



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 25, 2024
Time: 9:30 AM
Place: Main Conference Room of the Southern Tier West Planning and Development Board
(second floor in Southern Tier West building)
Center for Regional Excellence
4039 Route 219
Salamanca, New York

Please see <http://www.ccasstera.org> 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 October 16, 2023 and October 2, 2023 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
 - B. Executive Committee
 - 1) Review of Reports and Policies
 - 2) Review of Mission Statement
 - C. Governance Committee
 - 1) Review of Reports and Current Policies
 - 2) Review of structure, governance, and operating activities

6. Unfinished Business

A. WNYP Operating Status Report (Kylie McLaughlin/Carl Belke, WNYP RR)

B. Status Reports on Current and Proposed Projects

- 1) Completed Projects
- 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 Seneca Trail

C. Seneca Nation of Indians Representation on STERA Board

D. 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

E. Other Old Business

7. New Business

A. Appointment of Nominating Committee

B. Annual Ethics Form Filing

C. Discussion of Number of Meetings per year.

8. Public Comment

9. Next Meeting Date: Proposed - June 10, 2024 (Annual Meeting)

10. Adjournment

STERA Policies to Be Reviewed at the March 25, 2024 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 25, 2024 Board Meeting:

Annual Report
Audit Committee Charter Review Report
Audit Committee Self-Evaluation Report
Audit FYE Dec 31, 2023, including Audit Management Letter FYE Dec 31, 2023
Authority Performance Self-Evaluation Report
Board Member Attendance Report
Board Performance Self-Evaluation Report
Compliance Report
Effectiveness of Internal Controls Report
Executive Committee Self-Evaluation Report
Financial Disclosure and Ethics Report
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