

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE JUNE 21, 2024, BOARD MEETING

MEMBERS PRESENT:

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

MEMBERS ABSENT:

ANTHONY DAVIS, Vice Chair
FRANK SAYA, Non-Voting Member

STAFF PRESENT:

CHRISTOPHER TUFF, Deputy Chief Executive Officer
JACKIE MUSENGO, VP of Human Resources
GEOFFREY HOFF, VP of Fleet and Facilities
RAHMIN AZRIA, VP of Operations
BRUCE FONG, VP of Information Technologies
MELISSA BRIM, Associate VP of Finance
CAITLIN MACCOLLUM, Senior Director of Procurement
DEREK SHERMAN, Director of Accounting
BREN DAISS, Director of Special Projects and Planning
LYNETTE PADUANO, Director of Marketing and Communications
EJ MOSES, Director of Facilities
SUZANNA LEVESQUE CPA, Director of Internal Control
PAULA CUTRONE, Ser. Dev. Data Analyst and Research Specialist
JASON SMITH, Senior Procurement Analyst
JOSH GARDNER, Spec. Transport Manager & Systems Analyst
JASON SMITH, Senior Procurement Analyst
JOSEPH DEGRAY, Administrative Advisor
JEANNINE JOHNSON, Executive Assistant

PUBLIC PRESENT:

MIKE HYDE, Retiree Maintenance Syracuse
LINDA BIATA, Retiree VP of Finance
MARK SCHLEIGEL, Counsel
BILL BIATA
JOE CALABRESE

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

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

UPCOMING MEETINGS

- Chairman Laino announced the following meetings for July 26, 2024:
 - Pension Committee – 9:00 AM
 - Audit and Finance Committee – 10:00 AM
 - Board Meeting – 10:30 AM

APPROVAL OF THE MAY 17, 2024, BOARD MEETING MINUTES - MOTION NO. 2715

Motion – Julius Lawrence

Seconded – Neil Burke

Carried Unanimously

RECOGNITION OF MIKE HYDE FOR 35-YEARS OF SERVICE ON HIS RETIREMENT

Chairman Laino recognized the recent retirement of 35-year employee, Mike Hyde. Mike Hyde joined the maintenance department of Centro's Syracuse facility on May 22, 1989, as a bus relayer/servicer. Over the next 35 years, Mike took on additional responsibilities in his roles as a technician, back-up foreman, and most recently as a foreman. He continuously proved himself to be a valuable member of the maintenance team by completing a variety of tasks ranging from PM's, brake jobs, suspension repairs, and transmission and radiator rebuilds, to engine overhauls, tune-ups, and helping to trouble-shoot various mechanical systems. Throughout his career with Centro, Mike's name has often been referenced – both internally and externally – by individuals who have had the opportunity to work directly with Mike. Not only is he highly regarded by his coworkers, but numerous vendors have also shared their praise of Mike's knowledge and ability with the maintenance management team. To say that Mike has made a significant impact and a difference at Centro and that he will be missed by many is putting it mildly. Mike could always be counted on to report to work as scheduled, conduct himself in a professional manner, and to train and work with the new mechanics by teaching them all the tricks of the trade based on his experience. On June 1, 2024, following a 35-year career with Centro, Mike closed his toolbox for the final time following his decision to retire and spend time with his wife. Mike, we would like to thank you for your many years of service and professionalism. Centro is proud to have had you as a member of our maintenance team and wish to congratulate you on your retirement!

RECOGNITION OF LINDA BIATA FOR 26-YEARS OF SERVICE ON HER RETIREMENT

Chairman Laino recognized the recent retirement of 26-year employee, Linda Biata. Linda joined Centro's finance department on November 6, 1997, when she accepted a position in Centro's Syracuse facility. Since joining Centro as an accountant, Linda has held several additional positions including Senior Accountant, Manager of Accounting, Director of Accounting, and most recently Vice President of Finance. In her most recent role as Vice President of Finance, a position she assumed in April 2020, Linda was responsible for ensuring that Centro's financial interests were safeguarded, and that all financial needs were communicated to the Chief Executive Officer and the Board of Directors. She was also responsible

for overseeing management activities associated with the accounting, grants, procurement, payroll, revenue collections, and storeroom departments. Throughout her career with Centro, Linda continuously proved herself to be a valuable member of Centro's finance team. She was often referred to by management and her peers as hard-working, reliable, professional, and personable. On June 1, 2024, following a 26-year career with Centro, Linda said farewell to her coworkers to embark on a new journey – retirement! Centro is proud to have had you as a member of our finance team for the past 26 years. Congratulations on your retirement!

DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Tuff

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

ETHICS OFFICER

During the FTA Triennial audit meeting, it was recommended that the EEO Officer should not be an executive that oversees the Human Resources department. The FTA views this as a conflict of interest.

Since one of the EEO Officer's minimum responsibilities includes reporting periodically to the CEO on the progress of each unit in relation to the agency's EEO goals, conflicts of interest could arise if the EEO Officer is in the human resources or administrative office.

APPROVAL OF VP OF COMMUNICATIONS TO BE NAMED EEO OFFICER – MOTION NO. 2716

Mr. Tuff, Deputy Chief Operating Officer, presented to the Board, a Motion to approve the VP of Communication and Business Planning be named the EEO Officer. The EEO Officer should be an executive and must report directly to the CEO or have dotted line access, meaning they can bypass managers and go directly to the CEO. Currently, the Vice President of Human Resources is named the EEO Officer for Centro. Therefore, we would propose a revision to name the Vice President of Communications and Business Planning as the EEO Officer. Once approved by the board of members, all internal and external communications on Centro's EEO program will be updated to reflect the modification.

A Motion to approve the VP of Communications to be named the EEO Officer, as recommended by the Deputy Chief Operating Officer, was raised.

Motion – Louella Williams

Seconded – Tina Fitzgerald

Carried Unanimously

GOVERNOR'S EVENT

On June 14th I was invited to represent Centro, at a Governors Event at PSLA-Fowler to announce the \$100 million transformation of the former Syracuse Developmental Center. The final project will be a mixed-use development in the city of Syracuse off Wilbur Ave. Demolition is underway on the 47-acre site as we speak, we look forward to seeing the results.

JUNETEENTH PARADE/PRIDEFEST

On Saturday June 15, I along with several staff and their family members walked in the Juneteenth

parade. It was a great walk and the participation in the parade continues to grow year after year. This weekend we are also participating in the Pride Festival at the Inner Harbor to provide a shuttle between the parking lots on solar street to the inner harbor.

HUMAN RESOURCES REPORT – Ms. Musengo

We currently have a very young (inexperienced) driving staff. 37% of our FT operators in Syracuse have less than 2 years of service. 51% of our FT operators in Syracuse have less than 5 years of service.

We are attempting to take a proactive approach by focusing on safety. The training department is in the beginning stages of developing a mentorship program for our new operators. This program will pair a senior driver with a new driver for a year period. It will provide the new employee an avenue to seek experienced guidance from other employees. We have begun discussions with the union on the mentorship program and will be continuing the process. In addition, our training department has developed a safety memo to remind operators on specific topics. The first memo was introduced last week on crosswalks. These reminders will be going out to employees every other month on various topics.

OPERATION/TRANSPORTATION REPORT – Mr. Azria

The current system used for CAB has reached the end of its life and is no longer serviceable by the supplier. Additionally, the system has several limitations, including that Call-A-Bus (CAB) customers must schedule, reschedule, and cancel rides over the phone, which is both inefficient for our staff and not the best experience possible for our customers.

Centro has been using the Via platform for its Move service in Rome and has recognized opportunities to expand the software's use into other areas of our operations. The expanded use of the Via platform will have positive implications for Drivers, the CAB backend staff, and most importantly to Centro customers.

By utilizing Via for CAB, we will be able to offer:

- A mobile application for our CAB riders.
- Easier reservations scheduling not just during business hours, but any time of day.
- Access to view ride schedules.
- Customers the ability to see their ride location in real time.
- Text alerts with arrival times, delays, cancellations, etc.
- Realtime traffic ensuring the most accurate arrival time estimates.
- The ability to extend the use of platform to CAB vendors, ensuring a seamless experience to customers regardless of the operator.
- Improvements from an ADA standpoint as an app will better serve riders with disabilities preventing them from using a phone for their reservations.
- Capabilities needed for potential expansion of on-demand in other service areas.

The Centro team is looking forward to improving the overall customer experience for our CAB users.

INFORMATION TECHNOLOGIES REPORT – Mr. Fong

CURRENT PROJECTS

With the success of our Microsoft management server project and having the ability to automate certain processes, we've started the initial planning stage of our Windows 11 rollout. Looking at the numbers just this morning, we have about 145 systems to upgrade.

The infrastructure project we started over at the transit hub is just about complete. We're having the vendor fix a few issues and then the furniture for the CSR move should be installed by the second week of July.

The privileged remote access system I talked about in April is fully online and operational and is working as advertised. We've successfully onboarded two of the many vendors that provide remote support – one is our security camera vendor, and the other is GFI. There will be more to follow.

FUTURE PROJECTS

MIS and B&G had a meeting with C&S to discuss the project for updating our building drawings. Their field work is starting next week with an estimated completion date sometime in September. Once this is completed, our plan is to reinitiate our wireless network upgrade.

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Ms. Daiss

Ms. Bren Daiss was introduced to give updates on some current special projects. In addition to meeting with the County Executive and Assemblyman Magnarelli on Bus Rapid Transit (BRT) updates, Staff has recently given a progress report to the Valley TNT (Tomorrow's Neighborhoods Today) where the South Salina BRT leg will end at Valley Plaza. Progress reports will be given to the remaining applicable TNT groups throughout the remainder of the summer. Consultants will start land surveying soon for the BRT routes. The Onondaga County System Redesign is currently in the scoping phase.

Ms. Daiss explained that Centro is part of the current Rt 31 Transit Corridor Study Assessment where Staff sits on the Study Advisory Committee. The purpose of this land use study is to work with municipalities to determine what kind of transit is desirable along the State Rt 31 corridor in the future and then review what kind of zoning is needed to support that kind of transit. This is anticipated to be a year-long study.

Ms. Daiss then presented slides to give a performance review of MOVE service in Rome. The slides showed that more than 3,000 rides have been completed and more than 450 MOVE accounts created. Since its launch in March, overall MOVE ridership has increased each month. The app has a 4.9 average trip rating with riders continuing to share strong, positive feedback about the drivers and service. Top destinations in Rome are Walmart, Betsy Ross Nursing Facility, the Hub, and Rome Memorial Hospital – most of which are on our Fixed Route lines. Approximately 30% of rides are to and from the hub and approximately 53% of bookings are completed through the app.

RIDERSHIP

Ms. Cutrone presented ridership numbers. Our systemwide ridership decreased just under 2% compared to May of 2023. It is mainly due to our City of Syracuse contract services, which are known to fluctuate with the season. Syracuse City service saw a decrease of 3.9% in May. We lost some high school ridership due to an extended break around the Memorial Day holiday and some ridership in the SU area due operating more days of the limited summer service this May compared to last. SU is continuing to operate more of their own trolley service during the summer session. Our core ridership remains strong with a 12% increase (cash riders, passes, etc.) We saw city ridership increase in: Auburn and Oswego by 8%; Fulton by 21%, and Utica by 12%; while Rome decreased by 15% as we continue to see one-seat rides replace two-seat rides and public transition to the MOVE service. Our popular Amphitheater shuttle service resumed on May 21. Service operates from Warren St (across from the downtown transit hub) to the front circle of the Amphitheater for all shows approximately 2 hours before each event and ends approximately 30 minutes after. We operated shuttles for 3 events in May totaling just over 1400 rides. We have 3 events over the course of the next week. (15 more for the year). Information can be found on our website. We are continuing to operate our seasonal service to Lakeview Park and the main gate of the Fairgrounds. The Sy682 has trips leaving the downtown Transit Hub between 9am and 5pm on Saturdays, Sundays, and holidays. It's an affordable way to enjoy the park and events at the fairgrounds this summer.

