

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE AUGUST 23, 2024, BOARD MEETING

MEMBERS PRESENT: NICHOLAS LAINO, Chair
 ANTHONY DAVIS, Vice Chair
 DARLENE LATTIMORE, Secretary
 NEIL BURKE
 ROBERT CUCULICH
 JULIUS LAWRENCE
 LOUELLA WILLIAMS

MEMBERS ABSENT: TINA FITZGERALD, Treasurer
 MONTY FLYNN
 JOSEPH HARDICK
 FRANK SAYA, Non-Voting Member

STAFF PRESENT: CHRISTOPHER TUFF, Deputy Chief Executive Officer
 JACKIE MUSENGO, VP of Human Resources
 RAHMIN AZRIA, VP of Operations
 BRUCE FONG, VP of Information Technologies
 MELISSA BRIM, Associate VP of Finance
 CAITLIN MACCOLLUM, Senior Director of Procurement
 CHRIS KING, Manager of Procurement
 BREN DAISS, Director of Special Projects and Planning
 SUZANNA LEVESQUE, Director of Internal Control
 EJ MOSES, Director of Facilities
 KC MARTIN, Senior Director of Operations - Oneida
 DEREK SHERMAN, Director of Accounting
 PAULA CUTRONE, Senior Manager of Transit Data and Equity
 JASON SMITH, Senior Procurement Analyst
 DAVID CARACCIO, Project Manager Facilities
 JEANNINE JOHNSON, Executive Assistant

PUBLIC PRESENT: BEVERLY BROWN-EZZO (RETIREE)

CALL TO ORDER At 10:11 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

RECOGNITION OF BEVERLY BROWN-EZZO - 32 YEARS OF SERVICE ON HER RETIREMENT

Beverly Brown-Ezzo joined the Centro team in the spring of 1987 as an operator trainee in Centro's Syracuse facility. On May 9, 1987 she turned in as a part-time bus operator – a position she held until December 6, 1987, when a full-time operator position became available. Beverly continued her employment with Centro as a full-time operator until recently announcing her retirement. During her 37-year career with Centro, Beverly transported many customers throughout central New York. To work, to school, to doctor's offices, to shopping centers and many places in between.

Beverly proved herself to be a valuable member of Centro's Syracuse Operations team. She could be counted on to report to work as scheduled, conduct herself in a professional manner, and provide excellent service to Centro customers. Beverly also played a role in training and working with Centro's new drivers and teaching them not only the tricks of the trade, but how to conduct themselves as professionals and deliver a positive customer experience.

Effective August 1, 2024, following a 37-year career with Centro, Beverly's destination sign flipped to Out of Service as she set out to her destination of choice – retirement! Beverly, we want to thank you for your many years of service and professionalism. We are proud to have had you as a member of our operations team for the past 37 years. Congratulations on your retirement!

UPCOMING MEETINGS

- Chairman Laino announced the following meetings for September 27, 2024:
 - Audit and Finance Committee – 9:00 AM
 - Board Meeting – 9:30 AM

APPROVAL OF THE JULY 26, 2024, BOARD MEETING MINUTES - MOTION NO. 2731

Motion – Julius Lawrence

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 discussed the following:

ASSEMBLYWOMAN HUNTER

On August 22nd we hosted Assemblywoman Hunter at Centro for a meeting. Steve Koegel, Bren Daiss, and I met with the Assemblywoman to thank her for his support of transportation in the State Budget this year. We updated him on the Bus Rapid Transit (BRT) project and discussed other current and future Centro projects.

WELLNESS FAIR

This is the second year that Centro has hosted a Wellness Fair at Centro. We had 25 vendors participating at the event from the Department of Health, Gym, ATU, Estate Planning, Health & Dental Insurance, Investment Co, etc. Even The Lion's Club, who Tina is affiliated with, was one of the participants who screened for vision problems. We had 85 employees attend the event. This was a very well received event from the employees and the vendors. Again, I have to thank the HR team. Stacy Schreiner who planned and executed the event and the remainder of the HR staff who assisted the vendors and participated throughout the day.

RECRUITMENT

We will be holding an open house recruiting event on Saturday, September 7, 2024 from 9am-12pm at Centro. Advertising for the event will start two weeks prior. We are hoping for a good turn out again for the October 7th Trainee Operator Class.

OPERATION/TRANSPORTATION REPORT – Mr. Azria

The Fair is a major event for Centro, with a great deal of planning and resources dedicated to it. Centro would like thank all the staff involved in the preparation and those who worked so hard to ensure the event was a success.

The first few days of the Fair were slow due to the weather, but we expect the next few weeks to be extremely busy, especially at Park & Ride locations due to parking price increases at the Fair.

Last year there were several takeaways that led many changes and improvements to how we manage the Fair. The following are some of the more significant changes:

- Changes to hours of service - late buses were affecting morning pullout and were a safety issue by not aligning with connections and not having the State Trooper support after hours.
- Layout for the Willis Ave location – The Willis Ave. bus loop was reworked to prevent passengers from accidentally crossing over the bus loop.

These changes were made with virtually no negative impact to the community but have significant impact on our ability to ensure morning services, along with improving safety to our drivers and Fair goers alike.

There are some updates on MOU's and MOA's,

Our goals are when considering modifications our CBA are always to improve the reliability and efficiency of our services while hopefully making improvements to employee quality of life, that will ultimately help with retention and recruitment and building back our driver ranks.

We know there's a national shortage of drivers, but what are we doing to improve our situation? We improved wages, but there are still some underlying challenges that we're trying to improve.

We have an obligation to the community to keep our services running smoothly.

Over the past few months, we have:

- Updated Syracuse Extra List MOU giving more flexibility with operator breaks.
- Signed an MOU establishing Extra List for Auburn, which will improve the reliability of the service and prevent service interruptions.
- Signed an MOU creating a part-time servicer cleaner for Oswego to balance servicer workload.

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel

Mr. Koegel reported that Ridership continues to grow across all properties, with significant year over year increases in both Utica and Rome. Ridership at the New York State Fair services are down overall for the first two days commensurate with the decrease in overall attendance, though there is a shift from parking lot services to Park N Ride services, likely caused by the increase in parking fees in the State Fair parking lots.

Mr. Koegel reported that Centro would be providing additional services on existing bus routes for the upcoming World Lacross Championships to be held in Utica in mid-September.

Mr. Koegel reported that Service Development is taking a look at re-routing the SY84 bus route to serve both the Airport and a section of the route that was temporarily discontinued as part of a route re-structure. That service to the Malloy – Florida-Malden road has many residents who spoke out against the permanent discontinuance at a recent public hearing. It would be his recommendation that the board vote to return this service when presented with the results of all public comment and an updated equity analysis.

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Ms. Daiss

Ms. Daiss presented a Bus Rapid Transit (BRT) project update to the Board. Land surveyors are out in the field now; their surveying of the ROWs will help us get closer into the design phase. Staff have continued to meet with FTA and NYSDOT, keeping them up to date on our progress.

