

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

MINUTES OF THE SEPTEMBER 22, 2023, BOARD MEETING

MEMBERS PRESENT:

NICHOLAS LAINO, Chair
 ROBERT CUCULICH, Vice Chair
 TINA FITZGERALD, Treasurer
 NEIL BURKE
 ANTHONY DAVIS
 MONTY FLYNN
 JOSEPH HARDICK
 JULIUS LAWRENCE

MEMBERS ABSENT:

DARLENE LATTIMORE, Secretary
 LOUELLA WILLIAMS
 FRANK SAYA, Non-Voting Member

STAFF PRESENT:

BRIAN M. SCHULTZ, Chief Executive Officer
 CHRISTOPHER TUFF, Deputy Chief Executive Officer
 LINDA BIATA, VP of Finance
 STEVEN KOEGEL, VP of Business Develop. and Corp. Comm.
 JACKIE MUSENGO, VP of Human Resources
 GEOFFREY HOFF, VP of Fleet and Facilities
 RAHMIN 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
 TARA SPRAKER, Director of Grants & Revenue Contract Admin.
 EJ MOSES, Director of Facilities
 SUZANNA LEVESQUE CPA, Director of Internal Control
 CHRISTOPHER KING, Procurement Manager
 CAROL LOMBARDO, Executive Assistant

CALL TO ORDER At 9:40 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 October 27, 2023:
 - Pension Committee – 9:00 AM
 - Audit and Committee – 9:30 AM
 - Board Meeting – 10:00 AM

APPROVAL OF THE August 25, 2023, BOARD MEETING MINUTES MOTION NO. 2656

Motion – Neil Burke

Seconded – Monty Flynn

Carried Unanimously

CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Schultz

In addition to Mr. Schultz's written report, attached to these Minutes, he discussed the following:

PUBLIC MEETINGS

Kudos to Steve Koegel, Bren Daiss, and the entire marketing team on a fantastic job. In Syracuse we are holding multiple community meetings regarding the ETT results provided by SMTc. In Rome there were also a number of meetings held, which Ms. Daiss will discuss in her upcoming report.

HOLIDAY PARTY

Plans are underway for the holiday party which will take place on December 15th, immediately following the conclusion of the Board meetings. Members of the Board were invited to attend.

DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Tuff

CLEAN CITY COALITION

On September 6th, Centro was recognized at the Clean City's Coalition Stakeholders Summit held in Washington DC, for lowering emissions in Central New York. This is something we have done for 30 years. Barry Carr, our local coalition director, accepted the award on our behalf.

COMMUNITY PROJECTS

This is the time of year when our community outreach ramps up. Starting October 1st, Centro will be going pink to support breast cancer month. We have partnered with Shades of Inspiration to collect comfort items for women undergoing breast cancer treatments. Our PINK OUT DAY is October 27th, which our next Board Meeting Day. We are encouraging everyone included the Members of the Board to wear pink. We will be taking a group photo after the meeting.

FINANCE DEPARTMENT REPORT – Ms. Biata

OVERSIGHT

The Finance Department consists of the Accounting Department, Payroll Department, and Revenue Operations; overseen by Ms. Brim. The Procurement Department, Parts Inventory, and the Storeroom are overseen by Ms. MacCollum. Capital Programming is overseen by Ms. Spraker.

STAFFING ANNOUNCEMENTS

We recently posted the Associate VP of Finance, and I am happy to announce that Ms. Brim was promoted to that position on September 1st. The Director of Accounting position will be posted next week. We have recently hired for the open Senior Procurement Analyst position, who will be reporting to Mr. King.

CAPITAL PLANNING COMMITTEE

The Capital Planning Committee consists of the executive team, other directors and staff involved in the Capital Planning process. The FTA and the NYSDOT require a Transportation Improvement Plan. The Committee meets biweekly to discuss capital projects, future or ongoing projects, that have been incorporated into the Authority's Capital Plan. Part of the Authority's Capital Planning Policy dictates the responsibilities of the Committee, we review the Authority's 10-year Plan with the Board annually.

HUMAN RESOURCES REPORT – Ms. Musengo

WORKER'S COMPENSATION AUDIT

We recently completed a Code Rule 59 audit required by New York State, due to our high worker's compensation modifier. Anyone who is higher than a 1.2 modifier has to go through an audit every five years. Travelers sent an individual to go over our safety policies and procedures, safety training, safety analysis, ergonomics evaluations, accident investigation reports and any rewards or recognition programs. It was an intensive audit. It was performed in Syracuse last week. There were no findings to report to the state. A big thanks went out to Ms. Wilson, Human Resource Manager, and Mr. Musengo, Safety and Compliance Manager, for their assistance with the audit.

OPEN HOUSE

An Open House was held on September 9th. Forty-nine attendees participated. Potential operator candidates are as follows; four for Oswego, five for Cayuga, five for Oneida, and 17 for Syracuse. The next new operator class is scheduled to begin on October 9th, which has the potential to be the biggest class we have seen in years.

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel

RIDERSHIP

At the New York State Fair, we provided over 360k total rides. That is up 27% from last year. General ridership was up 11% overall. City services continue to rebound. Syracuse was up 13%, Auburn was up 21%, Oswego was up 12%, Fulton was up 39%, Utica was up 5%, and Rome was up 14%.

AIRPORT SERVICE

Service to the airport started on September 5th. We are operating 13 round trips daily. The new bus stop is being used. It is very encouraging to see. Airport personnel have installed a real time monitoring system to show our arrivals, near baggage claim.

RIDE FOR FREE

We reached an agreement with the City of Syracuse to allow their employees to ride our buses for free. The City of Syracuse will subsidize the fares. That will go into effect on Monday. Riders will show their city identification, the operator will track it through our system.

OCC

OCC has also reached out to us regarding student transportation, in addition to the bike and scooter share program. OCC still subsidizes a portion of the bus pass cost for students. They have requested additional bus passes for the students that live on campus.

SPECIAL PROJECTS

Ms. Daiss discussed public outreach, which has ramped up. Exploring Tomorrow's Transit is the year-long project that we partnered with SMTC, to obtain 1000 surveys, along with a bunch of pop-up events. SMTC took the results of the surveys and the pop-up events. After their analysis, they formulated questions to go out to the public once again. Currently, we are having community discussion meetings as follow ups. A good example of this is the new airport service.