AUDIT AND FINANCE COMMITTEE REPORTFISCAL YEAR END MARCH 31, 2024, AUDIT REPORT – MOTION NO. 2717

Mr. Gregg Evans, a partner, and Ms. Ashley Westover, Senior Auditor presented a detailed Audit Report. The report was also distributed to the Board Members.

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

Motion – Julius Lawrence

Seconded – Darlene Lattimore

Carried Unanimously

SUMMARY FINANCIAL INFORMATION SECTION OF PAL 2800 ANNUAL REPORT – MOTION NO. 2718

Ms. Brim presented a Motion for the Summary Financial Information which is required to be reported under Public Authorities Law (PAL) 2800 and submitted to the Public Authorities Reporting Information System (PARIS). The Summary Financial Information is contained in the Final Approved Audited Statements. Therefore, it is our recommendation to approve the Summary Financial Information Section of PAL 2800 Annual Report.

A Motion to approve the Summary Financial Information Section of PAL 2800 Annual Report as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald

Seconded – Darlene Lattimore

Carried Unanimously

ANNUAL PAL 2025 INVESTMENT REPORT AND INVESTMENT GUIDELINES – MOTION NO. 2719

Ms. Brim presented a Motion for the Annual PAL 2025 Investment Report and Investment Guidelines. This is also a required PARIS filing.

A Motion to approve the Annual PAL 2025 Investment Report and Investment Guidelines as recommended by the Audit and Finance Committee was raised.

Motion – Neil Burke
Seconded – Louella Williams
Carried Unanimously

DISPOSITION OF PROPERTY GUIDELINES – MOTION NO. 2720

Ms. Brim presented a Motion for the operative policy and instructions to Authority officers and staff regarding the Disposal of Property in accordance with the New York State Public Authorities Accountability Act of 2005, noting there have been no changes since past reports.

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

Motion – Tina Fitzgerald
Seconded – Neil Burke
Carried Unanimously

ANNUAL PAL 2879/2824 (e) PROCUREMENT REPORT – MOTION NO. 2721

Ms. MacCollum presented a Motion for the Annual PAL 2879/2824 (e) Procurement Report. This report is required under PAL 2879/2824 (e) and will be filed in PARIS.

A Motion to approve the Annual PAL 2879/2824 (e) Procurement Report as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence
Seconded – Darlene Latimore
Carried Unanimously

CNYRTA PROCUREMENT MANUAL UPDATES – MOTION NO. 2722

Ms. MacCollum also presented a Motion for the updates to the CNYRTA Procurement Manual. The Procurement Manual is required to be filed in PARIS.

A Motion to approve the Procurement Manual Update as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald
Seconded – Darlene Lattimore
Carried Unanimously

ANNUAL SUBSIDY PAYMENTS – RESOLUTION NO. 2605

Ms. Brim presented a Resolution for the recommended Annual Subsidy Payments for the Authority's subsidiaries for Fiscal Year 2024-2025. A copy of the Resolution is attached to these Minutes.

A Motion to approve the Annual Subsidy Payments as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald
 Seconded – Julius Lawrence
 Carried Unanimously

AUTHORIZE MELISSA BRIM AS TREASURY MANAGEMENT SIGNER FOR M&T BANK – RESOLUTION NO. 2606

Ms. Brim presented a Resolution authorizing herself as Treasury Management Signer for M&T BANK. A copy of the Resolution is attached to these Minutes.

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

Motion – Tina Fitzgerald
 Seconded – Robert Cuculich
 Carried Unanimously

AUTHORIZE DEREK SHERMAN AS GLOBAL ADMINISTRATOR FOR JP MORGAN CHASE– RESOLUTION NO. 2607

Ms. Brim presented a Resolution to authorize Derek Sherman as Global Administrator for JP Morgan Chase. A copy of the Resolution is attached to these Minutes.

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

Motion – Darlene Lattimore
 Seconded – Julius Lawrence
 Carried Unanimously

SYRACUSE FACILITY PAVING 2024 – RESOLUTION NO.2608

The Central New York Regional Transportation Authority (CNYRTA) has a need to pave several parking areas at The Syracuse facility. Ms. MacCollum presented a Resolution to approve a contract award for Syracuse Facility Paving 2024 to Central Paving, Inc. A copy of the Resolution is attached to these Minutes.

A Motion to approve a contract award to Central Paving, Inc. as recommended by the Audit and Finance Committee was raised.

Motion – Monty Flynn
 Seconded – Neil Burke
 Carried Unanimously

CNG STATION UPGRADE – RESOLUTION NO. 2609

The Central New York Regional Transportation Authority has the need to upgrade the compressed natural gas fueling equipment. Ms. MacCollum presented a Resolution for a contract award for CNG Station Upgrade to Trillium. A copy of the Resolution is attached to these Minutes.

A Motion to approve a contract award to CNG Station Upgrade to Trillium as recommended by the Audit and Finance Committee was raised.

Motion – Darlene Lattimore
 Seconded – Louella Williams
 Carried Unanimously

MICROTRANSIT SOFTWARE PURCHASE AMENDMENT #1 – RESOLUTION NO. 2610

The Central New York Regional Transportation Authority (CNYRTA) has the need to amend the existing Microtransit Software services agreement. Ms. MacCollum presented a Resolution for a contract award to Via in the amount of \$11,575 per month for a five-year term covering forty-seven (47) mixed fleet vehicles. A copy of the Resolution is attached to these Minutes.

A Motion to approve a contract award to Via as recommended by the Audit and Finance Committee was raised.

Motion – Tina Fitzgerald
 Seconded – Neil Burke
 Carried Unanimously

MANAGEMENT REPORT ON INTERNAL CONTROL

Ms. Levesque presented at the Governance Committee meeting the Management and Measurement Report on Internal Control for Fiscal Year ending March 31, 2024. Committee Members received the reports prior to today's meeting. The Authority is required to submit the reports annually, certifying that it followed a review process to assess the adequacy and effectiveness of its internal control system.

CNYRTA RULES OF CONDUCT FOR TRANSIT VEHICLES & FACILITIES – MOTION. 2723

Ms. Levesque presented the CNYRTA Rules of Conduct for Transit Vehicles & Facilities and requested a Motion to approve.

A Motion is needed to approve the CNYRTA Rules of Conduct for Transit Vehicles & Facilities as recommended by the Governance Committee was raised.

Motion – Louella Williams
 Seconded – Julius Lawrence
 Carried Unanimously

EXECUTIVE SESSION – MOTION NO. 2724

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

Motion – Tina Fitzgerald

Seconded – Darlene Lattimore

Carried Unanimously

No action was taken in Executive Session.

ADJOURNED

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



Chairman

ATTEST:



Secretary



TO: CNYRTA Board of Members
FROM: Christopher Tuff, Deputy Chief Executive Officer
RE: Monthly Summary Report – June 2024
DATE: June 10, 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
 - April 2024 \$ 300,229
 - May 2024 \$ 229,991
 - \$26,246,965 (of \$38.5 Mil)

Onondaga County Executive McMahon

On May 23rd Steve Koegel, Bren Daiss and I met with County Executive McMahon to discuss Centro service in Onondaga County. We updated him on the Bus Rapid Transit (BRT) project, Micron and discussed other Centro projects in Onondaga County. This was a great meeting to update him on Centro service and discuss the importance of transit in the community.

Assemblyman Magnarelli

On May 24th we hosted Assemblyman Magnarelli at Centro for a meeting. Steve Koegel, Bren Daiss, and I met with the Assemblyman to thank him 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. We also concluded the meeting with a tour of the facility.

Triennial Review

On June 4th the Federal Transportation Administration (FTA) kicked off their triennial review. The Triennial Review is one of FTA's management tools for examining recipient performance and adherence to current FTA requirements and policies. The review currently examines up to 23 areas. In addition to helping evaluate recipients, the review gives FTA an opportunity to provide technical assistance on FTA requirements and aids FTA in reporting to the Transportation Secretary, Congress, other oversight agencies, and the transit community on the Urbanized Area Formula Program.

EEO Officer

During the FTA Triennial audit meeting, it was recommended that the EEO Officer should not be an executive that oversees the Human Resources department, the FTA views this as a conflict of interest. Currently, the Vice President of Human Resources is named the EEO Officer for Centro. Therefore, we would propose a revision to name the Vice President of Communications and Business Planning as the EEO Officer.

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, June 21, 2024

Board Actions Motions and Resolutions

MOTIONS

Draft Financial Statements and Supplemental Reports as of March 31, 2024 – G. Evans, Bonadio
Summary Financial Information Section of PAL 2800 Annual Report – M. Brim
Annual PAL 2925 Investment Report & Investment Guidelines – M. Brim
Guidelines Regarding the Disposition of Property – M. Brim
Annual PAL 2879 / 2824(e) Procurement Report – C. MacCollum
CNYRTA Procurement Manual Updates – C. MacCollum

RESOLUTIONS:

Annual Subsidy Payments – M. Brim
Authorize Melissa Brim as Treasury Management Signer for M&T Bank – M. Brim
Authorize Derek Sherman as Global Administrator for JP Morgan Chase – M. Brim
Syracuse Facility Paving – C. MacCollum
CNG Facility Upgrade – C. MacCollum
Microtransit Software Purchase- Amendment #1 – C. MacCollum

SUPPLEMENTAL INFORMATION:

Procurement Summary
Grant Summary

ITEMS REQUIRING FUTURE BOARD ACTION:

2024-25 First Quarter Financial Statements & Supplemental Information (July)
July 31, 2024, Statement of Revenues & Expenditures (August)



Audit & Finance Summary

Draft Financial Statements and Supplemental Reports as of March 31, 2024

Gregg Evans, a partner at Bonadio Group, will present the audited Financial Statements as of March 31, 2024, along with the related reports for the year ending on that date. These audited financial statements require formal approval by the Board before being uploaded to the Public Authorities Reporting Information System (PARIS) and included in the New York State Comprehensive Annual Financial Report (CAFR).

Summary Financial Information Section of PAL 2800 Annual Report

Upon approval of the basic financial statements, the financial information will be converted into the required Public Authorities Law 2800 report format and submitted in PARIS. We must certify that the submitted information was discussed and approved by the Board. By presenting and discussing the statements as part of the above motion, this approval is implicit.

Annual PAL 2925 Investment Report & Investment Guidelines

The Investment Report provides a summary of the types of interest-bearing accounts and other investments where the Authority deposited funds during the year. A copy of the Annual Investment Summary Statement and CNYRTA Investment Guidelines are attached to this report.

Guidelines Regarding the Disposition of Property

The Guidelines Regarding the Disposition of Property have been adopted by the Board through a resolution. Each year, the Board is required to review and, if necessary, revise these Guidelines.

PAL 2879 / 2824(e) Procurement Report

The Annual Procurement Report compiles all contracts that the CNYRTA entered into or paid during the year exceeding \$5,000. Due to the extensive information required for each contract, much of the data is manually assembled and entered into a spreadsheet, which is then uploaded into PARIS.

CNYRTA Procurement Manual Updates

The Procurement Manual is also required to be approved and submitted under PAL 2879. The following updates were made:

1. Board Threshold raised from \$50,000 to \$100,000
2. Procurement Thresholds of Authorization - Changes:
 - a. Deputy Chief Executive Officer from \$10,000 to \$10,000+
 - b. All VP titles from \$5,000/\$7,500 to \$10,000
 - c. All Director titles from \$2,500/\$5,000 to \$5,000
3. Procurement Thresholds of Authorization - Additions:
 - a. Manager of Specialized Transportation & Systems Analyst at \$2,500
 - b. Human Resources Manager at \$2,500
 - c. Director of Human Resources at \$5,000
4. Protest Procedure Updated
5. Method of Procurement- Federally Funded Procurements language added

Subsidy Payments

The subsidy payments are based strictly on the approved budget operating deficit excluding operating assistance and Mortgage Recording Tax (MRT). The purpose is to reinforce the legal separation between the Authority and its subsidiaries.



