

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK

MINUTES OF THE NOVEMBER 17, 2023, BOARD MEETING

MEMBERS PRESENT: NICHOLAS LAINO, Chair
ROBERT CUCULICH, Vice Chair
DARLENE LATTIMORE, Secretary
TINA FITZGERALD, Treasurer
NEIL BURKE
MONTY FLYNN
JOSEPH HARDICK
JULIUS LAWRENCE
LOUELLA WILLIAMS

MEMBERS ABSENT: ANTHONY DAVIS
FRANK SAYA, Non-Voting Member

STAFF PRESENT: CHRISTOPHER TUFF, Deputy Chief Executive Officer
LINDA BIATA, VP of Finance
JACKIE MUSENGO, VP of Human Resources
GEOFFREY HOFF, VP of Fleet and Facilities
RAHMIZ AZRIA, Associate VP of Operations
BRUCE FONG, Associate VP of Information Technologies
MELISSA BRIM, Associate VP of Finance
BREN DAISS, Senior Director of Planning & Capital Projects
CAITLIN MACCOLLUM, Senior Director of Procurement
TARA SPRAKER, Director of Capital Programs
SUZANNA LEVESQUE CPA, Director of Internal Control
JASON SMITH, Senior Procurement Analyst

CALL TO ORDER At 10:15 A.M. Chairman Laino called the meeting to order.

- Chairman Laino and the Board Members recited the Pledge of Allegiance
- Chairman Laino noted a quorum was present

UPCOMING MEETINGS

- Chairman Laino announced the following meetings for December 15, 2023:
 - Audit and Committee – 10:00 AM
 - Board Meeting – 10:30 AM

APPROVAL OF THE OCTOBER 27, 2023, BOARD MEETING MINUTES MOTION NO. 2663

Motion – Tina Fitzgerald

Seconded – Darlene Lattimore

Carried Unanimously

DEPUTY CHIEF EXECUTIVE OFFICER’S REPORT – Mr. Tuff

In addition to Mr. Tuff’s written report, attached to these Minutes, he called upon Ms. Daiss to discuss services changes in Rome.

ROME TRANSIT TRANSFORMATION – MOTION NO. 2664

Ms. Daiss presented a Rome Proposed Network Redesign power point to the Board regarding route reduction and Mobility-on-Demand services. The Title VI – Major Service Change Preliminary Service Equity Analysis Executive Summary, which was distributed to the Board prior to the meeting, is attached to these Minutes. Public hearings regarding the service changes in Rome will be scheduled for January 2024.

A Motion to accept the presented information regarding the progress of the Rome Transit Redesign was raised.

Motion – Tina Fitzgerald

Seconded – Monty Flynn

Carried Unanimously

AUDIT AND FINANCE COMMITTEE REPORT

UMR 2024 PREMIUM EQUIVALENT – MOTION NO. 2665

OneGroup has calculated the 2024 UMR medical plans premium equivalent rates. The 2023 premium rates were conservatively based due to the instability of claims experience over the last few years Centro had experienced. Centro’s claims experience is currently 20% lower than what incurred last calendar year. Based upon the reduced claims this year, lower enrollment, and Medicare eligible participants the premium rates should be sufficient to cover the expenses for 2024. Therefore, the recommendation is for the 2024 premium equivalent rates to remain the same as the 2023 premium equivalent.

PPO 25/40 Coverage	UMR Monthly Premium 2024	Employee 2024 Weekly Contribution	PPO 15/30 Coverage	UMR Monthly Premium 2024	Employee 2024 Weekly Contribution
SINGLE	\$ 1,069.05	\$ 37.01	SINGLE	\$ 1,097.57	\$ 37.99
DOUBLE	\$ 2,077.84	\$ 71.93	DOUBLE	\$ 2,133.30	\$ 73.85
FAMILY	\$ 2,985.76	\$ 103.55	FAMILY	\$ 3,065.36	\$ 106.11

A Motion to approve the 2024 UMR Premium Equivalent Rates as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence
 Seconded – Robert Cuculich
 Carried Unanimously

DELTA DENTAL 2024 PREMIUM EQUIVALENT – MOTION NO. 2666

OneGroup has calculated the 2024 Delta dental plan premium equivalent rates. Based upon the projections, Centro is currently 4.5% under in claims experience for 2023. Therefore, the recommendation is for the 2024 Delta Dental premium rates to remain the same as the 2023 premium rates.

Coverage	Delta Dental Monthly Premium 2024
SINGLE	\$ 52.88
DOUBLE	\$ 102.18
FAMILY	\$ 146.56

A Motion to approve the 2024 Delta Dental Premium Equivalent Rates as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence
 Seconded – Robert Cuculich
 Carried Unanimously

2024 CENTRO STOP LOSS RENEWAL – MOTION NO. 2667

Stop Loss insurance is an additional insurance policy Centro purchases to cover self-insured medical claims and prescription costs over \$250,000 per member that occur in a 12-month calendar period. Stop Loss Insurance is effective from January 1 through December 31 with an additional 6-month reimbursement period.