As part of the BRT project, the Onondaga County System Redesign scope was finalized this week. This phase is about planning, analysis, and stakeholder/ community engagement services in support of a transit system redesign. It's an integral part of the BRT implementation due to the need to adjust and reallocate services within the BRT corridor. The project will include community and stakeholder engagement (including operator engagement), data collection and document review, market analysis and transit performance assessments, service standards and design guidelines, a system design, and transit network redesign plan. The goal is to have the redesigned transit system on the road in 2026 as the first large step in our BRT process.

INFORMATION TECHNOLOGIES REPORT – Mr. Fong

UPDATES

We've finished our infrastructure work at the Syracuse Hub and the CSRs are fully moved in and operational. We've worked through some camera issues in the driver's lot this month and installed some additional cameras in Utica and here in Syracuse to increase our visibility. We're currently in the second phase of our server rack cabling clean up and equipment install. We'll have some before and after pictures to show in the near future. Our software developer, Jim has created a new app that is helping HR tremendously with their drug and alcohol testing program.

CYBERSECURITY

Our privileged remote access system has been online now for over a month, and we continue to onboard vendors. We're very happy with the system and love the capabilities that it provides. With the litany of passwords, we use on a day to day basis we're investigating enterprise level password management tools to help alleviate the burden. Centro has many networks running in the organization, and we're looking into solutions that will help with segmenting those networks to increase our security posture.

FUTURE

The LED signs and scheduling monitors at the RTC are long in the tooth and in need of replacement. So, we're in the initial planning phases of that project.

FLEET AND FACILITIES REPORT – EJ MOSES

Mr. Moses introduced David Caraccio as the Facilities Project Manager who started on July 9, 2024. David hit the ground running with a majority of building and grounds staff going out for medical leave or vacation shortly after he was hired. David was instrumental in coordinating the pavement project.

Mr. Moses also reported on the following projects: bathroom renovation, back-up generator for Utica, consultant for new Utica facility, and the CNG station rehabilitation.

AUDIT AND FINANCE COMMITTEE REPORTPROPERTY INSURANCE – MOTION NO. 2732

Mr. Maloff, Centro's Insurance Broker, presented a Motion to approve Property Insurance, September 9, 2024 - September 9, 2025, Affiliated Factory Mutual Insurance. A copy of the Motion is attached to these Minutes.

A Motion to approve Property Insurance as recommended by the Audit and Finance Committee was raised.

Motion – Louella Williams

Seconded – Neil Burke

Carried Unanimously

JULY 31, 2024, STATEMENT OF REVENUE AND EXPENDITURES – MOTION NO. 2733

Ms. Brim presented a Motion to approve the July 31, 2024, Statement of Revenue and Expenditures. A copy of which is attached to these minutes.

A Motion to approve the July 31, 2024, Statement of Revenue and Expenditures as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence
 Seconded – Robert Cuculich
 Carried Unanimously

SYRACUSE TRANSFER HUB JANITORIAL SERVICES 2024-2029 – RESOLUTION NO. 2617

Mr. King, Procurement Manager, presented a Resolution for a contract award for Syracuse Transfer Hub Janitorial Services 2024-2029 to Human Technologies Corporation (HTC) and Northcoast-Community Options, both official New York State Industries for the Disabled (NYSID) preferred source organizations in New York State. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award to Human Technologies Corporation (HTC) and Northcoast-Community Options as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence
 Seconded – Neil Burke
 Carried Unanimously

VARONIS DAT ADVANTAGE SYSTEM LICENSING & SUPPORT 2024-2027 – RESOLUTION NO. 2618

Mr. King, Procurement Manager, presented a Resolution to approve a contract award for Varonis DatAdvantage System Licensing and Support 2024-2027 to CompCiti Business Solutions. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award to CompCiti Business Solutions as recommended by the Audit and Finance Committee was raised.

Motion – Anthony Davis
 Seconded – Darlene Lattimore
 Carried Unanimously

MINIVAN SERVICES B 2024-2029 – RESOLUTION NO. 2619

Mr. King, Procurement Manager, presented a Resolution to approve a contract award for Minivan Services B 2024-2029 to Suburban Transportation. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award to Suburban Transportation, as recommended by the Audit and Finance Committee was raised.

Motion – Louella Williams
 Seconded – Julius Lawrence
 Carried Unanimously

WINDSHIELD WASHER FLUID 2024-2029 – RESOLUTION NO. 2620

Ms. MacCollum, Senior Director of Procurement, presented a Resolution to approve a contract award to provide windshield washer fluid to Solvents and Petroleum. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award to Solvents and Petroleum, as recommended by the Audit and Finance Committee was raised.

Motion – Anthony Davis
 Seconded – Robert Cuculich
 Carried Unanimously

SYRACUSE FACILITY BATHROOM RENOVATIONS – RESOLUTION NO. 2621

Ms. MacCollum, Senior Director of Procurement, presented a Resolution to approve a contract award for Syracuse Facility Bathroom Renovations 2024 to Bellows Construction Specialties, LLC. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award to Bellows Construction Specialties, LLC, as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence
 Seconded – Darlene Lattimore
 Carried Unanimously

STRATEGIC PLAN UPDATE

A discussion regarding the next steps for the Strategic Planning team was had. Following adoption of the updated Mission, Vision and Values statements the Executive team will continue strategic planning activities to ensure alignment of organizational strategies with the updated statements and prioritization of plan goals. The board will be kept informed as progress is made.

Ms. Levesque also presented two Resolutions that were in need of a Motion to Adopt.

ADOPT LGS-1 RECORD RETENTION SCHEDULE – RESOLUTION NO. 2615

Ms. Levesque presented the Resolution to Adopt LGS-1 Record Retention Schedule and requested a Motion to approve.

A Motion is needed to Adopt LGS-1 Record Retention Schedule as recommended by the Governance Committee was raised.

Motion – Louella Williams
 Seconded – Robert Cuculich
 Carried Unanimously

ADOPT MISSION VISION AND VALUES STATEMENTS - RESOLUTION. 2616

Ms. Levesque presented a Resolution to Adopt the Mission, Vision and Value Statements and requested a Motion to approve.

A Motion is needed to Adopt the Mission, Vision and Value Statements, as recommended by the Governance Committee was raised.

Motion – Julius Lawrence
 Seconded – Louella Williams
 Carried Unanimously

EXECUTIVE SESSION – MOTION NO.2736

A Motion to move the meeting into Executive Session to obtain advice from counsel was raised.

Motion – Louella Williams
 Seconded – Robert Cuculich
 Carried Unanimously

No action was taken in Executive Session.

SUPPORTING CORTLAND COUNTY JOINING CNYRTA – RESOLUTION NO. 2622

Chairman Laino presented a Resolution Supporting Cortland County Joining CNYRTA and requested a Motion to approve. A copy of the Resolution is attached to these Minutes.

A Motion to approve Supporting Cortland County Joining CNYRTA was raised.