PROCUREMENT

ACTIVE PROCUREMENTS

The following open contracts actively moving through the process:

- CNG Facility Upgrade
- Employee Uniforms
- Centro of Oneida Consolidated Facility Consultant
- Syracuse Facility Paving Project
- Janitorial Services- RTC
- Janitorial Services- Syracuse HUB
- Body Shop and Paint Supplies
- Executive Recruitment Services
- Minivan Services
- Varonis Annual Support
- Windshield Wash Fluid
- RTC Diesel Dispenser Replacement
- Pits and Drains Services

FUTURE PROCUREMENTS

Items requiring future board action:

Within 2 months:

- Body Shop and Paint Supplies
- Employee Uniforms
- Executive Recruitment Services

Within 6 months:

- Centro of Oneida Consolidated Facility Consultant
- Janitorial Services- RTC
- Janitorial Services- Syracuse HUB
- Minivan Services
- Varonis Annual Support
- Windshield Wash Fluid
- RTC Diesel Dispenser Replacement
- Pits and Drains Services

REVENUE SERVICE CONTRACTS

- Cayuga Community College- Auburn and Fulton Campuses
- SUNY Oswego Student Association
- SUNY Oswego Auxiliary Services- Blue & Green Routes

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 \$26.2 million of operating assistance has been expended.

FEDERAL GRANT FUNDING

PENDING 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 \$38 million in federal funds. Updates will be provided to the Board as they become available.

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.

Low or No Emission Grant Program and the Grants for Buses and Bus Facilities Competitive Program, grants to help modernize bus fleets and bus facilities across the country, with an emphasis on the purchase or lease of low or no emission vehicles and use advanced technologies to help improve air quality and combat climate change. Applications for both funding opportunities are still under review.

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. Applications are still under review.

Congestion Mitigation and Air Quality Improvement Program (CMAQ), administered by NYSDOT, with funding eligibility in the Syracuse metropolitan area. The application submitted on December 21, 2023, is 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.



CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
FY-2023/24 ANNUAL INVESTMENT REPORT

Money Market and Interest Bearing Checking

<u>AGENT</u>	<u>TYPE</u>	<u>\$ RANGE OF ITEMS</u>	<u>TERMS</u>	<u>INCOME EARNED</u>	<u>FEES</u>	<u>BALANCE 3/31/2024</u>
M&T Bank*	Municipal Checking with Interest	\$680,102.40 - \$6,011,481	n/a	\$ 27,748	\$ 18,041	\$ 2,229,229
M&T Bank	Municipal Money Market Savings	\$4,329,737 - \$21,984,402	n/a	\$505,498	\$ -	\$14,874,304
M&T Bank	Municipal Money Market Savings	\$2,647 - \$2,748.04	n/a	\$ 88	\$ -	\$ 2,748
M&T Bank	Municipal Money Market Savings	\$3,004,960.26 - \$3,099,186	n/a	\$ 99,186	\$ -	\$ 3,099,186
JP Morgan	Commercial Checking with Interest	\$227,155.33 - \$3,680,418	n/a	\$ 11,302	\$ -	\$ 729,647
JP Morgan	Commercial Checking with Interest	\$804 - \$1,786,105	n/a	\$ 1,675	\$ -	\$ 1,786,105

* Main operating account of the Authority and all subsidiaries.

US Treasury Bills

<u>AGENT</u>	<u>TYPE</u>	<u>Cost Basis</u>	<u>TERMS</u>	<u>Yield</u>	<u>Value</u>	<u>GAIN/LOSS 3/31/2024</u>
JP Morgan	United State Treasury Bill	\$4,027,274	6 mo.	5.19%	\$4,045,056	\$17,782
JP Morgan	United State Treasury Bill	\$4,999,666	4 mo.	5.16%	\$5,012,423	\$12,756
JP Morgan	United State Treasury Bill	\$4,999,075	2 mo.	5.20%	\$5,018,652	\$19,576
JP Morgan	United State Treasury Bill	\$3,299,015	2 mo.	5.19%	\$3,310,916	\$11,901





CNYRTA INVESTMENT GUIDELINES

Board Approved Policy

Version: 4.2
Effective: 6/21/2024

Approved By:
Audit & Finance Committee
& Full Board June 2024

Owner: Finance

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1. Policy Statement

These guidelines shall be known as “Guidelines for Investment by the Central New York Regional Transportation Authority”, or as the “Investment Guidelines.”

2. Reason for Policy

The purpose of the Investment Guidelines is to detail the operative policy and instructions to officers and staff of the Central New York Regional Transportation Authority (“Authority”) regarding the investing, monitoring, and reporting of funds of the Authority and its subsidiary corporations. Its purposes are to comply with Title VII of the Public Authorities Law as enacted by Section 25 of Chapter 838 of the 1983 Laws of the State of New York, and to create a reasonable rate of return to the Authority in accordance with sound investment practices.

3. Applicability

The Investment Guidelines applies to all authority funds available for investment and all CNYRTA employees with the ability to invest funds on behalf of the Authority.

4. Resources & Related Procedures

CNYRTA Annual Investment Report
CNYRTA Cash Management Procedures

5. Definitions

Authority: The Central New York Regional Transportation Authority (CNYRTA) as enacted by Sections 1325, et seq. of the Public Authorities Law, and each subsidiary corporation thereof.

Funds: All moneys and other financial resources available for investment by the Authority on its own behalf or on the behalf of any other entity or individual. Funds shall not be defined to include Pension Funds which are separately administered pursuant to New York State and Federal Law.

Vice President of Finance: The highest-level financial person in the organization reporting directly to the Chief Executive Officer, regardless of actual position title. If the Vice President of Finance is not available to perform the duties and responsibilities elicited in this policy, those duties and responsibilities shall be performed by the Chief Executive Officer’s designee, recommended to be the second highest level financial person in the organization, regardless of actual position title.

6. Policy Detail

I. ANNUAL REVIEW & APPROVAL

- A. These Investment Guidelines shall be annually reviewed and approved by the Board of Members (the “Board”) of the Authority.



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II. PERMITTED INVESTMENTS

- A. The following are permitted investments of the Authority, all of which are consistent with the appropriate provisions of law relating to the Authority and any additional requirements pursuant to any contract with bonds and note holders:
1. Permitted Bonds and Notes;
 2. Bank Certificates;
 3. Obligations of the State of New York or the United States government;
 4. Obligations the principal and interest of which are guaranteed by the State of New York or the United States government;
 5. Certificates of deposit or other interest-bearing depository accounts in banks or trust companies in the State of New York if the certificate or account is secured by obligations of the United States or of the State of New York of a market value at all times equal to or greater than the amount of the deposit;
 6. Any repurchase agreement with any bank or trust company organized under the laws of any state or the United States of America or any national banking association or government bond dealer reporting to, trading with, and recognized as a primary dealer by the Federal Reserve Bank of New York (included in the then current "List of the Government Securities Dealers Reporting to the Market Reports Division of the Federal Reserve Bank of New York"), which agreement is secured by any one or more of the securities described in clauses (3) or (4) above.

III. SECURITY OF INVESTMENTS

- A. Investments must be in obligations of the State of New York or the United States government or must be guaranteed or insured by the State of New York or the United States government, or in the case of a certificate of deposit or other interest-bearing account or repurchase agreement, be collateralized by securities of the same, or be a security otherwise permitted for direct investment. The amount of collateral required may be adjusted by the amount of FDIC or similar federal insurance applicable to the deposits of the Authority at the institution, provided that the total of collateral and insurance equals or exceeds the total deposit.
- B. Investments of the Authority may be less than fully secured in the event of:
1. Emergencies
 2. Unforeseen circumstances
 3. Investments of less than \$25,000.00
 4. Investments for less than 1 week duration, or
 5. Investments which are considered reasonable or necessary by the Authority.

IV. WRITTEN CONTRACTS

- A. The Authority shall enter into written contracts pursuant to which investments are made except if the Authority Board, by majority vote, shall by resolution determine:
1. That a written contract is not practical; or



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2. There is not a regular business practice of written contract with respect to a specific investment or transaction.
3. In the case of Section IV(A)(1) or (2) of these Investment Guidelines, the Authority's financial interest in an investment or transaction must be adequately secured and the security shall be evident.

V. COLLATERAL, INSURANCE & VALUATION OF COLLATERAL

- A. The use, type and amount of collateral or insurance for each investment shall equal or exceed the amount of such investment except upon resolution by the Authority Board.
- B. Collateral held on the Authority's behalf shall be such that it can be valued daily by an independent source. The evaluation of such collateral shall be monitored on a regular basis, as determined by the Vice President of Finance of the Authority.
- C. All investments and collateral shall be controlled and managed by the Vice President of Finance of the Authority and shall, if practicable, be deposited and secured in fireproof or other safe locations.
- D. In the event of a repurchase agreement, all obligations purchased shall be physically delivered for retention to the Authority or its agent (which shall not be an agent of the party with whom the corporation enters into such repurchasing agreement), unless such obligations are issued in book entry form, in which case the Authority shall take such other action as may be necessary to obtain title to or a perfected security interest in such obligations.

VI. STANDARDS FOR DIVERSIFICATION OF INVESTMENTS

- A. Investments of the Authority shall be reasonably diversified, as shall firms with which the Authority transacts business. This section shall not be construed to mandate absolute diversification if the Authority Board on advice of the Vice President of Finance, considers, in a certain instance, that diversification is not in the best interest of the Authority.
- B. Competition in the placing of investments must be fostered. If a telephone quote is the standard method of placing a form of investment, a complete and continuous record of all such quotes, solicited and received, must be maintained. Timeliness of response is critical. A minimum of three separate solicitations will be made on each direct purchase or sale of a security or repurchase agreement and shall be awarded to the dealers offering the highest yields.

VII. STANDARDS FOR THE QUALIFICATION OF INVESTMENT BANKERS, BROKERS, AGENTS, DEALERS AND OTHER INVESTMENT ADVISORS AND AGENTS TRANSACTING BUSINESS WITH THE AUTHORITY, & CONFLICTS OF INTEREST



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A. The Authority shall transact business only with qualified, certified or licensed investment bankers, brokers, agents, dealers and other investment advisors and agents. The Authority staff, on the advice and consent of the Authority Board, shall consider the quality, reliability, experience, capitalization, size and any other factors which in the judgment of the Authority make an individual or firm qualified to transact business with the Authority. Specifically, but without limitation, the following are considered qualified:

1. Brokers, agents, dealers and bank or trust company organized under the laws of any state of the United States or America or any national banking association or government bond dealer reporting to, trading with, and recognized as a primary dealer by the Federal Reserve Bank of New York (included in the then current "List of Government Securities Dealers Reporting to the Market Reports Division of the Federal Reserve Bank of New York").
2. Investment advisors – Any bank or trust company organized under the laws of any State of the United States of America or any national banking association, and any firm or person which is:
 - i. Registered with the Securities & Exchange Commission under the Investment Advisor Act of 1940, and
 - ii. Registered with the New York State Secretary of State as an Investment Advisor, and is a
 - iii. Member in good standing with the Investment Counsel Association of America
 - iv. Investments for less than 1 week duration, or
 - v. Investments which are considered reasonable or necessary by the Authority.
3. Custodian – any bank or trust company organized under the laws of any state of the United States of Americas or any national banking association.