OneGroup requested quotes from the current stop loss insurance carrier, Sun Life for Centro's stop loss coverage renewal effective January 1, 2024. OneGroup negotiated the final cost to a 4.7% plan increase for 2024 (\$507,633 to \$531,493) which is \$23,860 per year with no laser. In addition, Centro has not had anyone reach stop loss for 2023. This quote is very competitive with the market.

Carrier		Deductible	\$250,000	\$275,000	Comments
Sun Life	Current	Composite	\$121.91	N/A	No Laser
		Total Annual	\$507,633		
	First Quote Renewal	Composite	\$132.52	\$123.10	No Laser
		Total Annual	\$551,813	\$512,588	
		Increase	8.7%	1.0%	
	Final Quote Renewal	Composite	\$127.64	\$118.77	No Laser
		Total Annual	\$531,493	\$494,558	
		Increase %	4.7%	-2.6%	

A Motion to approve the 2024 Centro Stop Loss Renewal with Sun Life as recommended by the Audit and Finance Committee was raised.

Motion – Darlene Lattimore
Seconded – Tina Fitzgerald
Carried Unanimously

FINANCIAL REPORT – MOTION NO.2668

Ms. Biata, Vice President of Finance presented the Financial Report, for period ending October 31, 2023, a copy of which is attached to these Minutes.

A Motion to adopt the Financial Reports as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald
Seconded – Louella Williams
Carried Unanimously

2024-2025 PROPOSED OPERATING BUDGET AND FINANCIAL PLAN – MOTION NO. 2669

Ms. Brim presented the 2024-2025 Proposed Operating Budget and Financial Plan. It is a balanced budget and was reviewed in detail. Revenues show a 2% change from prior year. Expenses also show a 2% change from prior budget. The multi-year Operating Budget Projections were review and discussed in detail.

A Motion to approve the 2024-2025 Proposed Operating Budget and Financial Plan as recommended by the Audit and Finance Committee was raised.

Motion – Neil Burke
 Seconded – Robert Cuculich
 Carried Unanimously

2024-2025 PROPOSED CAPITAL BUDGET AND FINANCIAL PLAN – MOTION NO. 2670

Ms. Biata presented the 2024-2025 Proposed Capital Budget and Financial Plan. It is also a balanced budget and was reviewed in detail. Capital Improvement Projects planned for the 2024-2025 were reviewed.

A Motion to approve the 2024-2025 Proposed Capital Budget and Financial Plan as recommended by the Audit and Finance Committee was raised.

Motion – Neil Burke
 Seconded – Darlene Lattimore
 Carried Unanimously

SECURITY SERVICES – ONONDAGA COUNTY – RESOLUTION NO. 2586

Mr. King presented a Resolution for Security Services in Onondaga County with Wisdom Protective Services. A copy of the Resolution is attached to these Minutes.

A Motion to approve Security Services in Onondaga County with Wisdom Protective Services, as recommended by the Audit and Finance Committee was raised.

Motion – Joseph Hardick
 Seconded – Darlene Lattimore
 Carried Unanimously

SECURITY SERVICES – ONEIDA COUNTY – RESOLUTION NO. 2587

Mr. King presented a Resolution for Security Services in Oneida County with Allied Universal Security Services. A copy of the Resolution is attached to these Minutes.

A Motion to approve Security Services in Oneida County with Allied Universal Security Services as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence
 Seconded – Robert Cuculich
 Carried Unanimously

MICROTRANSIT SOFTWARE – RESOLUTION NO. 2588

Ms. MacCollum presented a Resolution for the purchase of Microtransit Software with Via Mobility. A copy of the Resolution is attached to these Minutes.

A Motion to approve the purchase of Microtransit Software with Via Mobility, as recommended by the Audit and Finance Committee was raised.

Motion – Louella Williams
Seconded – Darlene Lattimore
Carried Unanimously

DRUG AND ALCOHOL TESTING – RESOLUTION NO. 2589

Ms. MacCollum presented a Resolution for Drug and Alcohol Testing with Bruen Medical Partners. A copy of the Resolution is attached to these Minutes.

A Motion to approve Drug and Alcohol Testing with Bruen Medical Partners as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald
Seconded – Darlene Lattimore
Carried Unanimously

SERVICE TRUCKS PURCHASE – RESOLUTION NO. 2590

Ms. MacCollum presented a Resolution for the purchase of two Service Trucks with Delacy Ford. A copy of the Resolution is attached to these Minutes.

A Motion to approve the purchase of two Service Trucks with Delacy Ford, as recommended by the Audit and Finance Committee was raised.

Motion – Louella Williams
Seconded – Neil Burke
Carried Unanimously

GOVERNANCE COMMITTEE REPORT

Ms. Lattimore, Chairperson of the Governance Committee stated that the Governance Committee met earlier this morning. Ms. Levesque gave a detailed report.