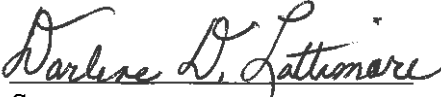
Motion – Robert Cuculich
 Seconded – Louella Williams
 Carried Unanimously

ADJOURNED

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


 Chairman

ATTEST:


 Secretary

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE AUGUST 23, 2024, AUDIT AND FINANCE COMMITTEE MEETING

MEMBERS PRESENT:

NICHOLAS LAINO, Chair
 ANTHONY DAVIS, Vice Chair
 DARLENE LATTIMORE, Secretary
 NEIL BURKE
 ROBERT CUCULICH
 JULIUS LAWRENCE
 LOUELLA WILLIAMS

MEMBERS ABSENT:

TINA FITZGERALD, Treasurer
 MONTY FLYNN
 JOSEPH HARDICK
 FRANK SAYA, Non-Voting Member

STAFF PRESENT:

CHRISTOPHER TUFF, Deputy Chief Operating Officer
 RAHMIN AZRIA, VP of Operations
 BRUCE FONG, VP of Information Technologies
 MELISSA BRIM, Associate VP of Finance
 CAITLIN MACCOLLUM, Senior Director of Procurement
 BREN DAISS, Senior Director of Planning & Capital Projects
 EJ MOSES, Director of Facilities and Grants
 SUZANNA LEVESQUE, Director of Internal Control
 PAULA CUTRONE, Senior Manager of Transit Data and Equity
 DEREK SHERMAN, Director of Accounting
 KC MARTIN, Senior Director of Operations - Oneida
 CHRIS KING, Procurement Manager
 JASON SMITH, Senior Procurement Analyst
 DAVID CARACCIO, Facilities Project Manager
 JEANNINE JOHNSON, Executive Assistant

PUBLIC PRESENT:

BRAD HUNT, Legal Counsel
 JOHN MALOFF, Insurance Broker

CALL TO ORDER At 9:35 A.M. Chairman Laino called the meeting to order.

- Chairman Laino noted a quorum was present
- The next Committee meeting will be on September 27, 2024

PROPERTY INSURANCE

Mr. Maloff, Centro's Insurance Broker, presented a Motion to approve Property Insurance, September 9, 2024 - September 9, 2025, Affiliated Factory Mutual Insurance. A copy of the Motion is attached to these Minutes.

A Motion to approve Property Insurance, September 9, 2024 - September 9, 2025, Affiliated Factory Mutual Insurance, 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.

JULY 31, 2024, STATEMENT OF REVENUE AND EXPENDITURES

Ms. Brim presented a Motion to approve the July 31, 2024, Statement of Revenue and Expenditures. A copy of which is attached to these minutes.

A Motion to approve the July 31, 2024, Statement of Revenue and Expenditures was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Robert Cuculich

Carried Unanimously to the Board with a recommendation of approval.

SYRACUSE TRANSFER HUB JANITORIAL SERVICES 2024-2029

Mr. King, Procurement Manager, presented a Resolution for a contract award for Syracuse Transfer Hub Janitorial Services 2024-2029 to Human Technologies Corporation (HTC) and Northcoast-Community Options, both official New York State Industries for the Disabled (NYSID) preferred source organizations in New York State. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award for Syracuse Transfer Hub Janitorial Services 2024-2029 to Human Technologies Corporation (HTC) and Northcoast-Community Options, was raised and forwarded to the Board for approval.

Motion – Neil Burke

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

VARONIS DAT ADVANTAGE SYSTEM LICENSING & SUPPORT 2024-2027

Mr. King, Procurement Manager, presented a Resolution to approve a contract award for Varonis DatAdvantage System Licensing and Support 2024-2027 to CompCiti Business Solutions. A copy of the Resolution is attached to these Minutes.

A Motion to approve a contract award for Varonis DatAdvantage System Licensing and Support 2024-2027 to CompCiti Business Solutions, was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

MINIVAN SERVICES B 2024-2029

Mr. King, Procurement Manager, presented a Resolution to approve a contract award for Minivan Services B 2024-2029 to Suburban Transportation. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award for Minivan Services B 2024-2029 to Suburban Transportation, was raised and forwarded to the Board for approval.

Motion – Darlene Lattimore

Seconded – Anthony Davis

Carried Unanimously to the Board with a recommendation of approval.

WINDSHIELD WASHER FLUID 2024-2029

Ms. MacCollum, Senior Director of Procurement, presented a Resolution to approve a contract award to provide windshield washer fluid, to Solvents and Petroleum. A copy of the Resolution is attached to these Minutes.

A Motion to approve the contract award to provide windshield washer fluid, to Solvents and Petroleum, was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Robert Cuculich

Carried Unanimously to the Board with a recommendation of approval.

SYRACUSE FACILITY BATHROOM RENOVATIONS

Ms. MacCollum, Senior Director of Procurement, presented a Resolution to approve a contract award for Syracuse Facility Bathroom Renovations 2024 to Bellows Construction Specialties, LLC. A copy of the Resolution is attached to these Minutes.

A Motion to approve a contract award for Syracuse Facility Bathroom Renovations 2024 to Bellows Construction Specialties, LLC 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.

ADJOURNED

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


Chairman

ATTEST:


Secretary



TO: CNYRTA Board of Members
FROM: Christopher Tuff, Deputy Chief Executive Officer
RE: Monthly Summary Report – August 2024
DATE: August 14, 2024

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 \$16,234,568
 3. ARP Funds
 - Fiscal Year 2023 \$15,095,747
 - Fiscal Year 2024 \$10,620,998
 - Q1 FY 2025 \$ 2,051,679
 - July 2024 \$ 1,067,588
- \$28,836,012 (of \$38.5 Mil)

Federal Transportation Administration (FTA) Region 2

On August 7th we hosted FTA's Regional Administrator Michael Culotta and his staff here at Centro for a meeting. Many staff members and I met with the FTA team to discuss several topics (i.e. supply chain issues, funding, I-81, Micron, Challenges and Success). We also gave tours of the RTC, the hub and the main office. The meeting went well and provided great insight to the FTA on projects we are working on.

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, Arcadis (Transportation Consultants), Oneida County Rural Transit, Micron, and Genfare (farebox upgrades)

Audit and Finance Committee Agenda

Presented by Melissa Brim, Associate Vice President of Finance, August 23, 2024

Board Actions Motions and Resolutions

MOTIONS

July 31, 2024, Statement of Revenue & Expenditures

RESOLUTIONS:

Syracuse Transfer Hub Janitorial Services – C. King
Varonis DatAdvantage System Licensing & Support – C. King
Minivan Services B – C. King
Windshield Washer Fluid – C. MacCollum
Syracuse Facility Bathroom Renovations – C. MacCollum

SUPPLEMENTAL INFORMATION:

Investment Report
Mortgage Recording Tax (MRT) Statement
Statement of Cash Flow
Procurement Summary
Capital Program Summary

ITEMS REQUIRING FUTURE BOARD ACTION:

August 31, 2024, Statement of Revenues & Expenditures
September 30, 2024, Statement of Revenues & Expenditures



STATEMENT OF REVENUES AND EXPENDITURES

Central New York Regional Transportation Authority
Statement of Revenues and Expenditures
From 04/01/2024 through 07/31/2024
(In Whole Numbers)