VIII. INDEPENDENT AUDIT REPORT

A. The Authority shall annually report on its investments which shall be the subject of an annual independent audit. The results of such audit shall be available to the Board at the time that the annual review and approval of the Investment Guidelines is conducted by the Authority. The Authority's financial statements should contain note disclosures on deposits with financial institutions and investments, as required by Government Accounting Standards Board Statements No. 3, effective for financial statements for periods ending after December 15, 1986.

IX. MANAGEMENT REPORTING

A. The quarterly reports or reports covering such other period as may be approved by the Board shall be filed by the Vice President of Finance regarding any new investments, the inventory of existing investments and the selection of investment bankers, brokers, agents, dealers, or auditors since the last quarterly report.



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1. If during the specified period, the Authority has made no new investments, the Quarterly Report will not be required, but a statement to such effect shall be given to the Board.
 - B. The Authority shall annually prepare and approve an Annual Investment Report which shall include the Investment Guidelines as then currently amended, amendments to the Investment Guidelines since the last investment report, an explanation of the Investment Guidelines as amended, the results of the annual independent audit, the investment income records of the Authority and a list of the total fees, commissions or other charges paid to each investment banker, broker, agent, dealer and advisor rendering investment associated services to the corporation since the last investment report. Such Annual Investment Report may be a part of any other annual report that the Authority is required to make.
 - C. The Annual Report shall be submitted to the Division of the Budget and copies thereof shall be filed in the Office of the State Comptroller, the New York State Senate Finance Committee, and the Ways and Means Committee of the New York State Assembly. In addition, by June 30 of each year, the Report shall be submitted through the Public Authorities Reporting Information System (PARIS) as required by Section 2925 of Public Authorities Law. In addition, a copy of the Report shall be placed in an easily accessed area on the CNYRTA's website in an appropriate "Document & Forms" section. Each Report shall be made available to the public upon reasonable request therefor.
- X. OPERATING PROCEDURES**
- A. The Vice President of Finance of the Authority shall develop and maintain operating procedures to implement these guidelines.
- XI. CHANGES, MODIFICATIONS & EFFECTIVE DATES**
- A. The Authority shall have the power from time to time to amend the Investment Guidelines in accordance with the provisions of Title VII of the Public Authorities Law.
 - B. The Investment Guidelines shall be effective as of the 1st day of January 1984.
 - C. Major Revisions – including items affecting policy intent - were made by Board Action as follows:
 1. Version 2 – February 21, 1992
 2. Version 3 – June 22, 2001
 3. Version 4 – June 25, 2010
 - D. Minor Revisions – including items that do **not** affect policy intent (such as minor language formatting and title changes), were approved by Board Action as follows:
 1. Version 4.1 – June 9, 2021
 2. Version 4.2 – June 21, 2024



CNYRTA Disposition of Property Guidelines

Board Approved Policy

Version 2.1
Effective 6/21/2024

Approved By: Audit & Finance
Committee; Full Board June 2024

Owner: Finance

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1. Policy Statement

These guidelines shall be known as "Guidelines Regarding the Disposition of Property by the Central New York Regional Transportation Authority", or as the "Property Disposal Guidelines."

2. Reason for Policy

The purpose of these Guidelines is to detail the operative policy and instructions to officers and staff of the Central New York Regional Transportation Authority ("Authority") regarding the disposal of property in accordance with the PAAA of 2005, the Authorities Budget Office and the FTA.

3. Applicability

These guidelines apply to all CNYRTA property and all CNYRTA employees with the ability to dispose of property on behalf of the Authority.

4. Resources & Related Procedures

CNYRTA Annual Report on Real Property

CNYRTA Property Disposal Procedures

FTA Circular 5010.1D

Public Authorities Accountability Act of 2005

New York State Authorities Budget Office

5. Definitions

Board: Board of Members of the CNYRTA.

"CNYRTA" or "Authority": The Central New York Regional Transportation Authority and any subsidiary corporation thereof.

Contracting Officer: CNYRTA employee designated by the Board to ensure internal compliance with these guidelines and to ensure all necessary reporting is completed.

FMV: Fair market value of a piece of property.

FTA Circular 5010.1D: Federal Transit Administration of the United States Department of Transportation circular policy regarding disposition of any federally funded personal or real property.

Legislature: Chairman and Ranking Minority Member of the New York State Assembly Ways and Means Committee and Chairman and Ranking Minority Member of the New York State Senate Finance Committee.

PAAA: Public Authorities Accountability Act of 2005, as amended from time to time.

Personal Property: All equipment, supplies and rolling stock.

Real Property: Land, including affixed land improvements, structures, and appurtenances and property leases. This does not include movable machinery and equipment.



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6. Policy Detail

I. DUTIES OF THE CNYRTA AND/OR BOARD

- A. **Adoption of Guidelines:** The Board has adopted by Resolution, these comprehensive Guidelines detailing an operative policy for the CNYRTA regarding the use, awarding, monitoring, and reporting of contracts for the disposal of CNYRTA property.
- B. **Contracting Officer:** The Board shall designate one or more individuals to serve as the Contracting Officer(s) for purposes of disposing of CNYRTA property. The Contracting Officer(s) may but need not be the same individual(s) for each instance where the CNYRTA purports to dispose of certain of its property.
- C. **Review & Updating of Guidelines:** The Board shall meet at intervals of not less than one (1) year from the date of adoption of the most recent set of Guidelines for purposed of reviewing and, if necessary, revising the Guidelines.
- D. **Filing of Guidelines:** The CNYRTA shall submit annually within PARIS a copy of its most recently adopted Guidelines to the Comptroller of the State of New York.
- E. **Posting of Guidelines:** A full and complete copy of the most recently adopted Guidelines shall be posted on the CNYRTA website. Said website shall be updated no less than annually for purposes of ensuring that the Guidelines posted thereon reflect the most recently adopted Guidelines of the CNYRTA.
- F. **Inventory Controls & Accountability:** The CNYRTA shall maintain adequate inventory controls and accountability for all CNYRTA property. For purposes of these Guidelines, the phrase "adequate inventory controls and accountability shall mean steps and procedures to secure, monitor and protect such property including a periodic physical inventory not less than every two years with reconciliation to the previous inventory listing.
- G. **Periodic Review:** The CNYRTA shall periodically inventory property to determine what property, both real and personal, may be disposed of in accordance with the terms of these Guidelines.
- H. **Report of Periodic Review:** Upon completion of each periodic review as outlined above, the CNYRTA shall cause a report to be completed, outlining which, if any of the CNYRTA properties may be disposed of in accordance with these Guidelines.
- I. **Transfer of Properties:** Upon entering into an agreement for the transfer or disposal of any of its properties, the CNYRTA shall take all necessary actions to arrange for the prompt transfer or disposal of the subject property.

II. METHODS OF DISPOSITION

- A. **General:** Any disposal of property by the CNYRTA, whether real or personal, shall be in accordance with the procedures contained in this Article II and in accordance with all other applicable provisions of these Guidelines.
- B. **Methods of Disposition:** The CNYRTA may dispose of assets determined to be at the end of their useful life by public auction, sale, exchange, leaser, transfer, donation or other terms and conditions deemed appropriate by the responsible executive of the asset(s) in question.



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1. In the event the CNYRTA must dispose of an asset prior to the end of its useful life, whether by transfer, damage, or other loss, the CNYRTA will follow the policy and procedures as defined in the FTA Circular 5010.1D regarding such instances.
- C. **Appraisal of Assets:** CNYRTA will not dispose of any assets without an Appraisal of the asset FMV. The method of determining FMV will vary depending on the asset and type of disposal method including, but not limited to scrap value, public auction, third party appraisal etc....
- D. **Limitations on Disposals:** The CNYRTA does not dispose of personal or real property for less than the fair market value of the subject properties (the "FMV"), except in the following circumstances:
 1. **Government & Public Entities:** The transferee is a government or other public entity, and the terms and conditions of the transfer require that the ownership and use of the asset will remain with the government or any other public entity.
 2. **Mission & Purpose:** The purpose of the transfer is within the purpose, mission, or governing statute of the CNYRTA.
 3. **Other:** If the disposal is not to a governmental other public entity, or not within the purpose, mission or governing statute of CNYRTA, the CNYRTA provides written notification thereof to the governor, the speaker of the assembly, and the temporary president of the senate, and such proposed transfer is either approved, or no action is taken for sixty days after delivering notification of the proposed transfer during the months of January through June, provided that if such notification is received during the months of July through December, within sixty days of January first of the following year.

Note: In the event there is a transfer of assets as described in items 1-3 above, the CNYRTA will follow all FTA guidelines for transferring assets with a FMV greater than \$5,000 for less than fair market value as noted in the FTA Circular 5010.1D. If the property is worth less than \$5,000 and at the end of its useful life, it may be treated as a donation.
 4. **Donations:** In certain circumstances, the CNYRTA may consider requests to donate property. Property will only be eligible to be considered for donation, if the fair market value is less than \$5,000 and it has reached the end of its useful life; if property is eligible to be donated, the following must be documented and presented to the Chief Executive Officer for final donation approval. The documentation must include:
 - i. A full description of the asset, or assets being donated.
 - ii. Documented value/appraisal of the asset; with the appraisal method determined on a case-by-case basis.
 - iii. Description of the purpose of the transfer and a reasonable statement of the kind and amount of benefit to the public of such a donation
 - iv. Names of any private parties participating in the transfer
 - v. List of any other offers and their value made for the property (if any)
 5. **Real Property:** In certain negotiated disposals of real property, the CNYRTA may dispose of real property for less than its determined FMV. The explanations of such shall be reported in detail on an Explanatory Statement for Negotiated Disposals as noted in article III.C.



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E. Disposal by Commission of General Services: The CNYRTA may, in connection with the disposal of any of its properties, and in its sole discretion (unless otherwise required by any applicable laws), enter into an agreement with the Commissioner of General Services to dispose of certain of the Authority's properties.

F. Bids & Advertising for Disposal:

1. Advertising – Except as set forth in Article II(g) below, any disposal made or authorized by the CNYRTA Contracting Officer may only be made after first publicly advertising for bids in accordance with applicable New York State laws and internal Authority procedures.
2. Timing and Method of Advertisements - Any advertisements for bids made by the Authority in connection with the disposition of any of its properties shall be made at such time, through such methods, and with terms and conditions as shall permit full and free competition consistent with the value and nature of the property.
3. Opening of Bids - All bids received by the CNYRTA on or prior to the deadline for submitting such bids, as set forth in the advertisements made in connection therewith, will be opened publicly as stated in such advertisements.
4. Awarding of Contract - The CNYRTA shall award the contract subject to a particular advertisement for bids with reasonable promptness. Such award shall be made by providing notice to the responsible bidder whose bid: (B) conformed to the invitation to bid; and (B) will be most advantageous to the CNYRTA based on price and other factors. The CNYRTA reserves the right to reject any and/or all bids when the CNYRTA determines, in its sole discretion that it is in the public interest to do so.

G. Negotiated Disposals or Disposal by Public Auction: The CNYRTA may dispose of its properties by means of negotiation or public auction, without having advertised for bids in connection therewith and subject to obtaining such competition as is feasible under the circumstance, if:

1. any personal property involved is such that if same were disposed of by public bid, such disposition would adversely affect the state or local market for such property, and the estimated FMV of such property, along with other terms satisfactory to the Authority, can be obtained by negotiation;
2. the FMV of the subject property does not exceed \$15,000;
3. the bid prices for all or some of the subject property, if any, received by the Authority after advertising are not reasonable or have not been independently arrived at in open competition;
4. the purchasing or acquiring party is the state or any political subdivision thereof, and the estimated FMV of the subject property, as well as all other terms, are obtained by negotiation;
5. the property may be disposed of for less than FMV if the terms of such disposal are obtained by public auction or negotiation, the disposal is intended to further the public health, safety or welfare or an economic development interest of the state or political



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subdivision thereof (i.e., preventing or remediating a substantial threat to public health or safety, creating or retaining a substantial number of job opportunities, or creating or retaining a substantial source or revenues) and if the purpose and terms of such disposal are documented in writing and approved by the Board, or where such action is otherwise authorized in law; or

6. the transaction is for health, safety, or economic development purposes.