CNYRTA RULES OF CONDUCT FOR TRANSIT VEHICLES AND FACILITIES POLICY – MOTION NO. 2671

As part of ongoing Policy Administration activities, revisions were made to the CNYRTA Rules of Conduct for Transit Vehicles and Facilities Policy needing Board approval. The policy was included in the Board documents ahead of the meeting. The updated policy will supersede the previous version adopted in 2015. It will also eliminate the need for a separate Regulations Governing the Exercise of First Amendment Activity Policy.

A motion to adopt the CNYRTA Rules of Conduct for Transit Vehicles and Facilities Policy as recommended by the Governance Committee was raised.

Motion – Tina Fitzgerald

Second – Robert Cuculich

Carried Unanimously to the Board with a recommendation of approval.

EXECUTIVE SESSION – MOTION NO. 2672

A Motion to move the meeting into Executive Session to discuss a personnel matter involving a particular person was raised.

Motion – Louella Williams

Seconded – Tina Fitzgerald

Carried Unanimously

No action was taken.

ADJOURNED

There being no further business to come before the Board, the CNYRTA and its Subsidiaries Board meeting was adjourned.


Chairman

ATTEST:


Secretary



TO: CNYRTA Board of Members
FROM: Christopher Tuff, Deputy Chief Executive Officer
RE: Monthly Summary Report – November 2023
DATE: November 8, 2023

COVID-19 Emergency

1. C.A.R.E.S. Act – has been fully expended.
 - Total draw to date - \$ 32,666,902

 2. CRRSSA Funds – has been fully expended.
 - Total draw to date \$16,056,469

 3. ARP Funds
 - Fiscal Year 2023 \$15,095,747
 - April 2023 \$ 381,742
 - May 2023 \$ 910,860
 - June 2023 \$ 926,333
 - July 2023 \$ 1,671,447
 - August 2023 \$ 725,140
 - September 2023 \$ 1,034,282
 - October 2023 \$ 1,050,107
- \$21,795,657 (of \$38.5 Mil)

NYPTA Conference

The week of September 30, several staff members attended the New York Public Transportation Association (NYPTA) conference. The days were full of various learning sessions and keynote speakers, three of these sessions included panelist from Centro. We also took time to walk the vendor floor to meet with current vendors and explore new products that are coming into the market.

PTLI

During the NYPTA Conference, Bruce Fong, Rahmin Azria, Bren Daiss, Amanda Wilson, Mike Robinson, Mike Rice, Josh Kidder kicked off their yearlong commitment to participate in the NYPTA - Public Transportation Leadership Institute (PTLI). This program is an in-depth professional development opportunity for mid- to senior-level managers aspiring to advance their career as senior and executive level public transit professionals.

Various Meetings

Continued meetings to discuss the following items and move these projects forward. The topics include but are not limited to: Capital Planning, Recruiting, RPM Program, NYPTA Membership, SMTc, IBI (Transportation Consultants), Oneida County Rural Transit, Micron, and Genfare (farebox replacement)



Rome Transit Transformation

Title VI – Major Service Change Preliminary Service Equity Analysis Executive Summary

CNYRTA is proposing to transition Centro of Oneida's Rome bus system into a new combination of fixed-route and Mobility-on-Demand (MOD) services. The goal in these service changes is to provide more flexibility and options to riders of Rome's transit system.

The proposed transit network will consist of three simplified fixed-route lines on the corridors with the highest ridership and a MOD service area that will also supplement the fixed-route service.

Line	Name	Description of Service Change	Major Svc Change
2	Walmart	Re-routing (decrease); Increase Frequency	Y
5	Rome Hospital - Griffiss - Mohawk Acres	Re-routing (decrease); Increase Frequency	Y
6	MVCC - Griffiss - Freedom Plaza	Re-routing (decrease); Increase Frequency	N
4	James St - Rome Hospital	Discontinue route; Replace with MOD	Y
7	Griffiss - RFA - Freedom Plaza	Discontinue route; Replace with MOD	Y
9	Mohawk Acres - Griffiss - Rome Hospital	Discontinue route; Replace with MOD	Y

Of the five bus lines meeting the major service change threshold, two exceed the 20% disparate impact threshold when comparing the percentage of minorities on the affected line to the Rome system average.

1. Rome 4 – 29.6% impact to minority riders; >20% yields a disparate impact
2. Rome 7 – 22.9% impact to minority riders; >20% yields a disparate impact

While reducing fixed route options for some customers, we are mitigating the negative impact by offering a new MOD service in all areas that are currently covered by fixed route. MOD service hours will match the fixed-route span of service and will mimic existing service hours. In addition, the frequency of the fixed route system will be increased from 45 minutes to 30 minutes, giving most of the customers more efficient and better bus service.