	CY Actual	CY Budget	CY to Budget Change	% Change CY to Budget	PY Actual	CY to PY Change	% Change CY to PY
Revenue							
Operating Revenue							
Regular Line Passenger Revenue	1,387,790	1,299,627	88,163	6.78%	1,204,486	183,303	15.21%
Special Line Passenger Revenue	1,636,466	1,670,200	(33,734)	(2.01)%	1,575,674	60,792	3.85%
Advertising & Other Revenue	784,968	770,672	14,296	1.85%	671,515	113,453	16.89%
Total Operating Revenue	3,809,223	3,740,499	68,725	1.84%	3,451,675	357,548	10.36%
Expenses							
Operating Expenses							
Salaries & Wages	12,212,646	13,484,823	1,272,177	(9.43)%	11,072,437	1,140,209	10.29%
Other Employee Benefits & Payroll Taxes	1,277,514	1,489,265	211,751	(14.21)%	1,237,293	40,221	3.25%
Healthcare Benefits	4,451,124	5,249,040	797,916	(15.20)%	3,981,173	469,951	11.80%
Workers Compensation	679,415	1,090,300	410,885	(37.68)%	1,107,119	(427,704)	(38.63)%
Pension Benefits	1,642,874	1,310,587	(332,288)	25.35%	1,252,235	390,639	31.19%
Risk Management	769,412	1,179,360	409,948	(34.76)%	913,890	(144,477)	(15.80)%
Purchased Transportation	2,084,628	2,049,400	(35,228)	1.71%	1,707,940	376,688	22.05%
Materials & Supplies	1,718,775	1,633,545	(85,230)	5.21%	1,405,008	313,767	22.33%
Services	1,968,622	2,306,127	337,505	(14.63)%	1,798,567	170,055	9.45%
Fuel	678,320	726,450	48,130	(6.62)%	648,958	29,362	4.52%
Utilities	200,179	213,790	13,611	(6.36)%	193,296	6,883	3.56%
Other Expenses	120,914	152,828	31,914	(20.88)%	91,153	29,761	32.64%
Total Operating Expenses	27,804,424	30,885,516	3,081,091	(9.98)%	25,409,069	2,395,356	9.43%
Non-Operating Revenue							
Assistance and Other Revenue							
Operating Assistance	22,676,024	23,230,667	(554,643)	(2.38)%	21,589,218	1,086,806	5.03%
Mortgage Tax Revenue	2,555,985	2,417,000	138,985	5.75%	2,591,592	(35,607)	(1.37)%
Gain/Loss on Disposal of Capital	15,945	16,667	(722)	(4.33)%	4,605	11,340	246.24%
Investment Revenue	535,070	196,668	338,402	172.06%	341,285	193,786	56.78%
Total Assistance and Other Revenue	25,783,023	25,861,001	(77,978)	(0.30)%	24,526,699	1,256,324	5.12%
Operating Income (Loss)	1,787,822	(1,284,016)	3,071,838	(239.23)%	2,569,306	(781,483)	(30.41)%
Capital Contributions							
Grants for Capital Contributions							
Federal Grants	930,351	1,048,000	(117,649)	(11.22)%	294,669	635,682	215.72%
State Grants	354,437	7,269,800	(6,915,363)	(95.12)%	226,205	128,231	56.68%
Total Capital Contributions	1,284,788	8,317,800	(7,033,012)	(84.55)%	520,874	763,913	146.66%
Non-Operating Expenses							
Non-Operating Expenses							
Depreciation Expense	3,745,879	3,885,000	139,121	(3.58)%	3,970,018	(224,139)	(5.64)%
Total Non-Operating Expenses	3,745,879	3,885,000	139,121	(3.58)%	3,970,018	(224,139)	(5.65)%
Change in Net Position	(673,269)	1,824,984	(2,498,253)	(136.89)%	(879,838)	206,569	(23.47)%
Net Position - Beginning of Year	(215,987,287)	0	(215,987,287)	0.00%	(224,453,514)	8,466,227	(3.77)%
Total Net Position - Beginning of Year	(215,987,287)	0	(215,987,287)	0.00%	(224,453,514)	8,466,227	(3.77)%
Net Position - End of Year	(216,660,556)	1,824,984	(218,485,540)	(11,971.91)%	(225,333,352)	8,672,796	(3.84)%



STATEMENT OF REVENUE AND EXPENDITURES

After four months ending July 31, 2024, the Authority’s consolidated Operating Income (Loss) before capital contributions and non-operating expenses is \$1.8 million.

Operating Revenues

As of July 31, 2024, total operating revenues amount to \$3.8 million, reflecting a \$358 thousand, or a 10% increase from the prior year. Overall, operating revenues are performing inline with budget expectations.

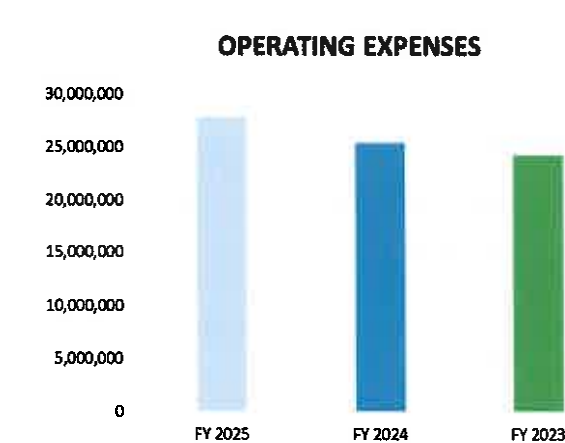
Regular line passenger revenues are performing 7% better than budget expectations and 15% better than the prior year. The favorable budget and prior year variances are driven by an increase in pass sales in Syracuse, and a 10% increase in fixed route ridership systemwide compared to the same period in prior year.

Special line passenger revenues continue to perform 2% below budget expectations, but 4% better than the prior year. The variances are consistent with last month; the favorable prior year variance is due to the budgeted increase service levels pertaining to the Syracuse University contract. However the service being provided has not been realized at the budgeted level, creating the budgeted variance.

Advertising and other revenues are performing inline with budget expectations and is 17% better than the prior year. The variances are consistent with last month; the favorable variance compared to the prior year is primarily driven by an increase in the guaranteed minimum in the transit advertising contract.

Operating Expenses

As of July 31, 2024, total operating expenses amount to \$27.8 million, reflecting a \$2.4 million, or a 9% increase from the prior year. Overall, operating expenses are performing 10% under budget.



Personnel expenses are performing \$2.4 million, or 10% below budget expectations but are \$1.6 million or 9% higher than the prior year. Personnel expenses continue to perform inline with the first three months of the current fiscal year. The personnel budget categories assume all open positions are filled and operational for the entirety of the fiscal year. Currently, there are several open positions for bus operators, maintenance, and administrative staff. The variance in personnel expenses compared to the prior year is largely driven by union wage increases, an increase in the 401a employer match, and higher healthcare costs. The rise in healthcare costs reflects 1,029 more claims and 20,748 more services being requested in the current fiscal year.