III. DISPOSAL REPORTING

- A. **FTA Reporting:** Transactions and/or information relating to personal and/or real property disposals for which the FTA retains an interest, and net proceeds exceeding \$5,000, must be reported to the FTA. The CNYRTA will calculate the cost of the sale and residual net proceeds which are typically used to offset future grants.
- B. **Annual Reporting Requirements:** Annually by June 30, the CNYRTA will publish a report of all real property owned at the time thereof, as well as a listing and full description of all real property exceeding \$15,000 and/or personal property exceeding \$5,000 disposed of by the CNYRTA during the reporting period – including the amount received and the name of the purchaser of each piece of property. This report must be posted to the CNYRTA website and submitted in the NYS Public Authority Reporting & Information System (PARIS).
- C. **Public Authorities Law §2897(6)(d) Explanatory Statements Required for Certain Negotiated Disposals:**
 1. **Applicability:** The CNYRTA shall prepare explanatory statements of the terms and circumstances of any disposal resulting from **negotiations**, if any of the following are true:
 - i. The property being disposed of includes personal property that has an estimated FMV in excess of \$15,000;
 - ii. The property being disposed of includes real property that has an estimated FMV in excess of \$100,000;
 - iii. The transaction includes the disposal of real property by lease, if the estimated annual rent over the term of the lease is in excess of fifteen thousand dollars;
 - iv. The transaction involves the disposal of any real property or related personal property by means of exchange, or the disposal of any property, the consideration for which includes real property.
 2. **Requirements:** The explanatory statement made in accordance with this Article II(f) shall include:
 - i. Description of the parties involved in the transaction
 - ii. Justification for disposing of the property by negotiation
 - iii. Identification of property, including its location
 - iv. Estimated fair market value of the property
 - v. Proposed sale price of the property
 - vi. Size of the property
 - vii. Expected date of sale



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3. **Reporting:** Such explanatory statement made in accordance with this Article II(f) must be delivered to the following parties no less than 90 days prior to the scheduled date of transaction:

- i. Authorities Budget Office (ABO)
- ii. NYS Comptroller
- iii. Director of Budget
- iv. Commissioner of General Services & the Legislature

IV. OPERATIVE INSTRUCTIONS TO CNYRTA STAFF

- A. Unless otherwise indicated in writing, the Vice President of Finance for the CNYRTA shall be the Contracting Officer for the purposes of these Guidelines.
- B. CNYRTA departments and the employees thereof shall promptly report, in writing, to the CNYRTA Contracting Officer with respect to any properties deemed by such department to be ready for disposal. In making such reports, all FTA Guidelines for minimum useful life, if determined, should, when desirable for disposition purposes, be followed for any properties that were procured using federal grant funds. The Contracting Officer shall consult with appropriate CNYRTA personnel regarding the nature of funding (grant or non-grant) for any properties deemed by a department of the Authority as ready for disposal, to determine that its useful life under FTA regulation has been reached. For properties not procured with federal funds, or properties for which the federal government does not proscribe a minimum useful life, a normal business estimated useful life used for calculating depreciation shall be used as the minimum useful life.
- C. The Contracting Officer shall, in conducting the disposal process, proceed in accordance with the requirements of the PAAA, the FTA and as such requirements are amended from time to time.
- D. The CNYRTA staff, in conjunction with the Contracting Officer, shall ensure that all reporting and control responsibilities required of the Authority under applicable NYS and Federal guidelines, are met.

CNYRTA Annual Calculation of Monthly Subsidy Amounts for Operating Subsidiaries

Budget 2024/2025

	<u>CNY Centro</u>	<u>C-A-B</u>	<u>Oswego</u>	<u>Cayuga</u>	<u>Oneida</u>	<u>TOTAL</u>
Oper Rev	\$ 10,571,800	\$ 487,000	\$ 585,100	\$ 203,900	\$ 721,700	\$ 12,569,500
Oper Exp	\$ 61,192,061	\$ 8,708,320	\$ 4,051,965	\$ 3,268,870	\$ 15,502,373	\$ 92,723,589
Net Loss per approved budget	\$ (50,620,261)	\$ (8,221,320)	\$ (3,466,865)	\$ (3,064,970)	\$ (14,780,673)	\$ (80,154,089)
Monthly Subsidy Per Approved Budget	\$ (4,218,355)	\$ (685,110)	\$ (288,905)	\$ (255,414)	\$ (1,231,723)	\$ (6,679,507)
2023/2024 Subsidy	\$ (3,680,087)	\$ (802,340)	\$ (343,203)	\$ (286,506)	\$ (1,231,723)	\$ (6,343,859)

The subsidy payments here are not related specifically to any accounting entries and are based strictly on the approved budget operating deficit excluding operating assistance and MRT, as shown in the above calculations.
 The purpose of the resolution is discussed below:

Philosophically and technically, the subsidy resolution reinforces the legal separation between the Authority and its various Centro bus operations (for liability and other financial purposes).

Funds CNYRTA receives (from all sources) are combined and moved to the operations in the subsidiaries' counties and are not held for other purposes such as research and development at the Authority level, as has from time to time been the case from the early days of the Authority, when public transportation provided by a governmental entity was not so well established that funds flowed to it locally. With regard to the MRT, any amount in excess of what is needed to balance each subsidiary budget may be held by the Authority, to establish reserves and for other purposes as authorized by the Board, pursuant to the Authority's enabling legislation.

**AUTHORIZATION TO APPROVE TREASURY MANAGEMENT SIGNER FOR M&T
BANKING SERVICES**

WHEREAS, the Central New York Regional Transportation Authority and its subsidiary corporations have duly opened certain accounts with Manufacturers and Traders (M&T) Bank for the deposit of their funds and for the execution of necessary banking transactions in the normal course of business; and

WHEREAS, it is necessary to authorize Melissa Brim (AVP of Finance) as the Treasury Management (TM) Signer; and

NOW, THEREFORE, BE IT RESOLVED that Melissa Brim will be hereby authorized to be added as an authorized TM signer for all services related to CNYRTA deposit accounts at M&T Bank; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Secretary of the Authority and the Deputy Chief Executive Officer be and are hereby authorized and directed to furnish said institution with a certified copy of this resolution and any other documentation which they may reasonably require to execute this action.

**AUTHORIZATION TO APPROVE GLOBAL ADMINISTRATOR FOR JP MORGAN
CHASE SERVICES**

WHEREAS, the Central New York Regional Transportation Authority and its subsidiary corporations have duly opened certain accounts with JP Morgan Chase Bank for the deposit of their funds and for the execution of necessary banking transactions in the normal course of business; and

WHEREAS, it is necessary to authorize Derek Sherman (Director of Accounting) as one of two the Global Administrators; and

NOW, THEREFORE, BE IT RESOLVED that Dereke Sherman will be hereby authorized to be added as an authorized Global Administrator for all services related to CNYRTA deposit accounts at JP Morgan Chase; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Secretary of the Authority and the Deputy Chief Executive Officer be and are hereby authorized and directed to furnish said institution with a certified copy of this resolution and any other documentation which they may reasonably require to execute this action.

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
SYRACUSE FACILITY PAVING 2024

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need to pave several parking areas at the Syracuse facility; and

WHEREAS, this contract will be paid for using 100% State Dedicated grant funds, and

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

WHEREAS, sixty-nine (69) bid packages were sent out, of which thirty-eight (38) were sent to NYS Certified M/WBE firms, and twenty-five (25) bid packages were downloaded; and

WHEREAS, two (2) bids were received on April 11, 2024, with the lowest responsive and responsible bid received from Central Paving, Inc.; 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 Central Paving, Inc., to provide Syracuse Facility Paving in the amount of \$336,331.56.

FACT SHEET
SYRACUSE FACILITY PAVING 2024

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

ADVERTISEMENT: An Invitation for Bid was advertised on March 7, 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: The contract is to be paid for using 100% State Dedicated Funds.

PRICING RECEIVED:

	Central Paving, Inc.	Salt Springs Paving Corp.
Syracuse Facility Paving	\$336,331.56	\$676,000.00

COMMENTS: Central Paving, Inc. has performed like kind services with positive results.

MWBE: There is a 37% WBE goal on this contract.

RECOMMENDATION: Based upon evaluation of the bid documents, staff recommends contract award to Central Paving, Inc. for the Syracuse Facility Paving in the amount of \$336,331.56.

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
CNG STATION UPGRADE 2024

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has the need to upgrade the compressed natural gas fueling equipment; and

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

WHEREAS, the Request for Proposal was publicly let on January 11, 2024, and

WHEREAS, eleven (11) vendors were invited, and seventeen (17) proposal packages were downloaded; and

WHEREAS, two (2) proposals were received on March 5, 2024; and

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee authorize contract with Trillium to provide CNG Station Upgrade for a total of \$4,993,720.

FACT SHEET
CNG STATION UPGRADE 2024

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide and install upgraded compressed natural gas fueling equipment in the CNG station located at the Syracuse Facility.

ADVERTISEMENT: A Request for Proposal was advertised on January 11, 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

PROCUREMENT PROCESS: two (2) proposals were received on March 5, 2024. A selection committee consisting of Geoff Hoff, Mike Rice, EJ Moses, Bruce Fong, Carlos Galindo and Caitlin MacCollum evaluated the proposals. When evaluating proposals, the committee took into consideration: organizational capacity, method of approach, software and system capabilities, and cost.

PRICING RECEIVED:

	Trillium	Opal Fuels
CNG Station Upgrade	\$4,993,720	\$4,382,965

COMMENTS: This project includes replacement of all three CNG compressor skids with electric start units, replacement and upgrade of the priority panel, as well as replacement of the existing dispenser units. Trillium has provided like kind services in the past with positive results.

RECOMMENDATION: Based upon evaluation of the proposals, staff recommends contract award to Trillium for the CNG Station Upgrade 2024 contract for a total of \$4,993,720.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
MICROTRANSIT SOFTWARE PURCHASE- AMENDMENT #1**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has the need to amend the existing Microtransit Software services agreement; and

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

WHEREAS, the CNYRTA has an existing contract with Via Mobility LLC to provide Microtransit Software, and

WHEREAS, the original scope of work authorized potential additional phases, including the addition of the paratransit fleet, and

WHEREAS, pricing was received from Via in the amount of \$11,575 per month for a five- year term covering forty-seven (47) mixed fleet vehicles; 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 a contract amendment with Via Mobility, LLC for a five-year term.

FACT SHEET
MICROTRANSIT SOFTWARE PURCHASE- AMENDMENT #1

PROJECT DESCRIPTION: The CNYRTA has a need to amend the existing Microtransit Software services agreement. The existing software agreement covers the Mobility On-Demand fleet and CNYRTA is looking to add the software to the paratransit fleet, per the potential phase included in the original scope of work.

ADVERTISEMENT: N/A amendment to an existing contract.

FUNDING: This contract will be paid for using operating funds.

PRICING RECEIVED:

Description	Pricing
One Time Installation Fee for Paratransit Software Solution	\$45,000
Minimum Calendar Month Fee- up to 47 vehicles	\$11,575
Annual Inflation + Innovation Index	3%
Estimated Five-Year Total	\$782,438.96

COMMENTS: The current on-board technology of our Call-A-Bus fleet has reached the end of its useful life. Adding our existing Mobility On-Demand software to this fleet will allow consistency in our communication platform between the two services.

