



Chautauqua, Cattaraugus, Allegany and Steuben Counties

# Southern Tier Extension Railroad Authority

Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779  
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“This institution is an equal opportunity organization”

Frank “Jay” Gould, Chairman  
Richard Zink, Chief Executive Officer

## Notice of Meeting of Board of Directors

**Date:** Monday, March 15, 2021  
**Time:** 9:30 AM  
**Place:** Southern Tier West Planning and Development Board Conference Room  
(second floor in Southern Tier West building)  
Center for Regional Excellence  
4039 Route 219  
Salamanca, New York

Please see <http://www.ccasstera.org/htm/document%20to%20be%20discussed/2021/march15.21.html> for access to documents that will be discussed at this meeting.

### Agenda

1. Roll Call and Introduction of Those Present
2. Reading and Approval of the Minutes of the January 15, 2021 Meeting
3. Communications
4. Report of the Treasurer
  - A. Treasurer’s Report
5. Reports of Committees
  - A. Audit Committee
    - 1) Presentation of Audit and Management Letter (Edward Bysiek, Bysiek CPA, PLLC)
    - 2) Review of Reports and Policies
    - 3) Other Business
  - B. Executive Committee
    - 1) Review of Reports and Policies
  - C. Governance Committee
    - 1) Review of Current Policies
    - 2) Review of Reports
    - 3) Review of structure, governance, and operating activities

## **6. Unfinished Business**

### **A. Western New York Rail Corridor Passenger Initiative**

### **B. WNYP Operating Status Report (Kylie McLaughlin/Jesse Coats, WNYP RR)**

### **C. Status Reports on Current and Proposed Projects**

#### 1) Completed Projects:

- FEMA Project (Southern Tier Extension Line)
- NYS DOT 2005 Bond Act Bridge Rehab and Track Realignment (Falconer) Project (Southern Tier Extension Line)
- NYS DOT PFRAP Cattaraugus Rail Rehabilitation Project (Southern Tier Extension Line)
- NYS DOT PFRAP Tie Replacement and Grade Crossing Repair Project (Buffalo Line)

#### 2) Active Projects:

- NYS DOT PFRAP Bridge Repair and Tie Installation Project (Southern Tier Extension Line and Buffalo Line)
- NYS DOT PFRAP Olean Enginehouse and Yard Improvement Project
- STERA Tie and Rail Replacement PFRAP Project (Southern Tier Extension Line)

#### 3) Proposed Projects:

- Proposed Bridge NY Project (Salamanca Main Street Bridge Replacement and Track Realignment, Southern Tier Extension Line)
- Proposed Multi-Modal Freight Transfer Facility and Manufacturing Center Project (Olean)
- Proposed Site Development Project

### **D. Seneca Nation of Indians Representation on STERA Board**

### **E. Compliance with NYS Public Authorities Accountability Act (PAAA) and Public Authorities Reform Act (PARA) and Other Statutory and Regulatory Requirements**

#### 1) Compliance with NYS ABO Training Requirements

#### 2) Discussion of Any Desired Policy Modifications

### **F. Other Old Business**

## **7. New Business**

### **A. Authorization of Submission of Application to NYS DOT for PFRAP Funding**

### **B. Appointment of Committee Members and Chairpersons**

### **C. Annual Ethics Form Filing**

## **8. Public Comment**

## **9. Next Meeting Date:** June 2020 (Annual Meeting), date to be scheduled

## **10. Adjournment**

Please contact STERA Secretary Tom Barnes at 716-373-8880 or [tbarnes@southerntierwest.org](mailto:tbarnes@southerntierwest.org) to indicate whether or not you will be able to attend.

**STERA Policies to Be Reviewed at the March 15, 2021 Board Meeting:**

Audit Committee Charter  
Bylaws  
Code of Ethics  
Compensation, Reimbursement, and Attendance Policy  
Competencies and Personal Attributes Required of Board Members Policy  
Defense and Indemnification Policy  
Equal Opportunity and Affirmative Action Policy  
Governance Committee Charter  
Internal Control Procedures  
Investment Policy  
Lobbying Policy  
Management Performance Evaluation Standards  
Measurement Standards Performance Evaluation  
Mission Statement  
New Member Orientation Process  
New Member Orientation Process Reference Document  
Procurement Guidelines (Contract and Procurement Policy)  
Property Disposition Guidelines  
Public Access to Records Policy  
Public Access to Records - Subject Matter List  
Records Management Program  
Travel and Use of Discretionary Funds Policy  
Uniform Tax Exemption Policy Whistleblower Policy

**STERA Reports to Be Reviewed at the March 15, 2021 Board Meeting:**

Annual Report  
Audit Committee Charter Review Report  
Audit Committee Self-Evaluation Report  
Audit FYE Dec 31, 2020, including Audit Management Letter FYE Dec 31, 2020  
Authority Performance Self-Evaluation Report  
Board Member Attendance Report  
Board Performance Self-Evaluation Report  
Board Performance Self-Evaluation Report 2018 vs 2019 vs 2020  
Budget for 2021  
Compliance Report  
Effectiveness of Internal Controls Report  
Executive Committee Self-Evaluation Report  
Financial Disclosure and Ethics Report  
Four-Year Financial Plan for 2021 to 2024  
Governance Committee Charter Review Report  
Governance Committee Self-Evaluation Report  
Investment Report

Management Evaluation Report  
Procurement Report  
Property Disposition Report  
Property Listing Report  
Records Management Program Report