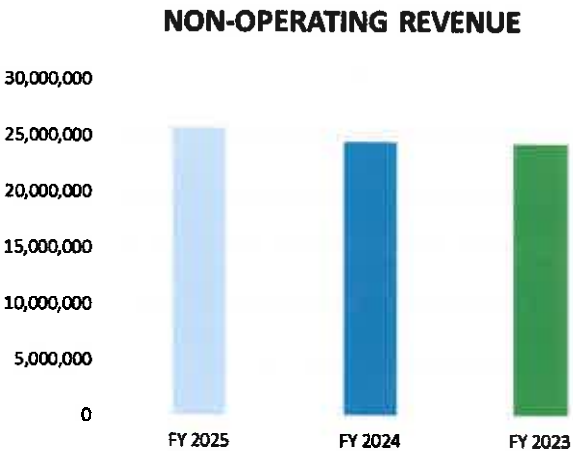


Non-personnel expenses are performing \$720 thousand, or 9% below budget expectations but are \$782 thousand, or 12% higher than the expenses from the previous year. All non-personnel expense categories continue to perform inline or under budget. Risk management expenses are performing under budget and under prior year; claims administration, legal fees, and prior year claims expenses are all performing under the anticipated budgeted amount. Service expenses are under budget and over prior year. Service expenses associated with advertising and marketing, training, and software licensing and maintenance support are all under budget due to anticipated expenses not yet realized. We anticipate these expense categories to trend more closely with the budget as the year progresses. The non-personnel categories trending over budget and prior year are purchased transportation, and materials and supplies, which were both budgeted to increase in the current fiscal year.

Non-Operating Revenues

As of July 31, 2024, total non-operating revenues amount to \$25.8 million, representing a \$1.3 million, or a 5% increase from the prior year. Overall, operating revenues are performing inline with budget expectations.

Operating assistance is performing inline with budget and higher than prior year. The notable year over year variances are driven by the increase to the State Transit Operating Assistance (STOA), and favorably performing investment revenue. With investment revenue interest rates consistently trending around 5%, the Authority will continue to invest idle cash as long as it aligns with cash flow requirements.



INVESTMENT REPORTS

Central New York Regional Transportation Authority
Inventory of Existing Investments
As of 07/31/2024
(In Whole Numbers)

Cash Investments	Institution	Interest Rate	Amount	Total
Unrestricted- Operating Funds				
Commercial Savings - General Fund	M&T Bank	3.50%	\$9,259,916	
				<u>\$9,259,916</u>
Board Designated - Funded Reserves				
Commercial Savings - Health Reserve	M&T Bank	3.50%	\$3,135,654	
Commercial Savings -Insurance Reserve	M&T Bank	3.50%	\$2,780	
Commercial Checking - Capital Reserve	JP Morgan	2.10%	\$930,269	
Commercial Checking - Paratransit Reserve	JP Morgan	2.10%	\$89,464	
				<u>\$4,158,167</u>
				<u>\$13,418,083</u>

Investments	Institution	Yield	Term	Market Value	Purchase Date	Maturity Date	Maturity Value
Unrestricted- Operating Funds							
Treasury Bill - Operating Fund	JP Morgan	5.18%	4 mo.	\$5,067,591	4/29/2024	8/27/2024	\$5,087,000
Board Designated - Funded Reserves							
Treasury Bill - Capital Reserve	JP Morgan	5.16%	2 mo.	\$5,035,118	6/13/2024	8/13/2024	\$5,044,000
Treasury Bill - Insurance Reserve	JP Morgan	5.19%	6 mo.	\$4,116,043	2/28/2024	8/29/2024	\$4,133,000
Treasury Bill - Paratransit Reserve	JP Morgan	5.19%	1 mo.	\$5,004,009	7/25/2024	8/20/2024	\$5,018,000
Total Investment Values				<u>\$19,222,762</u>			<u>\$19,282,000</u>



MORTGAGE RECORDING TAX STATEMENT

Actual Receipts YTDBudget Variance YTD

<u>FY-23</u>	<u>FY-24</u>	<u>FY-25</u>	<u>\$ vs PY</u>	<u>% vs PY</u>	<u>FY-25 Bud</u>	<u>\$</u>	<u>%</u>
3,337,292	2,591,592	2,555,985	(35,607)	-1.4%	2,417,000	138,985	5.8%

	<u>Actual</u> <u>FY-23</u>	<u>Actual</u> <u>FY-24</u>	<u>Actual</u> <u>FY-25</u>	<u>Actual</u> <u>vs PY</u>	<u>YTD</u> <u>vs PY</u>	<u>Budget</u> <u>FY 25</u>	<u>Actual Vs</u> <u>Budget</u>	<u>YTD</u> <u>variance</u>
April	899,181	761,875	537,226	-29.5%	1099.9%	582,000	30.9%	-7.7%
May	778,198	557,104	622,405	11.7%	-1846.8%	542,000	2.8%	-44.6%
June	807,832	621,109	512,679	-17.5%	692.5%	613,000	1.3%	-70.5%
July	852,081	651,504	883,676	35.6%	-735.8%	680,000	-4.2%	-63.4%
August	1,213,405	736,644	0	-100.0%	-100.0%	705,000	4.5%	-100.0%
September	755,816	643,528	0	-100.0%	-100.0%	700,000	-8.1%	-100.0%
October	658,916	737,317	0	-100.0%	-100.0%	700,000	5.3%	-100.0%
November	819,898	613,698	0	-100.0%	-100.0%	580,000	5.8%	-100.0%
December	567,517	640,840	0	-100.0%	-100.0%	580,000	10.5%	-100.0%
January	682,916	743,819	0	-100.0%	-100.0%	577,000	28.9%	-100.0%
February	624,144	547,438	0	-100.0%	-100.0%	568,000	-3.6%	-100.0%
March	734,415	425,398	0	-100.0%	-100.0%	588,000	-27.7%	-100.0%
	<u>9,394,319</u>	<u>7,680,275</u>	<u>2,555,985</u>			<u>7,415,000</u>		

County Receipts - July

	<u>FY-25</u>	<u>FY-24</u>	<u>\$</u>	<u>%</u>
Onondaga	639,208	395,110	244,098	0.62
Oswego	77,410	65,417	11,993	0.18
Cayuga	40,000	35,830	4,170	0.12
Oneida	127,058	155,147	(28,089)	(0.18)
Total	<u>883,676</u>	<u>651,504</u>	<u>232,171</u>	<u>0.36</u>



STATEMENT OF CASH FLOW

Central New York Regional Transportation Authority
Statement of Cash Flow
As of 7/31/2024
(In Whole Numbers)

Cash Flows From Operating Activities:

Operating Receipts from Fares & Operations	\$ 229,145
Receipts from A/R Billings for Contracts & Other Miscellaneous	138,319
Mortgage Tax Receipts from Counties	512,679
Payments to Vendors & Suppliers	(2,674,341)
Payments of Bank Fees	(1,164)
Payments for Pension Contributions	(360,180)
Payments for Healthcare & Flex Claims-UMR	(548,633)
Payments of Payroll Related Liabilities	(938,711)
Payments of Wages	(1,971,110)

Net Cash Provided by (Utilized in) Operating Activities	\$ (5,613,996)
--	-----------------------

Cash Flows From Capital Activities:

Proceeds from Federal & State Grants Received for Capital Additions	79,242
Proceeds from Federal COVID Emergency Funds	1,521,459
Purchases of Capital Assets	(136,828)

Net Cash Provided by (Utilized in) Capital Activities	\$ 1,463,873
--	---------------------

Net Change in Cash from Operating & Capital Activities	\$ (4,150,123)
---	-----------------------

General Fund Cash Balances - Beginning of Period	\$ 12,088,200
---	----------------------