Last week we spent the week in Rome to further our efforts with the Rome On-demand Service. It was interesting to spend time in Rome talking to our customers. The Rome customers have different needs than the Syracuse customers. We asked many questions over the week and were with our consultant IBI. We visited different locations throughout the community spreading the word about what we are doing and what is coming next spring.

FLEET AND FACILITIES REPORT – Mr. HoffGILLIG BUSES

There will be a pre-production meeting here on October 4th to discuss 64 CNG and 19 diesel buses. Every specification of the bus will be reviewed by managers, foremen, and Gillig will be on the phone as we go over the components line by line. The foremen are essential to the process as they see everything firsthand as far as what could go wrong with the buses. Delivery of the new buses is still on schedule for September of 2024.

CALL-A-BUSES

On November 13th we have 13 Call-a-buses going into production. This is great news because we reported in April that there was a 12-month lead time. They should arrive in December.

OCC AUTOMOTIVE PROGRAM

On September 8th, key maintenance personnel visited OCC to tour their Automotive Program. Ryan Beckly, the Automotive Coordinator, at OCC, has expanded the program over the last two years. OCC is looking for more community partnerships. We are going to have OCC students visit our facility, hopefully we can interest them in becoming mechanics. Ryan shared his thoughts on developing a training program which will help us develop ours. There will be a car show at OCC tomorrow. We are sending staff with a bus and a tow truck to help with our future recruitment.

INFORMATION TECHNOLOGIES REPORT – Mr. FongTRAPEZE

The Trapeze upgrade is in progress. The setup of pre-productivity testing environment is complete. The next phase will involve setting up user access and testing the upgrade. This is expected to take six weeks.

MICROSOFT 365 BACKUP

We are transitioning our back process from an on-premises backup to a cloud-to-cloud backup solution. This will give the Authority unlimited storage capacity and unlimited retention capabilities.

CYBERSECURITY

We have had ongoing discussions regarding our preferred vendor for the AI powered email security tool, Operational Technology security issues, and review and validation of our PCI security document.

OPERATION/TRANSPORTATION REPORT – Mr. Azria

NEW YORK STATE FAIR

The fair was a large success. Everyone worked together, including the New York State Troopers and the DOT. We employed new strategies to manage traffic and ensure there was ample space in the parking lots as well as ensuring the events at the amphitheater went well. We have already had a post-event meeting with State Fair officials.

FALL SERVICE

Our fall service has started. We continue to work closely with area schools. We have hired eight bus monitors and would like to hire two more. The bus monitors are in place. We are providing buses for the SU football games; 27 buses for the Army game and 34 buses for the Clemson game. We have also been working closely with Service Development regarding the City of Syracuse Ride For Free program, in addition to training our operators regarding the program.

CALL-A-BUS

Call-a-bus is a major focus for us. We are increasing our vendor checks and ramping up our efforts. We hope to see a big increase in performance over the next few months.

RISC

We have made progress with the RISC applications. It will improve our accident/incident process as we switch from a paper-driven process to an electronic process.

DRIVERS' ROOM RENOVATIONS

The renovations are nearly complete in the Drivers' room. Mr. Schultz added that construction in the room is complete, and we are waiting for the delivery of the furniture. Anyone who would like to see the room after the Board meeting is welcome.

UPCOMING CONFERENCES

Mr. Schultz continued adding that October is going to be a busy conference month for us. At the beginning of the month the APTA Expo conference will allow us to interact with 100's of vendors. At the end of the month will be the NYPTA conference.

AUDIT AND FINANCE COMMITTEE REPORT

FINANCIAL REPORT – MOTION NO. 2657

Ms. Biata, Vice President of Finance presented the Financial Report, for period ending August 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 – Robert Cuculich
Seconded – Tina Fitzgerald
Carried Unanimously

PROPERTY INSURANCE RENEWAL – MOTION NO. 2658

Mr. Jon Maloff presented an insurance renewal for Property Insurance with Affiliated Factory Mutual Insurance. The policy period is September 9, 2023, to September 9, 2024. The insured value is \$165,627,000 at a cost of \$283,606. Therefore, it is our recommendation that the Board approve Property Insurance Coverage through Affiliated Factory Mutual Insurance.

A Motion to approve Affiliated Factory Mutual Insurance for Property Insurance coverage as recommended by the Audit and Finance Committee was raised.

Motion – Anthony Davis
Seconded – Neil Burke
Carried Unanimously

SOPHOS ENDPOINT PROTECTION LICENSING – RESOLUTION NO. 2582

Mr. King presented a Resolution for Sophos Endpoint Protection Licensing with Corporate Computer Solutions. A copy of the Resolution is attached to these Minutes.

A Motion to approve Sophos Endpoint Protection Licensing with Corporate Computer Solutions as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence
Seconded – Monty Flynn
Carried Unanimously

MAINTENANCE GARAGE DUST REMOVAL – RESOLUTION NO. 2583

Mr. King presented a Resolution for Maintenance Garage Dust Removal with Stalwart Development Group. A copy of the Resolution is attached to these Minutes.

A Motion to approve Maintenance Garage Dust Removal with Stalwart Development Group as recommended by the Audit and Finance Committee was raised.

Motion – Robert Cuculich
Seconded – Anthony Davis
Carried Unanimously

TRASH REMOVAL SERVICES – RESOLUTION NO. 2584

Mr. King presented a Resolution for Trash Removal Services with Butler Disposal Systems and Waste Management of New York. A copy of the Resolution is attached to these Minutes.

A Motion to approve Trash Removal Services with Butler Disposal Systems and Waste Management of New York as recommended by the Audit and Finance Committee was raised.


Motion – Julius Lawrence
Seconded – Robert Cuculich
Carried Unanimously

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: Brian M. Schultz, Chief Executive Officer
RE: Monthly Summary Report – September 2023
DATE: September 14, 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
- \$19,711,269 (of \$38.5 Mil)

Honor Flight

On August 21st, we met in the board room to present members of Honor Flight with a check for \$674. This represented the proceeds from employee donations to participate in the “Boss Wash” held during the July RPM event. The “Boss Wash” was an opportunity to dunk management in the dunk tank we brought in for the event.

Labor Meeting in Utica

On July 22nd, we met with the leaders of UPSEU that represents bargaining unit employees in Utica. We had very productive discussion and will continue to meet on a regular basis.