None of major service changes will result in a disproportionate burden to low-income riders. While MOD service will cost \$4 for a direct trip, we plan to continue to give customers a \$1 ride option. If customers choose to travel from their origin to the hub, they will pay \$1 (the current fixed route cost) with the ability to then connect to fixed route service to access Rome's most popular destinations.

With the Board's approval, Public Engagement will continue, culminating in a Public Hearing.

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
ONONDAGA SECURITY SERVICES 2024-2029

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide unarmed security services at the Regional Transportation Center, Syracuse Transit Hub, and Route 81 parking lots; and

WHEREAS, this contract will be paid for using operating funds; and

WHEREAS, the award for the New York State Office of General Services Contract for Security Services required Authorized users to issue a competitive Request for Quote to all five (5) awardees within the region, and

WHEREAS, two (2) quotes were received, with the lowest responsive and responsible quote received from Wisdom Protective Services; and

WHEREAS, the price was determined to be fair and reasonable based upon the NYS OGS contract for Security Services and the independent cost estimate; and

WHEREAS, the staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made; and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract; and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract.

WHEREAS, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to enter into a five (5) year contract with Wisdom Protective Services for security services. The contract would commence January 25, 2024.

FACT SHEET
ONONDAGA SECURITY SERVICES 2024-2029

PROJECT DESCRIPTION: The CNYRTA has a need for a qualified vendor to provide unarmed security services at the Regional Transportation Center, Syracuse Transit Hub, and Route 81 parking lots.

ADVERTISEMENT: Not applicable. Security services are being procured from NYS OGS Contract #PS68266.

FUNDING: This contract is to be paid for using operating funds.

PRICING RECEIVED:

Security Services	Wisdom Protective Services	Allied Universal Security Services
Straight Time Hourly Bill Rate Per Hour	\$31.97	\$31.99
Overtime Hourly Bill Rate Per Hour	\$47.95	\$47.99

COMMENTS: Wisdom Protective Services is a NYS certified MBE and is among the select few vendors awarded the NYS OGS contract for security services in Onondaga county.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to Wisdom Protective Services for a five (5) year term, commencing January 25, 2024.

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
ONEIDA SECURITY SERVICES 2024-2029

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide unarmed security services at the Utica Transit Hub; and

WHEREAS, this contract will be paid for using operating funds; and

WHEREAS, the award for the New York State Office of General Services Contract for Security Services required Authorized users to issue a competitive Request for Quote to all five (5) awardees within the region, and

WHEREAS, two (2) quotes were received, with the lowest responsive and responsible quote received from Allied Universal Security Services; and

WHEREAS, the price was determined to be fair and reasonable based upon the NYS OGS contract for Security Services and the independent cost estimate; and

WHEREAS, the staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made; and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract; and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract.

WHEREAS, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to enter into a five (5) year contract with Allied Universal Security Services for security services. The contract would commence January 24, 2024.

FACT SHEET
ONEIDA SECURITY SERVICES 2024-2029

PROJECT DESCRIPTION: The CNYRTA has a need for a qualified vendor to provide unarmed security services at the Utica Transit Hub.

ADVERTISEMENT: Not applicable. Security services are being procured from NYS OGS Contract #PS68270.

FUNDING: This contract is to be paid for using operating funds.

PRICING RECEIVED:

Security Services	Allied Universal Security Services	Strategic Security Corp.
Straight Time Hourly Bill Rate Per Hour	\$29.48	\$45.41
Overtime Hourly Bill Rate Per Hour	\$44.22	\$68.10

COMMENTS: Allied Universal Security Services has provided security services in the past for the CNYRTA with positive results and are among the select few vendors awarded the NYS OGS contract for security services in Oneida county.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to Allied Universal Security Services for a five (5) year term, commencing January 24, 2024.

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
MICROTRANSIT SOFTWARE PURCHASE

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has the need to purchase software to support Microtransit services; and

WHEREAS, this contract will be paid for using grant funds with an 80% Federal share, 10% State share and 10% local share, and

WHEREAS, the Request for Proposal was publicly let on August 10, 2023, and

WHEREAS, eight (8) vendors were invited, and forty-four (44) proposal packages were downloaded; and

WHEREAS, three (3) proposals were received on September 28, 2023; and

WHEREAS, it was determined by the evaluation committee that Via Mobility, LLC offered the most advantageous proposal; and

WHEREAS, the staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made, and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract, and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract, and

WHEREAS, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee authorize contract with Via Mobility, LLC to provide Microtransit software for a five-year term.

FACT SHEET
MICROTRANSIT SOFTWARE PURCHASE

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide Microtransit software.

ADVERTISEMENT: A Request for Proposal was advertised on August 10, 2023, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch and the Minority Commerce Weekly.