The software will provide many benefits to our paratransit customers including the ability to book their own rides via the mobile app, the use of credit cards for payment and the ability to track their own rides. Additionally, the Via software takes into consideration live traffic, optimizing the runs to keep them on time, resulting in the ability to provide our customers with more reliable transportation.

RECOMMENDATION: Staff recommends the Board authorize the contract amendment with Via Mobility, LLC for a five-year term.

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE JUNE 21, 2024, AUDIT AND FINANCE COMMITTEE MEETING

MEMBERS PRESENT:

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

MEMBERS ABSENT:

ANTHONY DAVIS, Vice Chair
 FRANK SAYA, Non-Voting Member

STAFF PRESENT:

CHRIS TUFF, Deputy Chief Operating Officer
 STEVEN KOEGEL, VP of Business Develop. and Corp. Comm.
 JACKIE MUSENGO, VP of Human Resources
 GEOFFREY HOFF, VP of Fleet and Facilities
 RAHMIN AZRIA, VP of Operations
 MELISSA BRIM, Associate VP of Finance
 CAITLIN MACCOLLUM, Senior Director of Procurement
 BREN DAISS, Senior Director of Planning & Capital Projects
 TARA SPRAKER, Director of Capital Programs
 EJ MOSES, Director of Facilities and Grants
 JOSHUA GARDNER, Spec. Transport Manager & Systems Analyst
 DEREK SHERMAN, Director of Accounting
 JOE DEGRAY, Administrative Advisor
 JEANNINE JOHNSON, Executive Assistant
 ANN MARIE BRENNAN, Payroll Manager
 JAMIE WHITE, Payroll Analyst
 KARA MCDONALD, Senior Accountant

PUBLIC PRESENT:

GREGG EVANS, Bonadio Group
 ASHLEY WESTOVER, Bonadio Group

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 July 26, 2024

FISCAL YEAR END MARCH 31, 2024, AUDIT REPORT

Mr. Gregg Evans, a partner, and Ms. Ashley Westover, Senior Auditor presented a detailed Audit Report. The report was also distributed to the Board Members. Mr. Evans presented a Motion to adopt the Audit Report as of March 31, 2024. A copy of the Motion is attached to these Minutes.

A Motion to approve the detailed Audit Report, was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

SUMMARY FINANCIAL INFORMATION SECTION OF PAL 2800 ANNUAL REPORT

Ms. Brim, Associate VP of Finance, presented a Motion to approve the Summary Financial Information Section of PAL 2800 Annual Report. A copy of the Motion is attached to these Minutes.

A Motion to approve the Summary Financial Information Section of PAL 2800 Annual Report, was raised and forwarded to the Board for approval.

Motion – Robert Cuculich

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

ANNUAL PAL 2925 INVESTMENT REPORT & INVESTMENT GUIDELINES

Ms. Brim, Associate VP of Finance, presented a Motion to approve the Annual PAL 2925 Investment Report & Investment Guidelines. A copy of the Motion is attached to these Minutes.

A Motion to approve the Annual PAL 2925 Investment Report & Investment Guidelines, was raised and forwarded to the Board for approval.

Motion – Darlene Lattimore

Seconded – Julius Lawrence

Carried Unanimously to the Board with a recommendation of approval.

GUIDELINES REGARDING THE DISPOSITION OF PROPERTY

Ms. Brim, Associate VP of Finance, presented a Motion to approve the Guidelines Regarding the Disposition of Property. A copy of the Motion is attached to these Minutes.

A Motion to approve the Guidelines Regarding the Disposition of Property, 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.

ANNUAL PAL 2879/2824(e) PROCUREMENT REPORT

Ms. MacCollum presented to the Board a Motion to approve the Annual PAL 2879/2824(e) Procurement Report. This report is required under PAL 2879/2824 (e) and will be filed in PARIS.

A Motion to approve the Annual PAL 2879/2824(e) Procurement Report, was raised and forwarded to the Board for approval.

Motion – Darlene Lattimore

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

CNYRTA PROCUREMENT MANUAL UPDATES

Ms. MacCollum presented to the Board a Motion to approve the CNYRTA Procurement Manual Updates.

A Motion to approve the CNY Procurement Manual Updates, was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Robert Cuculich

Carried Unanimously to the Board with a recommendation of approval.

ANNUAL SUBSIDY PAYMENTS

Ms. Brim, Associate VP of Finance, presented a Resolution to approve the Annual Subsidy Payments.

A Motion to approve the Annual Subsidy Payments, was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

AUTHORIZE MELISSA BRIM AS TREASURY MANAGEMENT SIGNER FOR M & T BANK

Ms. Brim, Associate VP of Finance, presented a Resolution to authorize herself as the Treasury Management Signer for M&T Bank.

A Motion to approve Melissa Brim as the Treasury Management Signer for M&T Bank, 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.

AUTHORIZE DEREK SHERMAN AS GLOBAL ADMINISTRATOR FOR JP MORGAN CHASE

Ms. Brim, Associate VP of Finance, presented a Resolution to authorize Derek Sherman, Director of Accounting, as the Global Administrator for JP Morgan Chase.

A Motion to authorize Derek Sherman as the Global Administrator for JP Morgan Chase, was raised and forwarded to the Board for approval.

Motion – Robert Cuculich

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

SYRACUSE FACILITY PAVING

Ms. MacCollum presented to the Board a Resolution to approve a contract award for Syracuse Facility Paving 2024 to Central Paving, Inc.

A Motion to approve the contract award for Syracuse Facility Paving 2024 to Central Paving, Inc, was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

CNG STATION UPGRADE

Ms. MacCollum presented to the Board a Resolution to approve a contract award for CNG Station Upgrade to Trillium.

A Motion to approve the contract award for CNG Station Upgrade to Trillium, was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

MICROTRANSIT SOFTWARE PURCHASE

Ms. MacCollum presented a Resolution to approve a contract award for a Microtrasit Software Purchase to VIA in the amount of \$11,575 per month for a five-year term covering forty-seven (47) mixed fleet vehicles.

A Motion to approve a contract award for Microtransit Software purchase to a contract award to VIA in the amount of \$11,575 per month for a five-year term covering forty-seven (47) mixed fleet vehicles, was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Julius Lawrence

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

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
GOVERNANCE COMMITTEE
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE JUNE 21, 2024, GOVERNANCE COMMITTEE MEETING**

MEMBERS PRESENT:

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

MEMBERS ABSENT:

ANTHONY DAVIS, Vice Chair
 FRANK SAYA, Non-Voting Member

STAFF PRESENT:

CHRISTOPHER TUFF, Deputy Chief Executive Officer
 STEVEN KOEGEL, VP of Business Develop. and Corp. Comm.
 JACKIE MUSENGO, VP of Human Resources
 GEOFFREY HOFF, VP of Fleet and Facilities
 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
 JOSEPH DEGRAY, Administrative Advisor
 EJ MOSES, Director of Facilities and Grants
 DEREK SHERMAN, Director of Accounting
 JEANNINE JOHNSON, Executive Assistant

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.

ANNUAL PERFORMANCE MEASURES REPORT

The Annual Performance Measures Report required under PAL §2824-a, and ABO Policy Guidance 10-02, was distributed to Board Members prior to the Committee Meeting. Included in this report are measurements of ridership and service efficiency, operating performance and customer service, and service safety for our revenue service for FYE 2024. Following Board review, this report will be posted to the CNYRTA public facing website and certified to in the Public Authorities Reporting & Information System (PARIS).

STRATEGIC PLAN UPDATE

The Executive Team has updated the 2024-25 Strategic Plan and Operational Initiatives and included this in the Comprehensive Annual Report. The update includes progress made during FYE 2024 and future focus for all plan goals. The next quarterly strategic planning meeting is scheduled for July 2024. The executive team continues to work on updating the CNYRTA Mission, Vision and values statements.

INTERNAL CONTROL REVIEW PLAN UPDATE

Per the Public Authorities Law §2931(1)-(2) the CNYRTA must have a system of internal control that is in line with internal control standards and a program of internal control review. To ensure compliance with the Standards for Internal Control in New York State Government and Public Authority Law, the CNYRTA has developed and implemented a fully comprehensive program of internal control management and review.

The Internal Control Department is nearing completion of the transition to using the AutoAudit software and categorizing organizational objectives. Objectives are assigned review types and testing frequencies based on their assessed levels of risk. Any issues or areas for improvement identified during this process are properly communicated to appropriate management for review. No material exceptions have been noted as of the date of this report.

CNYRTA RULES OF CONDUCT FOR TRANSIT VEHICLES & FACILITIES

The Central New York Regional Transportation Authority (CNYRTA, Centro, or the Authority) in furtherance of its mission, hereby creates these rules governing the conduct and safety of the public in the use and operation of its transit services.

A Motion is needed to approve the CNYRTA Rules of Conduct for Transit Vehicles & Facilities as recommended by the Governance Committee was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Monty Flynn

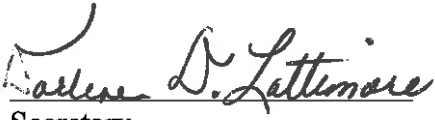
Carried Unanimously to the Board with recommendation of approval

ADJOURNED

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


Chairman

ATTEST:


Secretary

Governance Committee Agenda

Presented by Suzanna Levesque, CPA, Director of Internal Control June 21, 2024

Board Actions Motions and Resolutions

MOTIONS:

Certification of Adoption - CNYRTA Rules of Conduct for Transit Vehicles & Facilities

REVIEW:

Annual Management's Report on Internal Control

Annual Performance Measures Report

SUPPLEMENTAL INFORMATION:

Strategic Plan Update

UPCOMING ITEMS:

Mission, Vision, Values Project

Record Retention Policy

RPM Program Update



Governance Report

TO: Christopher Tuff, Deputy Chief Executive Officer and CNYRTA Board of Members
FROM: Suzanna Levesque, CPA – Director of Internal Control
RE: June Governance Report (June 21, 2024)
DATE: June 14, 2024

RULES OF CONDUCT FOR TRANSIT VEHICLES & FACILITIES

NYS Public Authorities Law §1332(4) specifies that the *CNYRTA Rules of Conduct for Transit Vehicles & Facilities* must be filed as an item in the New York Codes, Rules, and Regulations (NYCRR) per the regulations detailed in §102 of New York State Executive Law.

Per the requirements set by the New York State Division of Administrative Rules, a Notice of Proposed Rule Making was filed on February 6, 2024, and subsequently published in the New York State Register on February 21, 2024, for a public comment period of 60 days. No public comment was received.

To become effective as a portion of the NYCRR, a formal Notice of Adoption must be filed with the Division of Administrative Rules and include a Certification of Adoption from the Board. The Rules will become effective the date that said Notice of Adoption is published in the State Register. Therefore, a motion is needed to adopt the CNYRTA Rules of Conduct for Transit Vehicles & Facilities.

MANAGEMENT REPORT ON INTERNAL CONTROL

Public Authorities Law §2931(1)-(2) requires the CNYRTA to annually certify that it followed a method of review over its system of internal control in line with accepted internal control standards. This certification is supported by CNYRTA Internal Control Program activities. For FYE 2024, no material deficiencies were noted. Several opportunities for increased operational efficiencies and reduction of risk were discovered during the year and have action plans in progress, including the RISC software implementation project.

ANNUAL PERFORMANCE MEASURES REPORT

The attached Performance Measures report includes the FYE 2024 measurements of **ridership**, **service efficiency** and **operating performance**. This report is required under PAL §2824-a. This report is posted to the CNYRTA public facing website and submitted to the Public Authorities Reporting & Information System (PARIS) annually. All measurements were in line with expectations, with no unexplained variances over prior year.

STRATEGIC PLANNING UPDATE

The Strategic Planning Team is nearing completion of the *Mission, Vision & Values* project, with the results to be presented at the next Governance meeting. Per the applicable Public Authorities Law and ABO policy guidance, the new Mission, Vision, and Values statements will require Board adoption.