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, NYPTA Conference, SMTC, IBI (Transportation Consultants), Oneida County Rural Transit, Micon, and Genfare (farebox replacement)

ACCOUNTING

CNYRTA Statement of Revenue and Expenditures From 04/01/2023 through 08/31/2023

(In Whole Numbers)

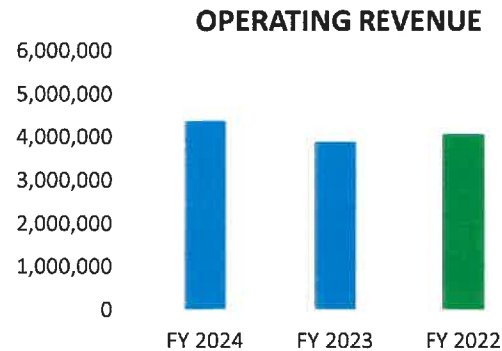
| | CY Actual | CY Budget | CY to Budget Change | % Change to Budget | PY Actual | CY to PY Change | % Change CY to PY |
|---|---------------|------------|------------------------|-----------------------|---------------|--------------------|----------------------|
| Revenue | | | | | | | |
| Operating Revenue | | | | | | | |
| Regular Line Passenger Revenue | 1,621,262 | 1,524,608 | 96,654 | 6.33% | 1,232,650 | 388,613 | 31.52% |
| Special Line Passenger Revenue | 1,886,613 | 1,985,876 | (99,263) | (4.99)% | 1,831,007 | 55,606 | 3.03% |
| Advertising & Other Revenue | 851,603 | 843,441 | 8,161 | 0.96% | 816,053 | 35,549 | 4.35% |
| Total Operating Revenue | 4,359,478 | 4,353,926 | 5,553 | 0.13% | 3,879,710 | 479,769 | 12.37% |
| Total Revenue | 4,359,478 | 4,353,926 | 5,553 | 0.13% | 3,879,710 | 479,769 | 12.37% |
| Expenses | | | | | | | |
| Operating Expenses | | | | | | | |
| Salaries & Wages | 13,691,924 | 15,854,235 | 2,162,311 | (13.63)% | 13,679,687 | 12,237 | 0.08% |
| Other Employee Benefits & Payroll Taxes | 1,502,691 | 1,755,278 | 252,588 | (14.39)% | 1,519,184 | (16,494) | (1.08)% |
| Healthcare Benefits | 5,048,671 | 6,136,250 | 1,087,579 | (17.72)% | 4,838,074 | 210,596 | 4.35% |
| Workers Compensation | 1,302,673 | 1,381,133 | 78,460 | (5.68)% | 1,022,455 | 280,218 | 27.40% |
| Pension Benefits | 1,952,563 | 2,098,590 | 146,027 | (6.95)% | 1,493,252 | 459,311 | 30.75% |
| Risk Management | 1,088,964 | 1,374,533 | 285,569 | (20.77)% | 1,017,216 | 71,749 | 7.05% |
| Purchased Transportation | 2,308,480 | 1,915,833 | (392,647) | 20.49% | 1,699,905 | 608,575 | 35.80% |
| Materials & Supplies | 1,798,035 | 1,987,728 | 189,694 | (9.54)% | 1,511,360 | 286,675 | 18.96% |
| Services | 2,230,927 | 3,222,035 | 991,107 | (30.76)% | 2,166,311 | 64,616 | 2.98% |
| Fuel | 830,213 | 973,960 | 143,747 | (14.75)% | 844,228 | (14,015) | (1.66)% |
| Utilities | 244,951 | 262,795 | 17,844 | (6.79)% | 246,746 | (1,795) | (0.72)% |
| Other Expenses | 116,810 | 158,798 | 41,987 | (26.44)% | 140,863 | (24,053) | (17.07)% |
| Total Operating Expenses | 32,116,902 | 37,121,169 | 5,004,267 | (13.48)% | 30,179,282 | 1,937,620 | 6.42% |
| Total Expenses | 32,116,902 | 37,121,169 | 5,004,267 | (13.48)% | 30,179,282 | 1,937,620 | 6.42% |
| Non-Operating Revenue | | | | | | | |
| Assistance and Other Revenue | | | | | | | |
| Operating Assistance | 26,743,282 | 28,605,542 | (1,862,259) | (6.51)% | 25,810,910 | 932,372 | 3.61% |
| Mortgage Tax Revenue | 3,328,236 | 3,504,000 | (175,764) | (5.01)% | 4,550,696 | (1,222,461) | (26.86)% |
| Gain/Loss on Disposal of Capital | 2,814 | 20,833 | (18,019) | (86.49)% | 15,657 | (12,843) | (82.02)% |
| Total Assistance and Other Revenue | 30,074,332 | 32,130,375 | (2,056,043) | (6.40)% | 30,377,264 | (302,932) | (1.00)% |
| Investment Revenue | | | | | | | |
| Investment Revenue | 462,811 | 50,417 | 412,395 | 817.97% | 5,782 | 457,029 | 7,904.32% |
| Total Non-Operating Revenue | 30,537,143 | 32,180,792 | (1,643,649) | (5.11)% | 30,383,046 | 154,097 | 0.51% |
| Operating Income (Loss) | 2,779,719 | (586,452) | 3,366,171 | (573.98)% | 4,083,474 | (1,303,755) | (31.92)% |
| Capital Contributions | | | | | | | |
| Grants for Capital Contributions | | | | | | | |
| Federal Grants | 341,677 | 0 | 341,677 | 0.00% | 4,731,557 | (4,389,880) | (92.77)% |
| State Grants | 663,903 | 0 | 663,903 | 0.00% | 11,451,079 | (10,787,176) | (94.20)% |
| Total Grants for Capital Contributions | 1,005,580 | 0 | 1,005,580 | 0.00% | 16,182,635 | (15,177,056) | (93.79)% |
| Total Capital Contributions | 1,005,580 | 0 | 1,005,580 | 0.00% | 16,182,635 | (15,177,056) | (93.79)% |
| Non-Operating Expenses | | | | | | | |
| Depreciation Expense | 4,964,005 | 0 | (4,964,005) | 0.00% | 4,754,437 | 209,568 | 4.40% |
| Total Non-Operating Expenses | 4,964,005 | 0 | (4,964,005) | 0.00% | 4,754,437 | 209,568 | 4.41% |
| Change in Net Position | (1,178,706) | (586,452) | (592,255) | 100.98% | 15,511,672 | (16,690,379) | (107.59)% |
| Net Position - Beginning of Year | (224,453,514) | 0 | (224,453,514) | 0.00% | (241,174,183) | 16,720,669 | (6.93)% |
| Total Net Position - Beginning of Year | (224,453,514) | 0 | (224,453,514) | 0.00% | (241,174,183) | 16,720,669 | (6.93)% |
| Net Position - End of Year | (225,632,221) | (586,452) | (225,045,769) | 38,374.13% | (225,662,511) | 30,290 | (0.01)% |