FUNDING: This contract will be paid for using grant funds with an 80% Federal share, 10% State share and 10% local share

PROCUREMENT PROCESS: three (3) proposals were received on September 28, 2023. A selection committee consisting of Chris Tuff, Steve Koegel, Bruce Fong, Rahmin Azria, Bren Daiss, KC Martin, Ed Mueller, Josh Gardner and Caitlin MacCollum evaluated the proposals with the assistance of CNYRTA's consultant, Arcadis- IBI Group. When evaluating proposals, the committee took into consideration: the proposed system and services, firm and team qualifications and experience, implementation and management, price and proposal organization.

PROPOSALS RECEIVED: Proposals were received from the following vendors:

- Via Mobility
- RideCo
- Liftango

COMMENTS: Often called microtransit, Mobility On-Demand (MOD) vehicles are requested via an app or by phone, using the proposed Software as a Service (SaaS). The software uses a proprietary algorithm to determine and schedule shared trips by multiple riders who request rides in the same timeframe and in the same area, maximizing operational efficiency and productivity.

Using this software and transit vehicles that are smaller than Fixed Route buses, MOD is more efficient and can make point-to-point, shared-ride connections across Centro's service area. Via has supported many successful On-demand transit deployments in New York and around the world.

RECOMMENDATION: Based upon evaluation of the proposals, staff recommends contract award to Via Mobility, LLC for the Microtransit Software Purchase contract for a five-year term.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
DRUG & ALCOHOL TESTING SERVICES 2024-2025**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide drug and alcohol testing services; and

WHEREAS, this contract will be paid for using operating funds; and

WHEREAS, the Invitation for Bid was publicly let on August 31, 2023; and

WHEREAS, twenty-two (22) vendors were invited, of which twelve (12) were NYS Certified M/WBE firms, and twenty-eight (28) bid packages were downloaded; and

WHEREAS, three (3) bids were received on September 25, 2023, with the lowest responsive and responsible bid received from Bruen Medical Partners; and

WHEREAS, the price was determined to be fair and reasonable based upon comparison with the other bids and independent cost estimate; and

WHEREAS, the staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made; and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract; and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract.

WHEREAS, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to enter into a two (2) year contract with one 3-year option with Bruen Medical Partners for drug and alcohol testing services. The contract would commence January 1, 2024.

FACT SHEET
DRUG & ALCOHOL TESTING SERVICES 2024-2025

PROJECT DESCRIPTION: The CNYRTA has a need for a qualified vendor to provide drug & alcohol testing services.

ADVERTISEMENT: An Invitation for Bid was advertised on August 31, 2023, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, and the Minority Commerce Weekly.

FUNDING: This contract is to be paid for using operating funds.

PRICING RECEIVED:

	Bruen Medical Partners	Cayuga Drug and DNA Testing	Integra Discovery Services
MRO Fee	\$0	\$0	\$0
Urine Collections	\$45	\$54	\$50
Breath Alcohol Screen	\$50	\$35	\$30
After Hours Fee	\$195	\$220	\$200
Annual Increase			
Year 2%	0%	1.5%	0%
Year 3%	5%	1.5%	1%
Year 4%	2.5%	1.5%	2%
Year 5%	5%	1.5%	3%

COMMENTS: Bruen Medical Partners have provided drug and alcohol testing services in the past with good results.

MWBE: There is a full 30% MWBE goal on this contract.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to Bruen Medical Partners for a two (2) year term with one 3-year option, commencing January 1, 2024.

RESOLUTION TO AUTHORIZE THE PURCHASE OF
TWO (2) SERVICE TRUCKS

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need to replace existing service trucks at our Utica facility; and

WHEREAS, this purchase will be paid for using grant funds with an 80% Federal share, 10% State share and 10% local share, and

WHEREAS, purchases of commodities from the purchasing contracts of the New York State Office of General Services is consistent with Authority, State and Federal guidelines and regulations concerning competitive procurement, provided that required Federal clauses are included in the contract; and

WHEREAS, the mini bid request was sent to all twenty-six (26) required vendors; and

WHEREAS, five (5) bids were received on November 2, 2023, with the lowest responsive and responsible bid received from Delacy Ford; and

WHEREAS, the price was determined to be fair and reasonable based upon comparison with the other bids and independent cost estimate; and

WHEREAS, the staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made; and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract; and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract.

WHEREAS, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to issue a purchase order for two (2) Ford F-250 pickup trucks to Delacy Ford for a total of \$102,169.56.

FACT SHEET
SERVICE TRUCKS PURCHASE

PROJECT DESCRIPTION: The CNYRTA has a need to replace existing service trucks at our Utica facility.

ADVERTISEMENT: No advertisement required for NYS OGS mini bid procurements.

FUNDING: This contract is to be paid for using grant funds with an 80% Federal share, 10% State share and 10% local share.

PRICING RECEIVED:

	Delacy Ford	VanBortel	Basil Ford	NYE Automotive	Ed Shults
Ford F-250 Super Cab	\$50,954	\$51,864.63	\$52,312.78	\$52,336.75	\$54,430.79
Ford F-250 Crew Cab	\$51,215.56	\$53,187.08	\$53,646.66	\$53,660.48	\$54,430.79

COMMENTS: These trucks will be utilized by Utica Maintenance and Buildings and Grounds staff to complete daily tasks such as snow plowing, bus shelter and sign installation, transporting of parts and equipment between facilities, etc. Delacy bid a 9.8% and 9.91% discount on the MSRP price for the Crew Cab and Super Cab trucks, respectively.