General Fund Cash Balances - End of Period*	\$ 7,938,077
--	---------------------

Insurance Reserve Fund	\$ 2,780
-------------------------------	-----------------

Health Insurance Reserve	\$ 3,135,654
---------------------------------	---------------------

Capital Reserve Fund	\$ 930,269
-----------------------------	-------------------

ParaTransit Reserve	\$ 89,464
----------------------------	------------------

Invested Funds (Restricted & Unrestricted)	\$ 19,222,762
---	----------------------

Total Cash All Sources - End of Period:	\$ 31,319,006
--	----------------------

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



PROCUREMENT

ACTIVE PROCUREMENTS

The following open contracts actively moving through the process:

- Employee Uniforms
- Centro of Oneida Consolidated Facility Consultant
- Janitorial Services- Syracuse HUB
- Minivan Services B
- Varonis Annual Support
- Windshield Washer Fluid
- Pits and Drains Services
- Pension Services – Defined Benefit
- Pension Services – Defined Contribution
- Backup Generator Purchase
- Syracuse Facility Bathroom Renovations
- Email Security Solution

FUTURE PROCUREMENTS

Items requiring future board action:

Within 2 months:

- Employee Uniforms
- Centro of Oneida Consolidated Facility Consultant
- Email Security Solution
- Backup Generator Purchase
- Pits and Drains Services

Within 6 months:

- Pension Services – Defined Benefit
- Pension Services – Defined Contribution

REVENUE SERVICE CONTRACTS

There are no agreements actively moving through the process.

LEASE REVENUE CONTRACTS

There are no agreements actively moving through the process.



CAPITAL PROGRAMS

COVID RELIEF FUNDS

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 \$28.8 million of operating assistance has been expended.

FEDERAL GRANT FUNDING

PENDING APPLICATIONS

Transit Infrastructure Grant Application, part of the Infrastructure Investment and Jobs Act (IIJA) included federal Community Project Funding/Congressionally Directed Spending apportionments for fiscal year 2024. CNYRTA submitted two (2) applications to Senator Schumer's and Senator Gillibrand's offices. One (1) of which was selected as part of Senator Gillibrand's request to the Senate Appropriations Committee. The \$2 million for Transit Stop Enhancements for CNYRTA City Bus Stops project is in Stage 1 of the multi-step review and approval process. While our project is included on this list, it is important to note that this is the first stage and does not guarantee funding. Further updates will be provided to the Board as they become available.

AWARDED APPLICATIONS

Section 5307 and 5339 Grant Programs Application, for federal fiscal year 2024 is in draft review with the FTA. The application includes capital assistance for various projects totaling approximately \$35 million in federal funds. On August 12, 2024, CNYRTA executed the grant award.

STATE GRANT FUNDING

PENDING APPLICATIONS

Supplemental Funds for the Innovative Mobility Initiative, \$9.1 million of state-dedicated funds from the federal Carbon Reduction Program (CRP) for *capital expenditures* to support innovative On-Demand transit services. Plans are still under review.

AWARDED APPLICATIONS

Innovative Mobility Transit Pilot Program, the legislative initiative allocated \$1 million to the CNYRTA. CNYRTA's project plan was submitted to NYSDOT on November 17, 2023. Approval was received on May 20, 2024, awaiting grant agreement.

Section 5311 Rural Area Formula Grants, Administered by NYSDOT, FY2023 operating assistance grant was awarded. NYSDOT to provide the grant agreement for approval in the coming weeks.

CAPITAL PLANNING

CNYRTA's Capital Planning Committee continues to meet bi-weekly to discuss the capital needs of the Authority and to plan for the short and long-term capital improvements consistent with the Authority's Capital Improvement Plan (CIP). In addition, the committee reviews, recommends and approves capital improvement items.

Updates will be provided to the Board as they become available.



**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
SYRACUSE TRANSFER HUB JANITORIAL SERVICES 2024-2029**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for janitorial services at the Syracuse Transfer Hub; and

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

WHEREAS, the current Janitorial Services contract with Human Technologies, a NYS Preferred source, expires August 31, 2024; and

WHEREAS, all State agencies, political subdivisions and public benefit corporations (which includes most public authorities), are required to purchase approved products and services from preferred sources when available; and

WHEREAS, a price proposal was requested from Human Technologies Corporation (HTC) and Northcoast-Community Options, both official New York State Industries for the Disabled (NYSID) preferred source organizations in New York State; and

WHEREAS, the price submitted by HTC and Northcoast-Community Options is determined to be fair and reasonable based on the published prevailing wages rates and past pricing; 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 contract with Human Technologies and Northcoast-Community Options to provide janitorial services at the Syracuse Transfer Hub. The contract would commence September 1, 2024.

FACT SHEET
SYRACUSE TRANSFER HUB JANITORIAL SERVICES 2024-2029

PROJECT DESCRIPTION: The CNYRTA has a need for a qualified vendor to provide janitorial services for the Syracuse Transfer Hub.

ADVERTISEMENT: New York State Industries for the Disabled distributes work to Preferred Sources. Human Technologies and Northcoast-Community Options are the Preferred Sources for the Syracuse area. Preferred sources have the first right of refusal for services performed at New York State Agencies. Purchases from preferred sources take precedence over all other sources of supply and competitive procurement methods.

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

PRICING RECEIVED:

COMPANY	PRICE
Human Technologies Corporation	\$270,832.54 / annually * Annual increase on labor rate per NYS published prevailing wage rates
Northcoast-Community Options	\$8,923.95 / annually * Annual increase on labor rate per NYS published prevailing wage rates

COMMENTS: Currently Human Technologies Corporation, a NYS Preferred Source, performs the janitorial services at the RTC, Syracuse Transfer Hub, Utica Facility, and Utica Transfer Hub. Pricing for this contract is based on published NYS prevailing wage rates. HTC has a proven track record.

RECOMMENDATION: Staff recommends contract award to Human Technologies Corporation and Northcoast-Community Options for a five (5) year term, commencing September 1, 2024.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
VARONIS DATADVANTAGE SYSTEM LICENSING & SUPPORT 2024-2027**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide licensing for the Varonis DatAdvantage application; and

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

WHEREAS, the Invitation for Bid was publicly let on June 26, 2024; and

WHEREAS, seventy-eight (78) vendors were invited, of which thirty-three (33) were NYS Certified M/WBE firms, and twenty-two (22) bid packages were downloaded; and

WHEREAS, five (5) bids were received on July 18, 2024, with the lowest responsive and responsible bid received from CompCiti Business 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 CompCiti Business Solutions for Varonis DatAdvantage system licensing and support. The contract would commence October 1, 2024.

FACT SHEET
VARONIS DATADVANTAGE SYSTEM LICENSING & SUPPORT 2024-2027

PROJECT DESCRIPTION: The CNYRTA has a need for a qualified vendor to provide licensing for the Varonis DatAdvantage application.

ADVERTISEMENT: An Invitation for Bid was advertised on June 26, 2024, 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:

Varonis DatAdvantage Licensing	CompCiti Business Solutions	RUSD Solutions	CloudFirst Technology Solutions	Corporate Computer Solutions	Dox Electronics
System Licensing and Support	\$37,155.00	\$36,830.00	\$35,764.48	\$36,081.35	\$35,850.96
Annual Increases					
Year 2	0%	5%	10%	12%	13%
Year 3	0%	5%	10%	12%	13%

COMMENTS: CompCiti Business 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 CompCiti Business Solutions for a three (3) year term, commencing October 1, 2024.