STATEMENT OF REVENUE AND EXPENDITURES

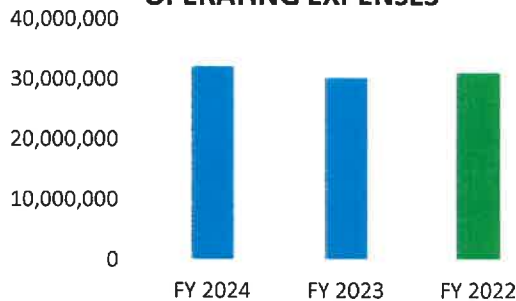
After three months ending August 31, 2023, the consolidated Operating Income (Loss) before capital contributions and Non-Operating Expenses is \$2.7 million.

OPERATING REVENUE

Operating revenues are on budget and are 12% over prior year. **Regular Line Passenger Revenues** are 6% over budget and 31% over prior year due to a 14% increase in ridership compared to prior year. Additionally, both NYS Fair Park & Ride and Amphitheater service revenues exceeded budget. Pass sale revenues continue to trend over budget and prior year due to increases in ticket vending machine (TVM) sales and increases in pass purchases by Medical Answering Services. **Special Line Revenues** are 5% under budget due to lower than anticipated revenues for NYS Fair service to the Orange and Willis Ave. lots. **Advertising and other Revenues** are trending close to budget and prior year.



OPERATING EXPENSES



OPERATING EXPENSES

Operating expenses are \$5m or 13% under budget and 6% over prior year. All expense lines are trending under budget except for purchased transportation. **Salaries and Wages** are trending under budget 14% due to open positions amongst bus operators, and buildings & grounds technicians. As a result of the open positions, **Other Employee Benefits & Payroll Taxes** are also trending under budget 14%. **Healthcare Benefits** are trending under budget 18% however, 4% over prior year. In current year we have 473 more claims, and 6,903 more services reported to UMR. **Workers Compensation** is currently 6% under budget and 27% over prior year. In current year there are 36 fewer claims,

however higher dollar claims realized. **Pension Benefits** are 7% under budget and 31% over prior year. Pension contributions were trued up to Actuarial recommendations in August. **Risk Management** is 21% under budget and 7% over prior year. The budgeted variance is due to a credit for reduced claims experience in prior year received in current year, legal fees exceeding prior year, and claims trending lower than anticipated in budget. **Purchased Transportation** is over budget 20% and 36% over prior year. All work that was provided previously by PEACE Inc. is now being provided by purchased transportation vendors. Currently PT vendors are providing 82% of service requested. Ridership increased 19% compared to the same period in prior year. **Materials and Supplies** are 10% under budget due to unrealized budgeted expenses and 19% over prior year due to increased costs for bus parts in current year. **Services** are currently under budget 31% due to the discontinuation of the Peace contract, and other budgeted services for consulting, advertising, marketing, and engineering, which were anticipated but not realized at this time. **Fuel** is 15% under budget due to diesel prices locked in lower than budget. **Utilities** are close to budget and prior year. **Other Expenses** are 26% under budget and 17% under prior year due primarily to budgeted conferences and travel not yet realized.

NON-OPERATING REVENUE

Non-Operating revenues are 6% under budget and consistent with prior year. **Operating Assistance** is \$1.9 million or 7% under budget. Increased STOA has resulted in reduced need in Federal Operating Assistance which is drawn based on operational needs. **Mortgage Tax Revenue** is trending 5% under budget and 27% under prior year. Increases in interest rates has resulted in decreases in mortgage tax receipts. **Investment Revenue** is currently \$300 thousand over budget and \$400 thousand over prior year. We began investing in Treasury Bills in September 2022.



INVESTMENT REPORT

Inventory of Existing Investments As of August 31, 2023

| <u>Cash & Investments</u> | <u>Institution</u> | <u>Int Rate</u> | <u>Term</u> | <u>Invested</u> | <u>Amount</u> | <u>Total</u> |
|---|----------------------|-----------------|-------------|-----------------|---------------|---------------------|
| Unrestricted--Operating Funds | | | | | | |
| Commercial Money Market Savings-General Funds | M&T Bank | 3.50% | n/a | n/a | \$19,989,116 | |
| Total Operating Cash & Investments | | | | | | <u>\$19,989,116</u> |
| Designated--Funded Reserves--Board Designated | | | | | | |
| Money Market Account - Health Insurance Reserve | M&T Bank | 3.50% | n/a | n/a | \$3,036,532 | |
| Money Market Account - Insurance Reserve | M&T Bank | 3.50% | n/a | n/a | \$2,692 | |
| Commercial Checking With Interest - Capital Reserve | JP Morgan Chase Bank | 1.53% | n/a | n/a | \$297,419 | |
| Commercial Checking With Interest - ParaTransit Reserve | JP Morgan Chase Bank | 1.52% | n/a | n/a | \$3,383,804 | |
| Total Restricted Reserves | | | | | | <u>\$6,720,447</u> |

Investment Activity Ending August 31, 2023 Term Investments

| <u>Cash & Investments</u> | <u>Institution</u> | <u>Yield</u> | <u>Term</u> | <u>Invested</u> | <u>Value as of</u> <u>08/31/2023</u> | <u>Purchase Date</u> | <u>Maturity</u> <u>Date</u> | <u>Investment</u> <u>at Maturity</u> |
|--|----------------------|--------------|-------------|--------------------|---|----------------------|--------------------------------|---|
| Operating Funds | | | | | | | | |
| No activity this quarter. | | | | | | | | |
| Designated--Funded Reserves--Board Designated | | | | | | | | |
| Treasury Bill Purchase - Capital Reserve | JP Morgan Chase Bank | 3.42% | 1 year | \$2,897,236 | \$2,997,363 | 9/12/2023 | 9/7/2023 | \$3,000,000 |
| Treasury Bill Purchase - Insurance Reserve | JP Morgan Chase Bank | 4.78% | 3 months | \$3,999,064 | \$4,026,395 | 7/13/2023 | 1/11/2024 | \$4,106,000 |
| Treasury Bill Purchase - Capital Reserve | JP Morgan Chase Bank | 5.02% | 3 months | \$1,999,586 | \$2,021,166 | 6/15/2023 | 9/14/2023 | \$2,025,000 |
| Total Restricted Reserves | | | | <u>\$8,895,886</u> | | | | <u>\$9,131,000</u> |