RECOMMENDATION: Staff recommends the Board authorize the issuance of a purchase order to Delacy Ford for the purchase of two (2) Ford F-250 pick-up trucks.

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
200 CORTLAND AVENUE, SYRACUSE, NEW YORK**

MINUTES OF THE NOVEMBER 17, 2023, AUDIT AND FINANCE COMMITTEE MEETING

MEMBERS PRESENT:

NICHOLAS LAINO, Chair
ROBERT CUCULICH, Vice Chair
DARLENE LATTIMORE, Secretary
TINA FITZGERALD, Treasurer
NEIL BURKE
MONTY FLYNN
JOSEPH HARDICK
JULIUS LAWRENCE
LOUELLA WILLIAMS

MEMBERS ABSENT:

ANTHONY DAVIS
FRANK SAYA, Non-Voting Member

STAFF PRESENT:

CHRISTOPHER TUFF, Deputy Chief Executive Officer
LINDA BIATA, VP of Finance
JACKIE MUSENGO, VP of Human Resources
GEOFFREY HOFF, VP of Fleet and Facilities
RAHMIZ AZRIA, Associate VP of Operations
BRUCE FONG, Associate VP of Information Technologies
MELISSA BRIM, Associate VP of Finance
BREN DAISS, Senior Director of Planning & Capital Projects
CAITLIN MACCOLLUM, Senior Director of Procurement
TARA SPRAKER, Director of Capital Programs
SUZANNA LEVESQUE CPA, Director of Internal Control
JASON SMITH, Senior Procurement Analyst

CALL TO ORDER At 9:30 A.M. Chairman Laino called the meeting to order.

- Chairman Laino noted a quorum was present
- The next Committee meeting will be on December 15, 2023

UMR 2024 PREMIUM EQUIVALENT

OneGroup has calculated the 2024 UMR medical plans premium equivalent rates. The 2023 premium rates were conservatively based due to the instability of claims experience over the last few years Centro had experienced. Centro's claims experience is currently 20% lower than what incurred last calendar year. Based upon the reduced claims this year, lower enrollment, and Medicare eligible participants the premium rates should be sufficient to cover the expenses for 2024. Therefore, the recommendation is for the 2024 premium equivalent rates to remain the same as the 2023 premium equivalent.

PPO 25/40 Coverage	UMR Monthly Premium 2024	Employee 2024 Weekly Contribution	PPO 15/30 Coverage	UMR Monthly Premium 2024	Employee 2024 Weekly Contribution
SINGLE	\$ 1,069.05	\$ 37.01	SINGLE	\$ 1,097.57	\$ 37.99
DOUBLE	\$ 2,077.84	\$ 71.93	DOUBLE	\$ 2,133.30	\$ 73.85
FAMILY	\$ 2,985.76	\$ 103.55	FAMILY	\$ 3,065.36	\$ 106.11

A Motion to approve the 2024 UMR Premium Equivalent Rates was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Monty Flynn

Carried Unanimously to the Board with a recommendation of approval.

DELTA DENTAL 2024 PREMIUM EQUIVALENT

OneGroup has calculated the 2024 Delta dental plan premium equivalent rates. Based upon the projections, Centro is currently 4.5% under in claims experience for 2023. Therefore, the recommendation is for the 2024 Delta Dental premium rates to remain the same as the 2023 premium rates.

Coverage	Delta Dental Monthly Premium 2024
SINGLE	\$ 52.88
DOUBLE	\$ 102.18
FAMILY	\$ 146.56

A Motion to approve the 2024 Delta Dental Premium Equivalent Rates was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Monty Flynn

Carried Unanimously to the Board with a recommendation of approval.

2024 CENTRO STOP LOSS RENEWAL

Stop Loss insurance is an additional insurance policy Centro purchases to cover self-insured medical claims and prescription costs over \$250,000 per member that occur in a 12-month calendar period. Stop Loss Insurance is effective from January 1 through December 31 with an additional 6-month reimbursement period.

OneGroup requested quotes from the current stop loss insurance carrier, Sun Life for Centro's stop loss coverage renewal effective January 1, 2024. OneGroup negotiated the final cost to a 4.7% plan increase for 2024 (\$507,633 to \$531,493) which is \$23,860 per year with no laser. In addition, Centro has not had anyone reach stop loss for 2023. This quote is very competitive with the market.