NYCRR TITLE 21, CHAPTER XXXI, PART 1980 - PROPOSED
CENTRAL NEW YORK TRANSPORTATION AUTHORITY
RULES OF CONDUCT FOR TRANSIT VEHICLES & FACILITIES

1980.0 PREAMBLE

The Central New York Regional Transportation Authority (CNYRTA, Centro, or the Authority), in furtherance of its mission, hereby creates these Rules governing the conduct and safety of the public in the use and operation of its transit services.

1980.1 AUTHORIZATION & PURPOSE

- (a) CNYRTA, as referenced throughout these Rules, refers to the Central New York Regional Transportation Authority and its wholly owned or controlled subsidiaries.
- (b) The provisions of section 1332(4) of the Public Authorities Law provide the CNYRTA with the power to make rules governing the conduct and safety of the public in the use and operation of the transit facilities of the authority.
- (c) These Rules are established by authority to promote safety, facilitate the proper use of the transit facilities of the authority, protect those transit facilities and their passengers, and assure the payment of fares and other lawful charges for the use of their systems.
- (d) These Rules adopted by the CNYRTA Board of Members regulate conduct occurring on CNYRTA transit vehicles, within or upon CNYRTA facilities and properties, and in connection with the CNYRTA's provision of public transportation services.
- (e) These Rules may be amended or added to from time to time at the sole discretion of the authority in accordance with law.
- (f) If any one or more of the provisions in these Rules shall be declared by any court of competent jurisdiction to be contrary to law, then such provision(s) shall:
 - (1) be null and void; and
 - (2) be deemed separable from the remaining provisions in the Rules of Conduct; and
 - (3) in no way affect the validity of the other provisions of the Rules of Conduct.

1980.2 DEFINITIONS

- (a) "Assault" shall mean an act or attempted act, whether physical or non-physical, in which physical contact or verbal threats or intimidation occur by one person directed to another without lawful authority or permission.
- (b) "Authority", "CNYRTA", and "Centro" shall mean The Central New York Regional Transportation Authority and its wholly owned or controlled subsidiaries.
- (c) "Bus Shelters" shall mean structures located in transit vehicle loading zones that provide cover for the public to board and alight transit vehicles.
- (d) "Centro Contractors" shall mean any person or organization performing duties on behalf of the CNYRTA for the delivery of public transportation services.
- (e) "Centro Employee" shall mean any part-time or full-time, temporary, or regular,

exempt, or non-exempt, represented, or non-represented person, including an intern, who is compensated by the CNYRTA for services by wages, salary, or other remuneration.

- (f) "Centro Facilities and Properties" shall mean all facilities, including the Centro Transit Hubs, structures, schedule and news racks, kiosks, fare vending machines, bulletin and information boards, bus shelters, bus stop signs, lands, interest in lands, air rights over lands, and rights of way of all kinds that are owned, leased, held, or used by the CNYRTA for the purpose of providing public transportation services, including, but not limited to, Park-N-Ride lots, transit centers, bus shelters, and areas that are used by the public to board and alight transit vehicles.
- (g) "Commercial Activity" shall mean any enterprise or venture by groups or individuals for the purpose of promoting or selling products or services to CNYRTA employees or the public, whether for profit or not.
- (h) "Excluded" shall mean individuals who are excluded may not enter or remain on CNYRTA property or equipment used to provide public transportation services.
- (i) "General Public" shall mean any person or group of persons, including CNYRTA employees, not acting in an official capacity at the time.
- (j) "Harassment" shall mean acts occurring within or about CNYRTA facilities and properties or transit vehicles:
 - (1) When a person, with intent to harass, annoy, or alarm another person:
 - (i) strikes, shoves, kicks, or otherwise subjects another person to physical contact or attempts to or threatens to do the same; or
 - (ii) follows a person about in a public place or places; or
 - (iii) engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person, and which serve no legitimate purpose.
 - (2) Any action deemed to be in violation of CNYRTA Harassment Policies.
- (k) "Inappropriate Conduct" shall mean any conduct that is disruptive or injurious to other individuals' lawfully using CNYRTA facilities or services; damaging or destructive to transit facilities or services, or disruptive, harassing, or threatening to transit employees. Inappropriate conduct may also constitute a violation of an ordinance or criminal law. Not being charged or convicted by law enforcement of an incident of inappropriate conduct does not bar investigation, warning, and/or exclusion under these rules.
- (l) "Loitering" shall mean remaining in any transportation facility, unless specifically authorized to do so, for the purpose of soliciting or engaging in any business, trade or commercial transactions involving the sale of merchandise or services or for the purpose of entertaining persons by singing, dancing, or playing any musical instrument.
- (m) "Park-N-Ride Lots" shall mean locations officially designated by the CNYRTA at which persons may park their individual vehicles or bicycles and transfer to a Centro transit vehicle or car/vanpool vehicles. The term shall include all physical improvements and landscaping connected with a Park-N-Ride lot.
- (n) "Person" shall mean any individual, firm, partnership, corporation, organization, association, or legal entity of any kind.
- (o) "Public Communication Activity" shall mean the posting or distribution of flyers,

pamphlets, brochures, books or other written material, collecting petition signatures, political campaigning, demonstrating, displaying signs, picketing, unscheduled playing of musical instruments or other performances, public speaking, conducting surveys, soliciting or receiving of funds or contributions of any kind for any purpose, or otherwise communicating or attempting to communicate to the general public.

- (p) "Public Transportation Services" shall mean any transportation service, whether operated by the CNYRTA or any governmental agency, private person, firm, or corporation contracting with Centro.
- (q) "Transit Related Activities" shall mean activities associated with the provision or support of CNYRTA public transportation services, the use of those services by the public, or CNYRTA sales, promotion, and maintenance activities in support of the CNYRTA's public transportation services.
- (r) "Transit Vehicle" shall mean every motor vehicle which is owned or operated by the CNYRTA or a Centro contractor while said contractor is performing CNYRTA related public transportation services.

1980.3 PROHIBITED CONDUCT

- (a) **General:** The following activities are prohibited in all CNYRTA transit vehicles and facilities and properties, unless authorized by the CNYRTA or its designee in a written permit, license, concession contract, lease, or other written authorization:
 - (1) engaging in commercial activities;
 - (2) engaging in public communication activities;
 - (3) engaging in any civic, cultural, or other special event, not included in the definitions of commercial or public communication activities in section 1980.2 of this Part;
 - (4) posting or affixing flyers, pamphlets, brochures, leaflets, written or graphic material of any kind;
 - (5) affixing or erecting signs, banners, or other paraphernalia on the exterior or interior;
 - (6) engaging in public activities involving signs, boxes, receptacles, easels, or other similar apparatus of any kind.
- (b) **Level 1:** The following activities are prohibited and may be considered Level 1 offenses for purposes of enforcement:
 - (1) Violating a current notice of suspension order.
 - (2) Any harassment against CNYRTA employees or passengers.
 - (3) Willfully refusing to pay a fare or to show appropriate identification or fare media to the bus operator.
 - (4) Verbal disputes or horseplay.
 - (5) Any smoking, vaping, or chewing tobacco products on transit buses or CNYRTA property.
 - (6) Sleeping, camping, or storing personal property on benches or floors of Centro facilities and properties.
 - (7) Soliciting funds.
 - (8) Engaging in any form of gambling.
 - (9) Producing unreasonable noise from a device or utilizing a speaker phone which causes a distraction without headphones/earbuds.
 - (10) Occupying more than one seat or blocking the aisle unnecessarily.
 - (11) Dangerous activities, including but not limited to skateboarding,

hoverboarding, etc.

- (12) Riding bicycles, scooters, mopeds, and motorcycles, except where public vehicle travel and access is permitted.
- (13) Unauthorized commercial activity or restricted activity.
- (14) Loitering or entering unauthorized areas.
- (15) Extending arms or other body parts out of vehicle windows.
- (16) Not wearing shoes and clothing, such as a shirt, pants, dresses, etc.
- (17) Failure to obey CNYRTA employees or signs.
- (18) Bringing any uncaged animal onboard CNYRTA transit vehicles or facilities and properties other than a service animal.
- (19) Eating or drinking on the bus (Note: Food items in closed containers are permitted.).
- (20) Standing in front of the yellow standee line at the front of the bus near the driver's seat or leaning on the rear doors.
- (21) Bringing on board any large articles including but not limited to, packages, baggage, non-collapsible strollers, or baby buggies that block the aisle and restrict the free movement of passengers.
- (22) Engaging in indecent, profane, boisterous, unreasonably loud, demeaning, and disrespectful behavior towards CNYRTA employees, contractors and/or passengers.
- (23) Participating in otherwise disorderly or inappropriate conduct that is inconsistent with the orderly and comfortable use of buses for their intended purpose. This includes putting feet on the seat, leaving trash behind, not wearing a shirt and shoes, and exposing other passengers to bodily fluids or any kind or odors that may present health or safety risks.

(c) **Level 2:** The following activities are prohibited and may be considered Level 2 offenses for purposes of enforcement:

- (1) Any non-physical Assault against CNYRTA employees or passengers.
- (2) Vandalism, including graffiti, defacing, or damaging CNYRTA property.
- (3) Spitting, urinating, or defecating on CNYRTA property.
- (4) Fighting on CNYRTA buses or property.
- (5) Throwing items on the bus or from the bus, or on CNYRTA property.
- (6) Drinking alcoholic beverages or possessing open containers of alcoholic beverages.
- (7) Possession of or using illegal or controlled substances.
- (8) Obstructing or interfering with the bus operator's safe operation of the vehicle.
- (9) Obstructing bus traffic lanes.
- (10) Possessing, transporting, or distributing illegal or controlled substances.
- (11) Engaging in indecent exposure.
- (12) Entering or remaining on CNYRTA buses after having been notified by an authorized individual not to do so, or boarding or remaining on CNYRTA buses during the period when an individual has been banned from the premises.

(d) **Level 3:** The following activities are prohibited and may be considered Level 3 offenses for purposes of enforcement:

- (1) Physical Assault against CNYRTA employees or passengers.
- (2) Bringing any items of a dangerous nature on board buses, including weapons (pistols, rifles, knives, or swords); flammable liquids, dangerous, toxic, or

poisonous substances; vessels containing caustic materials, chemicals, acids, or alkalis, sheet glass and sharp objects.

- (3) Willfully damaging, defacing, or destroying CNYRTA property. The CNYRTA will press charges against anyone who steals or willfully damages, defaces, or destroys CNYRTA property.
 - (4) Theft of CNYRTA property or the property of any other passenger, Centro employee or Centro contractor.
 - (5) Lighting an incendiary device on the bus or CNYRTA property (e.g., match, lighter, torch)
 - (6) Filing fraudulent claims about an injury sustained on a CNYRTA vehicle or at the transfer station.
 - (7) Spitting or expectorating on or at bus operators, employees, or passengers.
- (e) Any other action that threatens public safety or inhibits authority's ability to deliver public transit services, including any violations of Federal, State or Local law, may be treated as a violation of these rules, and will be assessed on a case-by-case basis.

1980.4 ENFORCEMENT

- (a) Any authorized CNYRTA representative may provide oral or written warning and may order an individual to leave or exclude individuals from a vehicle or facility.
- (1) Such representative may give that individual an oral first warning to immediately cease engaging in the conduct and/or not to engage in the conduct again.
 - (2) If the individual does not cease engaging in the conduct, then the authorized CNYRTA representative may direct the individual to immediately leave the vehicle or facility.
 - (3) If an individual fails or refuses to leave a vehicle or other facility after being directed to do so by an authorized CNYRTA representative, such individual is subject to arrest and prosecution for trespassing and/or disorderly conduct.
- (b) Exclusion/Suspension: Violations of these rules may result in exclusion/suspension from transit facilities and/or services. The CNYRTA Chief Executive Officer shall designate one or more Rules Enforcement Officer(s) who shall determine the duration of exclusion/suspension periods. Generally, length of exclusion/suspension is determined using the following schedule:
- (1) Level 1 Offenses: Not less than thirty (30) days or more than ninety (90) days.
 - (2) Level 2 Offenses: Not less than ninety (90) days or more than one hundred eighty (180) days.
 - (3) Level 3 Offenses: Not less than one hundred eighty (180) days or permanently based on severity.
- (c) The CNYRTA Chief Executive Officer will review and decide on all permanent suspensions. Further legal action may be taken as applicable and appropriate for all offenses.