MORTGAGE RECORDING TAX STATEMENT

Actual Receipts YTD

| <u>FY-22</u> | <u>FY-23</u> | <u>FY-24</u> | <u>\$ vs PY</u> | <u>% vs PY</u> |
|--------------|--------------|--------------|-----------------|----------------|
| 4,424,983 | 4,550,696 | 3,328,236 | (1,222,461) | -26.86% |

Budget Variance YTD

| <u>FY-24 Bud</u> | <u>\$</u> | <u>%</u> |
|------------------|-----------|----------|
| 3,504,000 | (175,764) | -5.0% |

| | <u>Actual</u> <u>FY-22</u> | <u>Actual</u> <u>FY-23</u> | <u>Actual</u> <u>FY-24</u> | <u>Actual</u> <u>vs PY</u> | <u>YTD</u> <u>vs PY</u> | <u>Budget</u> <u>FY 24</u> | <u>Actual Vs</u> <u>Budget</u> | <u>YTD</u> <u>variance</u> |
|-----------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|----------------------------|-------------------------------|-----------------------------------|-------------------------------|
| April | 859,319 | 899,181 | 761,875 | -15.3% | -11.3% | 572,000 | 33.2% | 33.2% |
| May | 790,924 | 778,198 | 557,104 | -28.4% | -20.1% | 628,000 | -11.3% | 9.9% |
| June | 739,222 | 807,832 | 621,109 | -23.1% | -18.8% | 656,000 | -5.3% | 4.5% |
| July | 1,222,151 | 852,081 | 651,504 | -23.5% | -28.2% | 802,000 | -18.8% | -2.5% |
| August | 813,367 | 1,213,405 | 736,644 | -39.3% | -24.8% | 846,000 | -12.9% | -5.0% |
| September | 999,661 | 755,816 | 0 | -100.0% | -38.6% | 840,000 | -100.0% | -23.4% |
| October | 1,007,648 | 658,916 | 0 | -100.0% | -48.3% | 852,000 | -100.0% | -35.9% |
| November | 1,005,212 | 819,898 | 0 | -100.0% | -55.3% | 849,000 | -100.0% | -44.9% |
| December | 991,311 | 567,517 | 0 | -100.0% | -60.5% | 846,000 | -100.0% | -51.7% |
| January | 1,067,066 | 682,916 | 0 | -100.0% | -65.0% | 688,000 | -100.0% | -56.1% |
| February | 746,366 | 624,144 | 0 | -100.0% | -67.5% | 608,000 | -100.0% | -59.3% |
| March | 923,157 | 734,415 | 0 | -100.0% | -70.2% | 613,000 | -100.0% | -62.2% |
| | <u>11,165,404</u> | <u>9,394,319</u> | <u>3,328,236</u> | | | <u>8,800,000</u> | | |

| <u>County Receipts - August</u> | <u>FY-24</u> | <u>FY-23</u> | <u>\$</u> | <u>%</u> |
|---------------------------------|----------------|------------------|------------------|---------------|
| Onondaga | 427,606 | 732,951 | (305,345) | (0.42) |
| Oswego | 69,752 | 102,626 | (32,875) | (0.32) |
| Cayuga | 48,471 | 58,936 | (10,466) | (0.18) |
| Oneida | 190,816 | 318,892 | (128,076) | (0.40) |
| Total | <u>736,644</u> | <u>1,213,405</u> | <u>(476,761)</u> | <u>(0.39)</u> |

STATEMENT OF CASH FLOW

| | As of 08/31/2023 |
|--|----------------------|
| Cash Flows From Operating Activities: | |
| Operating Receipts from Fares & Operations | \$ 328,918 |
| Receipts from A/R Billings for Contracts & Other Miscellaneous | 1,076,175 |
| CNG Fuel Credit | |
| Mortgage Tax Receipts from Counties | 651,504 |
| Operating Assistance - NYS (STOA) | 12,378,825 |
| Operating Assistance - Local Match from Counties | 731,257 |
| Operating Assistance - Federal 5311 | |
| Temporary Transfer from LOC | |
| Transfers to/from Insurance Reserve | |
| Transfers to/from Capital Reserve | |
| Transfers to/from Paratransit Reserve | |
| Payments to Vendors & Suppliers | (3,096,615) |
| Payments of Bank Fees | (1,186) |
| Payments for Pension Contributions | (652,156) |
| Payments for Healthcare & Flex Claims-UMR | (703,829) |
| Payments of Payroll Related Liabilities | (1,101,130) |
| Payments of Wages | (2,286,554) |
| Net Cash Provided by (Utilized in) Operating Activities | \$ 7,325,209 |
| Cash Flows From Capital Activities: | |
| Proceeds from Federal & State Grants Received for Capital Addition: | 783,267 |
| Proceeds from Federal COVID Emergency Funds | 3,890,382 |
| Proceeds from Federal Receipts for PM & Capital Operating Assistance | |
| Purchases of Capital Assets | (490,369) |
| Net Cash Provided by (Utilized in) Capital Activities | \$ 4,183,280 |
| Net Change in Cash from Operating & Capital Activities | \$ 11,508,489 |
| General Fund Cash Balances - Beginning of Period | \$ 14,610,015 |
| General Fund Cash Balances - End of Period* | \$ 26,118,505 |
| Insurance Reserve Fund End of Period | \$ 2,692 |
| Health Insurance Reserve Fund End of Period | \$ 3,036,532 |
| Capital Reserve Fund End of Period | \$ 297,419 |
| ParaTransit Reserve Fund End of Period | \$ 3,383,804 |
| Invested Funds End of Period (Restricted) | \$ 8,895,886 |
| Total Cash All Sources - End of Period: | \$ 41,734,838 |

*General Fund Cash Includes General Disbursing and Money Market Accounts Only

PROCUREMENT

ACTIVE PROCUREMENTS

The following open contracts actively moving through the process:

- Trash Removal Services
- Sophos Endpoint Protection Licensing
- Maintenance Garage Dust Removal
- Syracuse Facility Janitorial Services
- Utica Facility Janitorial Services
- CNG Facility Upgrade
- Microtransit Software Purchase
- Security Services
- Drug and Alcohol Testing Services
- Media Blaster Purchase
- Transit Advertising Services
- Sedan Services A