Carrier		Deductible	\$250,000	\$275,000	Comments
Sun Life	Current	Composite	\$121.91	N/A	No Laser
		Total Annual	\$507,633		
	First Quote Renewal	Composite	\$132.52	\$123.10	No Laser
		Total Annual	\$551,813	\$512,588	
		Increase	8.7%	1.0%	
	Final Quote Renewal	Composite	\$127.64	\$118.77	No Laser
		Total Annual	\$531,493	\$494,558	
		Increase %	4.7%	-2.6%	

A Motion to approve the 2024 Centro Stop Loss Renewal with Sun Life was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

FINANCIAL REPORT

Ms. Biata presented the Financial Report, for period ending October 31, 2023.

STATEMENT OF REVENUE AND EXPENDITURES

The consolidated Operating Income (loss) is \$4.6 million. Operating Revenues are on budget and 4% over prior year. Operating Expenses are \$7.1 million or 13% under budget and 6% over prior year. Non-Operating Revenues are 5% under budget and consistent with prior year.

A Motion to adopt the Financial Reports was raised and forwarded to the Board for adoption.

Motion – Tina Fitzgerald

Seconded – Julius Lawrence

Carried Unanimously to the Board with a recommendation of approval.

SUPPLEMENTAL INFORMATION

Additional supplemental information was briefly reviewed.

2024-2025 PROPOSED OPERATING BUDGET AND FINANCIAL PLAN

Ms. Brim presented the 2024-2025 Proposed Operating Budget and Financial Plan. It is a balanced budget and was reviewed in detail. Revenues show a 2% change from prior year. Expenses also show a 2% change from prior budget. The multi-year Operating Budget Projections were reviewed and discussed in detail.

A Motion to approve the 2024-2025 Proposed Operating Budget and Financial Plan was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

2024-2025 PROPOSED CAPITAL BUDGET AND FINANCIAL PLAN

Ms. Biata presented the 2024-2025 Proposed Capital Budget and Financial Plan. It is also a balanced budget and was reviewed in detail. Capital Improvement Projects planned for the 2024-2025 were reviewed.

A Motion to approve the 2024-2025 Proposed Capital Budget and Financial Plan was raised and forwarded to the Board for approval.

Motion – Monty Flynn

Seconded – Louella Williams

Carried Unanimously to the Board with a recommendation of approval.

SECURITY SERVICES – ONONDAGA COUNTY

Mr. King presented a contract for Security Services in Onondaga County with Wisdom Protective Services. Two quotes were received. The price was determined to be fair and reasonable based upon the NYS OGS contract for security services and will be paid for using Operating Funds. Therefore, it is our recommendation that the Board award a five-year contract to Wisdom Protective Services for Security Services in Onondaga County.

A Motion to award a contract for Security Services in Onondaga County with Wisdom Protective Services was raised and forwarded to the Board for approval.

Motion – Monty Flynn

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

SECURITY SERVICES – ONEIDA COUNTY

Mr. King presented a contract for Security Services in Oneida County with Allied Universal Security Services. Two quotes were received. The price was determined to be fair and reasonable based upon the NYS OGS contract for security services and will be paid for using Operating Funds. Therefore, it is our recommendation that the Board award a five-year contract to Allied Universal Security Services for Security Services in Oneida County.

A Motion to award a contract for Security Services in Oneida County with Allied Universal Security Services was raised and forwarded to the Board for approval.

Motion – Monty Flynn

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

MICROTRANSIT SOFTWARE

Ms. MacCollum presented a contract for the purchase of Microtransit Software with Via Mobility. It was publicly let on August 10, 2023, eight vendors were invited to bid, and 44 bid packages were downloaded. On September 28, 2023, three proposals were received. The lowest, responsive, responsible proposal being Via Mobility. The Microtransit Software will be paid for with grant funds. Therefore, it is our recommendation that the Board award a five-year contract to Via Mobility for Microtransit Software.

A Motion to award a five-year contract to Via Mobility for Microtransit Software was raised and forwarded to the Board for approval.

Motion – Monty Flynn

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

DRUG AND ALCOHOL TESTING

Ms. MacCollum presented a contract for Drug and Alcohol Testing with Bruen Medical Partners. It was publicly let on August 31, 2023, 22 vendors were invited to bid, of which 12 were NYS Certified M/WBE firms and 28 bid packages were downloaded. On September 25, 2023, three bids were received. The lowest, responsive, responsible bidder being Bruen Medical Partners. The Drug and Alcohol Testing will be paid for with operating funds. Therefore, it is our recommendation that the Board award a two-year contract with a one three-year option to Bruen Medical Partners for Drug and Alcohol Testing.

A Motion to award a two-year contract with a one three-year option to Bruen Medical Partners for Drug and Alcohol Testing was raised and forwarded to the Board for approval.

Motion – Robert Cuculich

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

SERVICE TRUCKS PURCHASE

Ms. MacCollum presented a contract for the purchase of two Service Trucks with Delacy Ford. Purchases of commodities from the purchasing contracts of the New York State Office of General Services is consistent with Authority, State and Federal guidelines and regulations concerning competitive procurement. The mini bid request was sent to 26 vendors. On November 2, 2023, five bids were received. The lowest, responsive, responsible bidder being Delacy Ford. The Service Trucks will be paid for with grant funds. Therefore, it is our recommendation that the Board approve the purchase of two Service Trucks totaling \$102,169.56 from Delacy Ford.