1980.5 APPEALS

- (a) The CNYRTA provides an appeal process to a three-person Suspension of Service Hearing Committee to be designated by the CNYRTA Chief Executive Officer; this process is available to any person excluded or suspended from service.
- (1) Failure to follow the prescribed appeals process constitutes accepting the penalty and waiving a right to an appeal.

- (b) Appeals must be requested in writing not later than (10) days after commencement of the exclusion/suspension. Commencement of the exclusion shall be defined as the date upon which the exclusion became effective and shall be determined by CNYRTA's official records.
 - (1) Appeals may be addressed to the CNYRTA Chief Executive Officer or their designee at: Suspension of Service Hearing Committee, Central New York Regional Transportation Authority, 200 Cortland Avenue, PO Box 200, Syracuse, NY 13205.
 - (2) If the excluded person cannot respond in written format, CNYRTA will make reasonable accommodations to allow due process.
- (c) A written decision shall be rendered within twenty (20) calendar days from the receipt of the appeal. Appeals may be requested with or without an in-person hearing.
 - (1) If a hearing is requested, the hearing shall be held within ten (10) calendar days from receipt of the appeal.
- (d) Exclusions shall not be stayed during the appeal process. Individuals attempting to use CNYRTA or showing a physical presence at a CNYRTA facility during a suspension period, will be subject to arrest for trespassing.
 - (1) If an excluded individual requires public transportation services to attend their appeal hearing, they must contact the CNYRTA at least five (5) business days in advance of the hearing date, and the CNYRTA will arrange to provide the necessary public transportation services for the excluded individual.

1980.6 LIABILITY

- (a) Nothing in section 1980.4 of this Part shall create a duty to any person on the part of CNYRTA or form any basis for liability on the part of the CNYRTA, its officers, agents, or employees. The obligation to comply with these Rules is solely that of any person entering and using CNYRTA transit vehicles and facilities and properties and CNYRTA's enforcement of these Rules is discretionary not mandatory.

The Central New York Regional Transportation Authority

**Management Report on Internal Control
Fiscal Year Ending
March 31, 2024**



June 21, 2024

Consistent with New York State Public Authorities Law §2931, the Central New York Regional Transportation Authority (CNYRTA) has established a system of internal control and ongoing management that is in line with the *Standards for Internal Control in New York State Government (2016)* issued by the New York State Office of the Comptroller, and the *COSO Internal Control – Integrated Framework (2013)* issued by the Committee of Sponsoring Organizations of the Treadway Commission.

The CNYRTA Internal Control Program of review consists of activities designed to evaluate internal control for effectiveness and efficiencies in line with the applicable standards. The design of the program is continuously monitored by the Internal Control Officer to ensure activities are appropriate and effective. Internal Control Program activities may include but are not limited to:

- *Strategic planning*
- *Control testing*
- *Risk assessments*
- *Control design and development*
- *Management advisory and special projects*
- *Policy development and document control*

The Director of Internal Control continuously considers levels of inherent and residual risk across business objectives to determine the type and frequency of any assessments, control testing and other program activities to be performed. Internal Control Review plan activities are subject to modification at any time based on available resources and risks identified during the regular course of business or program activities.

FY 2023-24 Internal Control Certification

This report serves as management's assessment of the effectiveness of the CNYRTA system of internal control across as required by New York State Public Authorities Law §2800(1)(a)(9) for FYE 2024.

Control Environment

Based on observations, questionnaires, and management interviews performed during FYE 2023-24, the CNYRTA control environment appears in line with internal control standards on integrity, ethics, accountability, transparency, performance, and qualified Board oversight. Management continues to consider various avenues for training and skill building to provide to staff, further developing workforce competencies and planning for future growth. In addition, the organization continues to evaluate its accountability measures and enhance its incentive and performance programs.

Risk Assessment

In addition to risk assessments performed by management during the normal course of business, risk is evaluated by the Internal Control Department as part activities within the Internal Control Program. These risk assessments consider various types of risks - including fraud risk - across all identified organizational objectives. Risk levels established by the Internal Control department, and risks identified by management directly are considered in the development of review activities and business process design.

Control Activities

Control activities are reviewed by management during the regular course of business and by the Internal Control Department through control testing. Control testing includes but is not limited to activities such as inspection of records, document review, tests of details, management interviews, and unannounced and planned observations. Tests performed vary by function and risk level. No material exceptions were noted in any control testing performed in FYE 2024. Policy and

procedure documentation and management continues to improve through the ongoing application of Internal Control Program activities. Management continues to participate in any ongoing action plans addressing non-material exceptions and opportunities for increased efficiency.

Information & Communication

Management continues to focus on improving the usefulness of available data and information including accessibility and communication methods. Enhancements to internal communications continue with expanded email and Intranet access. Research into additional enhanced technology solutions in data analytics and information access for employees continues. Information typically flows freely and transparently to external parties, including the public, regulators, and vendors, and all community stakeholders.

Monitoring

In addition to conducting internal ongoing separate evaluations across all functions, the Internal Control Department serves as a resource to assist management in properly monitoring internal control as part of everyday business. Management routinely discusses potential opportunities for improvements in internal control outside of scheduled separate evaluations, indicating an understanding of internal control responsibility across management staff.

In addition to in-house internal control monitoring, various members of the CNYRTA management team actively participated in five additional audits performed by external agencies including the NYS Public Transportation Safety Board, the Federal Transit Administration, and New York State – with no material findings. Any non-material findings or recommendations discovered were promptly addressed.

Supporting Activities – Strategic Plan

Due to the supporting relationship between strategic planning and internal control; active management of the Strategic Plan occurs as an activity within the Internal Control Program. The Strategic Planning Team is responsible for developing and selecting strategy, reliable performance metrics and specific measurable initiatives. During FYE 2024, the Team made significant progress on updating the organization's Mission, Vision, and Values and continued to review plan strategies, goals, and performance measures – effectively supporting the system of Internal Control.

Supporting Activities - Internal Audit

The CNYRTA is not required to and does not have an independent Internal Audit function; however, certain Internal Control Program review and testing activities are performed using Internal Audit techniques. In the event a change in legislation or an internal identification of need occurs requiring the establishment of Internal Audit, the Internal Control Program will be reevaluated to ensure functions are not duplicated and all applicable Institute of Internal Auditors (IIA) Standards for Internal Audit are met.

Certification

This statement certifies that the CNYRTA followed a process that assessed and documented the adequacy of its internal control structure and policies for the year ending March 31, 2024.

To the extent that exceptions were identified, the Authority has developed corrective action plans to reduce any corresponding risk. No material exceptions were noted during the year under any program activity. All internal control framework components, principles and focus points reviewed were determined to be present, functioning and operating together indicating an adequate and effective system of internal control.

The Central New York Regional Transportation Authority

**Measurement Report
Fiscal Year Ending
March 31, 2024**



June 21, 2024

Performance Measurement Requirements

Public Authorities Law §2824-a, and corresponding Authorities Budget Office (ABO) policy guidance 10-02, define the responsibilities of Public Authorities regarding mission statements and performance measurements.

Authorities are required to adopt a mission statement in line with their legislated purpose and develop performance measures to assist the Authority in achieving said mission statement. The Board of Members must review these performance measures and results annually.

CNYRTA Mission Statement

The legislated purpose of the CNYRTA is - “the continuance, further development and improvement of transportation and other services related thereto within the transportation district.” The current CNYRTA mission statement - originally developed in 1995, and reaffirmed by unanimous Board Motion on March 26, 2010 – states:

“The mission of the Central New York Regional Transportation Authority is to be responsive to the transportation needs of the Central New York Community by providing services which are safe, convenient, reliable and environmentally responsible with a goal of maximizing the taxpayers’ return on investment.”

CNYRTA Performance Measurements FYE 2024

To assess performance in line with its current mission statement, the CNYRTA evaluates measurements within three primary categories: **ridership**, **service efficiency**, and **operating performance**.

When applicable, measurements are calculated individually per company; CNY Centro, Centro Oswego, Centro Cayuga, Centro Oneida and for CNYRTA’s paratransit service Call-A-Bus. Results are also calculated on a fixed route consolidated basis and consolidated with paratransit services. Measurements are calculated using data provided from required departments at the CNYRTA. Financial data is prepared using current cost data from unaudited financial statements.

	Consolidated	CNY Centro	Oneida	Oswego	Cayuga	Fixed Consolidated	Call-A-Bus
Total Ridership	7,276,072	5,897,215	700,937	300,731	175,995	7,074,878	201,194
1. Passengers Per Revenue Hour	15.91	27.8	9.44	10.66	7.19	20.87	1.7
2. Operating Costs Per Revenue Vehicle Hour	\$169.15	\$216.29	\$166.21	\$136.44	\$129.57	\$192.42	\$102.39
3. Operating Costs Per Passenger	\$10.63	\$7.78	\$17.60	\$12.80	\$18.02	\$9.22	\$60.16
4. Average Fare Per Passenger	\$1.55	\$1.60	\$0.93	\$1.88	\$0.99	\$1.53	\$2.41
5. Subsidy Per Passenger	\$9.08	\$6.18	\$16.67	\$10.92	\$17.03	\$7.69	\$57.75
6. Farebox Recovery Ratio	14.6%	20.5%	5.3%	14.7%	5.5%	16.6%	4.0%
7. Complaints Per 1,000 Rides	0.06						
8. Pull Outs Met	99.8%						
9. Scheduled to Unscheduled Maintenance	92.0%						
10. Distance Between Service Interruptions	27,340.64						
11. Preventable Accidents Per 100K miles	3.53						
12. Non-Preventable Accidents Per 100K miles	3.06						
13. Paratransit Ride Denials	1						
14. Paratransit Call Waiting Time	78.90%						

Measurement Definitions

Service Efficiency	
1. Passengers Per Revenue Hour	Average number of passengers per revenue hour.
2. Operating Cost per Revenue Hour	Cost per passenger/revenue hour - includes all costs less depreciation and GASB 68 pension entries.
3. Operating Cost per Passenger	
4. Average Fare Per Passenger	Average revenue collected per passenger – includes contracts, fares, and directly generated revenues.
5. Subsidy per Passenger	Average subsidy needed per passenger.
6. Farebox Recovery Ratio	Percentage of total operating cost that is recovered through directly generated revenues (contracts, fares, advertising).
Operating Performance	
7. Complaints per 1,000 Rides	Number of valid customer complaints received every 1,000 rides.
8. Pull-Outs Met Percentage	Operating performance - percent of pull-outs made vs. scheduled.
9. Scheduled v. Unscheduled Maint.	Percentage of preventative to unscheduled maintenance costs.
10. Service Interruptions	Average distance in miles between major service interruptions due to a mechanical or component failure.
11. Accidents per 100,000 Miles (prev.)	Average preventable and non-preventable accidents (per PTSB and NTD definitions) occurring every 100,000 miles in revenue service.
12. Accidents Per 100,000 Miles (non)	
13. Ride Denials	Number of denied paratransit rides.
14. Call Waiting Time < 2 minutes	Percent of paratransit calls answered within 2 minutes.

All FYE 2024 performance measurements and variations from prior year appear reasonable and in line with expectations.