FUTURE PROCUREMENTS

Items requiring future board action:

Within 2 months:

- Microtransit Software Purchase
- Security Services
- Drug and Alcohol Testing Services

Within 6 months:

- Syracuse Facility Janitorial Services
- Utica Facility Janitorial Services
- CNG Facility Upgrade
- Media Blaster Purchase
- Transit Advertising Services
- Sedan Services A

REVENUE SERVICE CONTRACTS

The following agreements are actively moving through the process:

- City of Syracuse

LEASE REVENUE CONTRACTS

Items Requiring Future Board Action:

Within 2 months:

- News Stand Shop Space Lease – RTC

CAPITAL PROGRAMS

COVID RELIEF FUNDS

CARES ACT Grant, 5311 funds converted into 5307 funds, approved on July 24, 2020, in the amount of \$5.5 million for operating assistance and capital improvements has a current balance of \$44 thousand. A total of \$4.9 million of operating assistance, and \$555 thousand for capital improvements is fully expended. The remaining balance of this grant will be used for capital purchases.

CRRSAA Act Grant, Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) approved on December 27, 2020, allocated funds to the a support the transit industry. The Authority received operating and capital funds in the amount of \$16.6 million. The remaining balance of this grant (\$178 thousand) will be transferred to operating assistance and expended.

ARP Act Grant, American Rescue Plan Act, approved On March 11, 2021, which includes \$ 1.9 trillion in supplemental appropriations for COVID-19 relief, \$30.5 billion of which will be allocated to support the transit industry during the COVID-19 public health emergency, was signed into law. The ARP Act grant application was submitted to FTA on November 2, 2021. The ARP grant was executed on January 25, 2022, in the amount of \$38.5 million. To date, a total of \$19.7 million of operating assistance has been expended.

STATE GRANT FUNDING

The New York State's 2021-2023 Section 5311 Formula Grants for Rural Areas is still under review by NYSDOT, and updates will be provided to the Board as they become available.

Grant Applications for the 2023-2024 Accelerated Transit Capital Program (ATC) and the Modernization and Enhancement Program (MEP) are still under review by NYSDOT, and updates will be provided to the Board as they become available.

Transit Infrastructure Grant Funding Request, Senator Schumer and Senator Gillibrand are accepting Congressionally Directed Spending Requests under the Infrastructure Investment and Jobs Act (IIJA) formerly known as Bipartisan Infrastructure Law (BIL) for fiscal year 2024. Applications were submitted in the amount of \$5,000,000 for the Centro of Oneida Consolidated Garage and Office Facility and \$1,000,000 for Solar Powered Bus Stops for CNYRTA City Bus Stops. Updates will be provided to the Board as they become available.

RISK MANAGEMENT

RISK MANAGEMENT INSURANCE POLICIES

| Insurance Coverage | Insurance Company | Description | Policy Limits | Policy Dates | 2023 Actual | Other Information |
|--|------------------------------------|---|---|-----------------|-------------|--|
| Storage Tank Liability | Ace American Ins. Co. | Underground storage tanks (AST's also) all properties except ITC (\$25k ded | \$1m/\$2m \$25K ded | 1/1/22-1/1/23 | \$ 15,772 | Under \$50k - does not need Board approval |
| Cyber Security | To Be Determined | Cyber Security | | | | Under \$50k - does not need Board approval |
| Commercial General Liability | Northfield Insurance Co. | Personal injury & property at Utica Hub | \$1,000,000 | 2/1/22-2/1/23 | \$ 42,474 | Under \$50k - does not need Board approval |
| Garagekeepers Legal & Garage Liability | Travelers | Rt 81 lots-damage to veh's/personal injuries also covers J-lot for GL only | \$1,000,000 | 3/1/22-3/1/23 | \$ 6,967 | Under \$50k - does not need Board approval |
| Excess liability - 1st layer | Princeton Excess | 1st layer of excess liability ins. Over self-insured retention auto (\$1.5m) & GL (1m) | \$5,000,000 | 5/1/23 - 5/1/24 | \$ 654,366 | Lloyds no longer carrier - had to split the \$15m amongst 3 carriers to get same coverage. Requires Board Approval |
| Excess Liability - 2nd layer | Hudson Excess | 2nd layer of excess liability ins. Over Princeton | \$5,000,000 | 5/1/23 - 5/1/24 | \$ 451,700 | Lloyds no longer carrier - had to split the \$15m amongst 3 carriers to get same coverage. Requires Board Approval |
| Excess Liability - 3rd layer | Lexington | 3rd layer of excess liability ins. Over excess of Princeton and Hudson | \$5,000,000 | 5/1/23 - 5/1/24 | \$ 433,302 | Lloyds no longer carrier - had to split the \$15m amongst 3 carriers to get same coverage. Requires Board Approval |
| Personal Injury & liability at Hub | Westchester Surplus Lines Ins. Co. | Covers BI and customer PD at Syr. Hub w/ \$5,000 deductible per claim | \$1,000,000 | 5/25/23-5/25/24 | \$ 36,839 | Under \$50k - does not need Board approval |
| Property & General Liability Pkg Including Garagekeepers Legal Liability | Travelers Indemnity Co. | Covers damage and/or destruction to ITC building & propty \$2,500 deductible. Covers personal injury medical cost & GL claims from public. Garagekeeper Covers damage to parked cars at RTC ded. \$250 Comp/\$500 Collision | \$1m each occ/\$2m aggregate \$2,000,000 (garagekeeper liability) | 7/1/23 - 7/1/24 | \$ 115,996 | Requires Board Approval |
| Boilers/Machinery at the ITC | Travelers Property Cas. | Covers ITC mechanical systems (machinery)various includes business interruption | | 7/1/23 - 7/1/24 | \$ 2,347 | Under \$50k - does not need Board approval |
| Employee Dishonesty Theft of Funds | Travelers | Public Employee bond & protection against theft of money (commercial crime policy) \$10,000 deductible | \$100k per occ./\$400k excess | 7/12/21-7/12/24 | \$ 9,357 | Under \$50k - does not need Board approval |
| Pollution liability coverage at the ITC | Grenwich Ins. Co. (XL Group) | Pollution liability coverage including coverage for leakage of underground storage tank at the ITC. Covers 3rd party damage & remediation (3 yr. | \$1,000,000 | 7/6/22-7/6/25 | \$ 51,437 | 3 year invoice totalling \$51,437. Approved at the 6/24/22 Board Meeting |
| D&O (Directors & Officers), EPL | Ace American Ins. Co | Directors & Officers and Employment Practices Liability (EPL) \$50K deductible D&O \$100K deductible EPL | \$1m each | 8/6/23 - 8/6/24 | \$ 37,889 | Under \$50k - does not need Board approval |
| Property Insurance | Affiliated Factory Mutual | Buildings including Hub, buses in garage, personal property inc. simulators, \$25k deductible | various | 9/9/22 - 9/9/23 | | Requires Board Approval |