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
MINIVAN SERVICES B 2024-2029

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

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

WHEREAS, the Invitation for Bid was publicly let on May 7, 2024; and

WHEREAS, twenty-two (22) vendors were invited, of which five (5) were sent to NYS Certified M/WBE firms and twenty (20) bid packages were downloaded, and

WHEREAS, four (4) bids were received on May 29, 2024, with the lowest responsive and responsible bid received from Suburban Transportation; 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 Suburban Transportation for minivan services. The contract would commence October 1, 2024.

FACT SHEET
MINIVAN SERVICES B 2024-2029

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

ADVERTISEMENT: An Invitation for Bid was advertised on May 7, 2024, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, the Minority Commerce Weekly.

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

PRICING RECEIVED:

Minivan Services	Suburban Transportation	Valet Park of America	Aladdin Transportation	Blue Chip Transportation
Mon. – Fri. – 4:00PM - 10:00PM	\$54.00	\$66.75	\$71.45	\$108.00
Mon. – Fri. – 7:30AM - 5:00PM with a 1.5 hour floating/ flexible split	\$54.00	\$66.75	\$71.45	\$82.00
Mon. – Fri. – 6:45AM - 5:15PM with a 3.5 hour floating/flexible split	\$54.00	\$66.75	\$71.45	\$82.00
Saturday – 9:00AM - 5:00PM	\$54.00	\$66.75	\$71.45	\$108.00

COMMENTS: Suburban Transportation has provided specialized transportation 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 Suburban Transportation for a five (5) year term, commencing October 1, 2024.

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
WINDSHIELD WASHER FLUID 2024-2029

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide windshield washer fluid; and

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

WHEREAS, the Invitation for Bid was publicly let on June 11, 2024; and

WHEREAS, nine (9) vendors were invited and sixteen (16) bid packages were downloaded, and

WHEREAS, one (1) bid was received on July 3, 2024, with the lowest responsive and responsible bid received from Solvents and Petroleum; and

WHEREAS, the price was determined to be fair and reasonable based upon comparison with past pricing 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 Solvents and Petroleum for windshield washer fluid. The contract would commence October 1, 2024.

FACT SHEET
WINDSHIELD WASHER FLUID 2024-2029

PROJECT DESCRIPTION: The CNYRTA has a need for a qualified vendor to provide windshield washer fluid.

ADVERTISEMENT: An Invitation for Bid was advertised on June 11, 2024, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, the Minority Commerce Weekly.

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

PRICING RECEIVED:

Description	Solvents and Petroleum
Windshield Washer Fluid- per gallon	\$2.15
Annual Escalator	
Year 2	5%
Year 3	5%
Year 4	5%
Year 5	5%

COMMENTS: Solvents and Petroleum has provided windshield washer fluid for past contracts 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 Solvents and Petroleum for a five (5) year term.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
SYRACUSE FACILITY BATHROOM RENOVATIONS 2024**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need to renovate multiple bathrooms in the Syracuse facility; 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 Invitation for Bid was publicly let on July 8, 2024, and

WHEREAS, ninety-six (96) bid packages were sent out, of which fifty-five (55) were sent to NYS Certified M/WBE firms, and twenty-eight (28) bid packages were downloaded; and

WHEREAS, three (3) bids were received on August 6, 2024, with the lowest responsive and responsible bid received from Bellows Construction Specialties, LLC; and

WHEREAS, the price was determined to be fair and reasonable based upon comparison with the other bids 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, 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 Bellows Construction Specialties, LLC, to provide Syracuse Facility Bathroom Renovations in the amount of \$677,443.

FACT SHEET
SYRACUSE FACILITY BATHROOM RENOVATIONS 2024

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide bathroom renovation services at the Syracuse facility.

ADVERTISEMENT: An Invitation for Bid was advertised on July 8, 2024, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, Palladium Times 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.

PRICING RECEIVED:

	Bellows Construction Specialties	Mattoon Construction Services	J Priore Construction Co.
Syracuse Facility Bathroom Renovations	\$677,443	\$725,171	\$765,000

COMMENTS: Bellows Construction Specialties, LLC has completed similar work for the CNYRTA in the past with positive results.

RECOMMENDATION: Based upon evaluation of the bid documents, staff recommends contract award to Bellows Construction Specialties, LLC for the Syracuse Facility Bathroom Renovations in the amount of \$677,443.

RESOLUTION SUPPORTING CORTLAND COUNTY JOINING CNYRTA

WHEREAS, the enabling legislation that established the Central New York Regional Transportation Authority ("CNYRTA") created a "central New York regional transportation district" including Onondaga County and six nearby counties, one of which is Cortland County. New York Public Authorities Law ("PAL") § 1327.

WHEREAS, the enabling legislation provides that counties within the central New York regional transportation district, including Cortland County, "may elect to become members by action of their governing bodies." PAL § 1327.

WHEREAS, the enabling legislation further provides that each county electing to become a participating member "may do so by resolution adopted by a majority of the membership of its governing body and such election by a county shall take effect upon the filing of a duly certified copy of such resolution with the authority and with the secretary of state, and the mailing of a certified copy thereof to the county clerk of each county which is granted the power of election under the provisions of this act." PAL § 1328(10).

WHEREAS, on August 22, 2024, the Cortland County legislature passed a resolution electing to become a participating member of CNYRTA. That resolution is in the process of being filed and mailed as required by the enabling legislation.

WHEREAS, the enabling legislation does not impose any specific obligation on the CNYRTA board of members in order to approve a county's becoming a participating member in CNYRTA. However, CNYRTA will need to take various actions in connection with Cortland County's joining CNYRTA, including but not limited to obtaining funding, creating legal entities, acquiring property, and planning for and conducting operations in Cortland County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF CNYRTA, that the board hereby acknowledges and approves of Cortland County's joining CNYRTA. The board authorizes the Deputy Chief Executive Officer and CNYRTA staff to take all necessary action and to execute all necessary documents to effectuate Cortland County's joining CNYRTA, to seek funding for operations in Cortland County, and to plan for and conduct such operations, in a manner that does not diminish in any way the services already provided by CNYRTA in other participating counties.