A Motion to purchase two Service Trucks totaling \$102,169.56 from Delacy Ford was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Neil Burke


Carried Unanimously to the Board with a recommendation of approval.

INFORMATIONAL ITEM

Ms. Biata informed the Board that at the most recent bi-weekly Capital Planning Committee meeting, the Committee discussed and unanimously agreed to raise the asset capitalization threshold from \$5k to \$15k effective 12/1/2023. No Board action is necessary. This decision was made to create some efficiencies in moving purchases and projects forward timelier. The funding source for assets that now fall under the threshold shift from capital funds to operating funds. The threshold increase does not change the planning responsibilities for asset replacements.

ADJOURNED

There being no further business to come before the Committee, the Audit and Finance Committee Meeting was adjourned.


Chairman

ATTEST:


Secretary

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
GOVERNANCE COMMITTEE
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE NOVEMBER 17, 2023, GOVERNANCE COMMITTEE MEETING**

MEMBERS PRESENT: NICHOLAS LAINO, Chair
ROBERT CUCULICH, Vice Chair
DARLENE LATTIMORE, Secretary
TINA FITZGERALD, Treasurer
NEIL BURKE
MONTY FLYNN
JOSEPH HARDICK
JULIUS LAWRENCE
LOUELLA WILLIAMS

MEMBERS ABSENT: ANTHONY DAVIS
FRANK SAYA, Non-Voting Member

STAFF PRESENT: CHRISTOPHER TUFF, Deputy Chief Executive Officer
LINDA BIATA, VP of Finance
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CAITLIN MACCOLLUM, Senior Director of Procurement
TARA SPRAKER, Director of Capital Programs
SUZANNA LEVESQUE CPA, Director of Internal Control
JASON SMITH, Senior Procurement Analyst

CALL TO ORDER At 9:00 A.M. Chairperson Lattimore called the meeting to order, noting that a quorum was present.

GOVERNANCE REPORT

Chairperson Lattimore called upon Ms. Levesque to present the Governance Report.

CNYRTA RULES OF CONDUCT FOR TRANSIT VEHICLES AND FACILITIES POLICY

As part of ongoing Policy Administration activities, revisions were made to the CNYRTA Rules of Conduct for Transit Vehicles and Facilities Policy needing Board approval. The policy was included in the Board documents ahead of the meeting. The updated policy will supersede the previous version adopted in 2015. It will also eliminate the need for a separate Regulations Governing the Exercise of First Amendment Activity Policy.

A motion to adopt the CNYRTA Rules of Conduct for Transit Vehicles and Facilities Policy was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Second – Robert Cuculich

Carried Unanimously to the Board with a recommendation of approval.

STRATEGIC PLAN UPDATE

Ongoing Strategic Planning activities continue. We are in the initial planning phases of an internal campaign to engage and gather feedback from all employees as part of the Strategic Plan redesign. More information will be provided during the next Governance Committee Meeting.

INTERNAL CONTROL REVIEW PLAN UPDATE

Per the Public Authorities Law §2931(1)-(2) the CNYRTA must have a system of internal control that is in line with internal control standards and a program of internal control review.

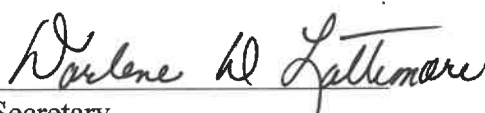
The Internal Control Department continues to work with management on any open items noted during internal control assessments and implementing additional routine control testing over business process with higher levels of risk. No material exceptions have been noted as of the date of this report.

ADJOURNED

There being no further business to come before the Committee, the Governance Committee Meeting was adjourned.


Chairman

ATTEST:


Secretary

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE DECEMBER 1, 2023, SPECIAL MEETING

MEMBERS PRESENT: NICHOLAS LAINO, Chair
 ROBERT CUCULICH, Vice Chair
 DARLENE LATTIMORE, Secretary
 TINA FITZGERALD, Treasurer
 NEIL BURKE
 MONTY FLYNN
 JOSEPH HARDICK
 JULIUS LAWRENCE
 LOUELLA WILLIAMS

MEMBERS ABSENT: ANTHONY DAVIS
 FRANK SAYA, Non-Voting Member

CALL TO ORDER At 1:00 P.M. Chairman Laino called the meeting to order.

EXECUTIVE SESSION – MOTION NO. 2673

A Motion to move the meeting into Executive Session to discuss a personnel matter involving a particular person was raised.

Motion – Tina Fitzgerald
Seconded – Darlene Lattimore
Carried Unanimously

No action was taken.

ADJOURNED

There being no further business to come before the Board, the Special Meeting was adjourned.


Chairman

ATTEST:


Secretary