MOTIONS

CNYRTA Property Insurance Renewal

John Maloff will be attending the board meeting to present the renewal for CNYRTA's property insurance for the buildings including the hubs. The policy period is September 9, 2023 – September 9, 2024. The renewal will be with Affiliated Factory Mutual Insurance for \$283,000. This is a seven and a half percent, 7.5%, increase from last year's cost of \$261,719.

Jon will be providing and discussing the detailed renewal information at the meeting.

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
SOPHOS ENDPOINT PROTECTION LICENSING 2023-2026

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide licensing for Sophos Endpoint Protection; and

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

WHEREAS, the Invitation for Bid was publicly let on July 27, 2023; and

WHEREAS, fifteen (15) vendors were invited, of which three (3) were NYS Certified M/WBE firms, and thirty (30) bid packages were downloaded; and

WHEREAS, two (2) bids were received on August 17, 2023, with the lowest responsive and responsible bid received from Corporate Computer Solutions; 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 three (3) year contract with Corporate Computer Solutions for Sophos Endpoint Protection licensing. The contract would commence October 1, 2023.

FACT SHEET
SOPHOS ENDPOINT PROTECTION LICENSING 2023-2026

PROJECT DESCRIPTION: The CNYRTA has a need for a qualified vendor to provide licensing for Sophos Endpoint Protection.

ADVERTISEMENT: An Invitation for Bid was advertised on July 27, 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:

| Description | Corporate Computer Solutions | Dox Electronics |
|--|------------------------------|-----------------|
| Sophos Endpoint Protection Licensing: Total Three-Year cost | \$103,845 | \$153,501.36 |

COMMENTS: Corporate Computer Solutions has provided software licensing services in the past for CNYRTA with good results.

MWBE: A full waiver for MWBE participation was approved by NYS Empire Development on this contract.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to Corporate Computer Solutions for a three (3) year term, commencing October 1, 2023.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
MAINTENANCE GARAGE DUST REMOVAL**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide dust removal services in the Cortland Ave maintenance garage; and

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

WHEREAS, the Invitation for Bid was publicly let on June 20, 2023; and

WHEREAS, fifty-six (56) vendors were invited, of which eight (8) were NYS Certified M/WBE firms, and sixteen (16) bid packages were downloaded; and

WHEREAS, four (4) bids were received on July 19, 2023, with the lowest responsive and responsible bid received from Stalwart Development Group; 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 contract with Stalwart Development Group for Maintenance Garage Dust Removal in the amount of \$442,000.

FACT SHEET
MAINTENANCE GARAGE DUST REMOVAL

PROJECT DESCRIPTION: The CNYRTA has a need for a qualified vendor to provide dust removal services in the Cortland Ave maintenance garage.

ADVERTISEMENT: An Invitation for Bid was advertised on June 20, 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:

| Description | Stalwart Development Group | Nationwide Cleaning and Restoration Services | Band of Brotherhood | ECSI II |
|---------------------------------|----------------------------|--|---------------------|-------------|
| Maintenance Garage Dust Removal | \$442,000 | \$795,500 | \$847,000 | \$1,999,900 |

COMMENTS: Stalwart Development Group has performed like kind services with positive results.

MWBE: There is a 100% prime performing MBE goal on this contract.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to Stalwart Development Group for the Maintenance Garage Dust Removal contract.

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
TRASH REMOVAL SERVICES 2023-2028

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

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

WHEREAS, the Invitation for Bid was publicly let on June 28, 2023; and

WHEREAS, nineteen (19) vendors were invited, of which nine (9) were NYS Certified M/WBE firms, and seventeen (17) bid packages were downloaded; and

WHEREAS, three (3) bids were received on July 20, 2023, with the lowest responsive and responsible bid received from Waste Management of New York for the Utica and Rome facilities and Butler Disposal Systems for the Oswego, Syracuse, and Regional Transportation Center; 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 five (5) year contract with Butler Disposal Systems and Waste Management of New York for trash removal services. The contract would commence December 1, 2023.

FACT SHEET
TRASH REMOVAL SERVICES 2023-2028

PROJECT DESCRIPTION: The CNYRTA has a need for a qualified vendor to provide trash removal services.

ADVERTISEMENT: An Invitation for Bid was advertised on June 28, 2023, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, the Minority Commerce Weekly and CNY Vision.

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

PRICING RECEIVED:

| | Butler Disposal Systems | Waste Management of New York | ESO consultants |
|---|--------------------------------|-------------------------------------|------------------------|
| Trash Removal (per month) | | | |
| CNY Centro | \$1,085.00 | \$ 1,092.72 | \$10,368.00 |
| RTC | \$ 975.00 | No Bid | \$11,520.00 |
| Centro of Oswego | \$ 65.00 | \$ 79.61 | \$1,152.00 |
| Centro of Cayuga | No Bid | No Bid | \$1,728.00 |
| Centro of Oneida | No Bid | \$ 153 | \$1,728.00 |
| Rome Garage | No Bid | \$ 122.53 | \$1,800.00 |
| Recycling Removal (per month) | | | |
| CNY Centro | \$ 90.00 | \$ 253.15 | \$1,296.00 |
| RTC | \$ 96.00 | No Bid | \$2,592.00 |
| Centro of Oswego | \$ 31.67 | \$ 63.65 | \$ 288.00 |
| Centro of Cayuga | No Bid | No Bid | \$ 288.00 |
| Centro of Oneida | No Bid | \$81.80 | \$1,152.00 |
| Glass/Plastic/Cans Removal (per month) | | | |
| RTC | \$ 25.00 | No Bid | \$2,160.00 |
| Rome Garage | No Bid | \$ 77.53 | \$1,728.00 |

COMMENTS: Butler Disposal Systems and Waste Management of New York have provided trash removal services in the past for CNYRTA with good results.