Consolidated
SPECIALIZED TRANSPORTATION RIDERSHIP
1st QUARTER FY25 2024-2025

	APRIL 2024	MAY 2024	JUNE 2024	TOTAL 1ST QTR	Last Qtr. FY 24	PY 1st QTR	% PY
RIDES REQUESTED	20,933	21,449	19,799	62,181	61,390	56,842	9%
INDIVIDUAL RIDERS	1,396	1,440	1,368	1,401	1,351	1,255	12%
Rides Breakdown:							
Paratransit Rides	15,952	16,426	14,864	47,242	45,204	42,021	12%
Fixed Route Rides	83	93	82	258	35	123	110%
Rides Transferred to Fixed Route	8	18	11	37	17	16	131%
TOTAL RIDES TAKEN	16,043	16,537	14,957	47,537	45,256	42,160	13%

RIDES OFFERED/NOT TAKEN							
Cancellations	2,192	2,274	2,146	6,612	7,617	6,467	2%
No-Shows	484	491	474	1,449	1,640	1,680	-14%
Total Cancellations/No-Shows	2,676	2,765	2,620	8,061	9,257	8,147	-1%
% Req. Rides Cxl'd or No-Shows	13%	13%	13%	13%	15%	14%	-10%

Note: There were zero no-show suspensions for the quarter

PERFORMANCE GOALS							
Missed Trips:							
Customer did not travel	6	3	6	15	29	32	-113%
ADA Denied Trips	0	0	0	0	1	0	0%
On Time Performance (within 15 mins / goal 95%)	93%	92%	94%	93%	93%	93%	-1%
Ride Time Performance (length of time - goal 95%)	100%	100%	100%	100%	100%	100%	0%
Drop Off Time Performance (> 25 mins before - goal 95%)	88%	89%	84%	87%	88%	88%	-1%
Telephone Access: (Answered w/in 2 min. goal 85%)	85%	84%	82%	84%	86%	80%	5%

MOBILITY DEVICE TRIPS	2,617	2,706	2,502	7,825	7,517	7,086	10%
% Rides MOBILITY DEVICE	16%	16%	17%	16%	17%	17%	-2%

Property Insurance September 9, 2024 to September 9, 2025
Affiliated Factory Mutual Ins.

	9-9-2023 to 9-9-2024	9-9-2024 to 9-9-2025
Insured Value:	\$165,627,000	\$161,296,000
Cost:	\$283,606	\$287,514

Coverage Particulars:

Deductible per claim:	\$25,000
Deductible per earthquake claim:	\$100,000
Deductible per flood claim:	\$100,000
(Oswego & Leland & Cortland)	\$500,000
Flood limited for Leland to:	\$2,000,000 maximum
Flood limited for Cortland Ave. to	\$1,000,000 maximum
Flood limited for Oswego to:	\$1,000,000 maximum
Annual Aggregate Limit for Flood:	\$30,000,000

Licensed vehicles are insured only when in garages or within 1000 feet of our building.

Coverage is on replacement cost basis except for our vehicles for which coverage is on an actual cash value basis.

August 23, 2024

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
GOVERNANCE COMMITTEE
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE AUGUST 23, 2024, GOVERNANCE COMMITTEE MEETING**

MEMBERS PRESENT:

NICHOLAS LAINO, Chair
ANTHONY DAVIS, Vice Chair
DARLENE LATTIMORE, Secretary
NEIL BURKE
ROBERT CUCULICH
JULIUS LAWRENCE
LOUELLA WILLIAMS

MEMBERS ABSENT:

TINA FITZGERALD, Treasurer
MONTY FLYNN
JOSEPH HARDICK
FRANK SAYA, Non-Voting Member

STAFF PRESENT:

CHRISTOPHER TUFF, Deputy Chief Executive Officer
JACKIE MUSENGO, VP of Human Resources
RAHMIN AZRIA, VP of Operations
BRUCE FONG, VP of Information Technologies
MELISSA BRIM, Associate VP of Finance
CAITLIN MACCOLLUM, Senior Director of Procurement
BREN DAISS, Director of Special Projects and Planning
SUZANNA LEVESQUE CPA, Director of Internal Control
CHRISTOPHER KING, Procurement Manager
DAVID CARACCIO, Project Manager Facilities
EJ MOSES, Director of Facilities and Grants
KC MARTIN, Senior Director of Operations - Oneida
DEREK SHERMAN, Director of Accounting
JEANNINE JOHNSON, Executive Assistant

PUBLIC PRESENT:

BRADLEY HUNT, Legal Counsel

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

INTERNAL CONTROL REPORT

Secretary Lattimore called upon Ms. Levesque to provide an update on the various Internal Control Program Activities.

CNYRTA MISSION, VISION & VALUE STATEMENTS

The Central New York Regional Transportation Authority (CNYRTA, Centro, or the Authority) has developed updated Mission, Vision and Values statements pursuant to New York State Public Authorities Law (PBA) Chapter 43-A, Article 9, Title 2 D§2824a. These statements were presented to and discussed with the Board in detail.

A Motion to approve the CNYRTA Mission, Vision and Value Statements as recommended by the Governance Committee was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Neil Burke

Carried Unanimously to the Board with recommendation of approval

LGS-1 RECORD RETENTION SCHEDULE

Pursuant to Article 57-A of the Arts and Cultural Affairs Law and the New York State Archives, the CNYRTA must adopt the LGS-1 Record Retention Schedule which sets minimum retention periods for use in legally retaining and disposing of local government records listed therein.

A Motion to Adopt the LGS-1 Record Retention Schedule as recommended by the Governance Committee was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Anthony Davis


Carried Unanimously to the Board with recommendation of approval

STRATEGIC PLAN UPDATE

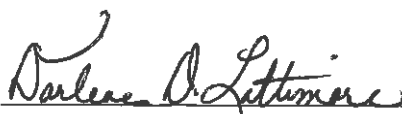
A discussion regarding the next steps for the Strategic Planning team was had. Following adoption of the updated Mission, Vision and Values statements the Executive team will continue strategic planning activities to ensure alignment of organizational strategies with the updated statements and prioritization of plan goals. The board will be kept informed as progress is made.

ADJOURNED

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


Chairman

ATTEST:


Secretary

RESOLUTION TO ADOPT LGS-1 RECORD RETENTION SCHEDULE

RESOLVED, By the Board of Members of the Central New York Regional Transportation Authority that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

RESOLUTION TO ADOPT MISSION, VISION AND VALUES STATEMENTS

WHEREAS, pursuant to New York State Public Authorities Law (PBA) Chapter 43-A, Article 5, Title 11-D §1329 – the purpose of the Central New York Regional Transportation Authority (CNYRTA) is the continuance, further development and improvement of transportation and other services related thereto within the transportation district;

WHEREAS, pursuant to New York State Public Authorities Law (PBA) Chapter 43-A, Article 9, Title 2 §2824-a it is the Board of Member's duty to adopt a mission statement in line with the legislated purpose of the CNYRTA, and review said mission statement annually;

WHEREAS, the current Mission and Values statements were drafted in 1995 and adopted by the Board of Members on March, 26, 2010;

WHEREAS, the CNYRTA Strategic Planning Team has conducted an extensive and comprehensive review process to update the Mission and Values statement and draft a new Vision statement to guide CNYRTA's strategic direction and planning activities;

WHEREAS, the CNYRTA Board of Members has undertaken a comprehensive review and discussion of the Mission, Vision, and Values statements, to wit;

Mission Statement

To be a Driving Force Moving Communities Forward

Vision Statement

Mobility Solutions that help people achieve more

Values Statement

Respect – "Dignity and kindness always"

Integrity – "Do good, be good"

Safety – "Everyone's responsibility"

Excellence – "Holding ourselves to the highest standard"

Service – "Passion for the community"

NOW, THEREFORE, BE IT RESOLVED that on August 23, 2024, the Central New York Regional Transportation Authority Board of Members hereby adopts the new Mission Statement, Vision Statement, and Values Statements for use.