Howe asked for a motion to enter into executive session to discuss personnel matters. The motion was made by F. Proto; seconded by W. Gray. The motion passed unanimously. The Board entered into Executive Session at 5:18 PM. The Board arose from Executive Session at 5:40 PM.

XI. Adjournment

The motion to adjourn the meeting was made by W. Gray; and seconded by P. Klein. The meeting adjourned at 5:42 PM.