MWBE: There is a full 30% MWBE goal on this contract with Butler Disposal Systems. A full waiver for MWBE participation has been granted by ESD for Waste Management of New York.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to Waste Management of New York for the Utica and Rome facilities and Butler Disposal Systems for the Oswego, Syracuse, and Regional Transportation Center for a five (5) year term, commencing December 1, 2023.

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

MINUTES OF THE SEPTEMBER 22, 2023, AUDIT AND FINANCE COMMITTEE MEETING

MEMBERS PRESENT: NICHOLAS LAINO, Chair
ROBERT CUCULICH, Vice Chair
TINA FITZGERALD, Treasurer
NEIL BURKE
ANTHONY DAVIS
MONTY FLYNN
JOSEPH HARDICK
JULIUS LAWRENCE

MEMBERS ABSENT: DARLENE LATTIMORE, Secretary
LOUELLA WILLIAMS
FRANK SAYA, Non-Voting Member

STAFF PRESENT: BRIAN M. SCHULTZ, Chief Executive Officer
CHRISTOPHER TUFF, Deputy Chief Executive Officer
LINDA BIATA, VP of Finance
STEVEN KOEGEL, VP of Business Develop. and Corp. Comm.
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
JOSEPH DEGRAY, Administrative Advisor
BREN DAISS, Senior Director of Planning & Capital Projects
TARA SPRAKER, Director of Grants & Revenue Contract Admin.
EJ MOSES, Director of Facilities
CHRISTOPHER KING, Procurement Manager
CAROL LOMBARDO, Executive Assistant

CALL TO ORDER At 9:10 A.M. Chairman Laino called the meeting to order.

- Chairman Laino noted a quorum was present
- The next Committee meeting will be on October 27, 2023

PROPERTY INSURANCE RENEWAL

Mr. Jon Maloff presented an insurance renewal for Property Insurance with Affiliated Factory Mutual Insurance. The policy period is September 9, 2023, to September 9, 2024. The insured value is \$165,627,000 at a cost of \$283,606. Therefore, it is our recommendation that the Board approve Property Insurance Coverage through Affiliated Factory Mutual Insurance.

A Motion to approve Affiliated Factory Mutual Insurance for Property Insurance coverage was raised and forwarded to the Board for approval.

Motion – Robert Cuculich

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

FINANCIAL REPORT

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

STATEMENT OF REVENUE AND EXPENDITURES

The consolidated Operating Income (loss) is \$2.7 million. Operating revenues are on budget and are 12% over prior year. Regular Line Passenger Revenues are 6% over budget and 31% over prior year. NYS Fair Park & Ride and Amphitheater service revenues exceeded budget. Special Line Revenues are 5% under budget. Operating expenses are \$5 million or 13% under budget and 5% over prior year. All expense lines are trending under budget except for purchased transportation. Non-operating revenues are 6% under budget and consistent with prior year.

Mr. Schultz announced that late yesterday he received word that the new Budget Director for New York State has ordered state agencies to freeze spending in most cases for next fiscal year. Not only will there be a 0% increase, there will also be a freeze on spending.

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

Motion – Julius Lawrence

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

SUPPLEMENTAL INFORMATION

Additional supplemental information, including the Investment Report, the MRT Statement and the Cashflow Report, required to be provided to the Board was briefly reviewed.

BONFIRE PROCUREMENT SOFTWARE

Mr. King informed the Board that the Procurement Department is now using a new E Procurement Software package from Bonfire, which is very beneficial. In the past, an email vendor list would be created, followed by additional vendors requesting a proposal or an invitation to bid package. The new software allows us to advertise upcoming contracts on a web portal and automatically invite vendors without the use of traditional email. Any additional vendors can access the information through the online access portal at any time. This software also allows us to see who is accessing the bid or proposal documents.

SOPHOS ENDPOINT PROTECTION LICENSING

Mr. King presented a contract for Sophos Endpoint Protection Licensing with Corporate Computer Solutions. It was publicly let on July 27, 2023, 15 vendors were invited to bid, of which three were NYS Certified M/WBE firms and 30 bid packages were downloaded. On August 17, 2023, two bids were received. The lowest, responsive, responsible bidder being Corporate Computer Solutions. The Sophos Endpoint Protection Licensing will be paid for with operating funds. Therefore, it is our recommendation that the Board award a three-year contract to Corporate Computer Solutions for Sophos Endpoint Protection Licensing.

A Motion to award a three-year contract to Corporate Computer Solutions for Sophos Endpoint Protection Licensing was raised and forwarded to the Board for approval.

Motion – Robert Cuculich

Seconded – Anthony Davis

Carried Unanimously to the Board with a recommendation of approval.

MAINTENANCE GARAGE DUST REMOVAL

Mr. King presented a contract for Maintenance Garage Dust Removal with Stalwart Development Group. It was publicly let on June 20, 2023, 56 vendors were invited to bid, of which eight were NYS Certified M/WBE firms and 16 bid packages were downloaded. On July 19, 2023, four bids were received. The lowest, responsive, responsible bidder being Stalwart Development Group. The Maintenance Garage Dust Removal will be paid for with operating funds. Therefore, it is our recommendation that the Board award a contract to Stalwart Development Group for Maintenance Garage Dust Removal.

A Motion to award a contract to Stalwart Development Group for Maintenance Garage Dust Removal was raised and forwarded to the Board for approval.

Motion – Neil Burke

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

TRASH REMOVAL SERVICES

Mr. King presented a contract for Trash Removal Services with Butler Disposal Systems and Waste Management of New York. It was publicly let on June 28, 2023, 19 vendors were invited to bid, of which nine were NYS Certified M/WBE firms and 17 bid packages were downloaded. On July 20, 2023, three bids were received. The lowest, responsive, responsible bidder being Butler Disposal Systems; for Oswego, Syracuse and the RTC, and Waste Management of New York; for Utica and Rome. The Trash Removal Services will be paid for with operating funds. Therefore, it is our recommendation that the Board award a five-year contract to Butler Disposal Systems; for Oswego, Syracuse and the RTC, and Waste Management of New York; for Utica and Rome for Trash Removal Services.

A Motion to award a five-year contract to Butler Disposal Systems; for Oswego, Syracuse and the RTC, and Waste Management of New York; for Utica and Rome for Trash Removal Services was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Robert Cuculich

Carried Unanimously to the Board with a recommendation of approval.

ADJOURNED

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


Chairman

ATTEST:


Secretary