MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
HELD ON FRIDAY, FEBRUARY 26, 2021 AT 10:00 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT CUCULICH (Vice Chair); JOSEPH HARDICK; LOUELLA WILLIAMS;
TINA FITZGERALD (Via Teleconference);

MEMBER ABSENT: DARLENE LATTIMORE;

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer); CHRISTOPHER TUFF (Deputy Chief Executive Officer); LINDA BIATA (Vice-President of Finance); BARRY M. SHULMAN, of counsel;
JOSEPH DeGRAY (Senior Vice-President of Operations); STEPHEN HELMER and BRANDAN E. RAY, of counsel (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board Meeting will be held on March 26, 2021, immediately following an Audit and Finance Committee Meeting scheduled to begin at 9:00 A.M.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 2503, that the Minutes of the January 22, 2021 regular Authority Board Meeting be adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Schultz who gave the Chief Executive Officer’s Report.

COVID-19 EMERGENCY: Mr. Schultz provided an update on the use of C.A.R.E.S Act funds. For January 2021, the withdrawal amount was $4,629,142 making the total draw to date $27,835,581. Mr. Schultz stated the goal is to have all drawn down by the end of the fiscal year. Twenty-one employees were not working because they either tested positive for COVID-19 or because they came into close contact with someone who had. At the time of the meeting the number had decreased to 18.

PEOPLE MOVING PEOPLE TRANSPORTATION COALITION: Mr. Schultz and Mr. Tuff, Deputy Chief Executive Officer, noted that they spoke with People Moving People Transportation Coalition on February 11. The discussion involved Bus Rapid Transit, the impact on public transit
with the redesign of Interstate 81 and the current state of the Authority’s budget. Mr. Schultz remarked that the meeting was very productive. A discussion followed regarding the progress of the Interstate 81 redesign.

ASSEMBLYMAN MAGNARELLI: Mr. Schultz continued, stating that he joined several of his statewide counterparts with a virtual meeting with Assemblyman William Magnarelli, Chairman of the New York State Transportation Committee, to advocate for increasing State Operating Assistant (STOA) funds to pre-pandemic levels and to continue increasing STOA funds by 50% over the next five years. Mr. Schultz noted that Assemblyman Magnarelli has always been a supporter of public transit and the Authority. Mr. Schultz also noted that they intend to speak with the Speaker of the New York State Assembly, Carl Heastie as well as other New York State Senators. In regard to the federal stimulus bill, Mr. Schultz noted the House of Representatives passed the bill on February 25, noting $12 billion of stimulus funds should go to New York State.

SERVICE EXPANSION: Mr. Schultz next invited Steve Koegel, Vice President of Business Development, to speak on a new bus route opening March 1. Mr. Koegel noted this bus route will run from the Syracuse Transit Hub to the area surrounding Syracuse Hancock International Airport. The area had been a transit desert. The service expansion was made possible by the Congestion Mitigation and Air Quality (CMAQ) Grant. Mr. Koegel noted the route will provide significant public transit services for workers in the manufacturing and shipping services. This route will also open the Authority’s Call-a-Bus services to Hancock International Airport. Mr. Schultz then commended New York State Assemblyman Al Stirpe for his efforts in communicating with business leaders about the need for this new route. A discussion then followed regarding including potential new bus routes along Morgan Road in Onondaga County as well as routes near SUNY Polytechnic in Oneida County.

AUDIT AND FINANCE COMMITTEE: Chairman Laino then commenced a detailed discussion on what took place at the Audit and Finance Committee which met earlier this morning.

CONSOLIDATED FINANCE REPORT: Ms. Biata, Vice-President of Finance, then presented the Financial Report. This includes a Consolidated Statement of Revenues and Expenditures, State of Net Position, Cash Flow Statement, Accounts Receivable Statements and Reserve Statement. Ms. Biata noted there was an operational gain of $5.8 million and revenue is $8.5 million. Both revenue and expenses are under budget, while operational revenues are 53% under budget and expenses are 9% under budget. Ms. Biata next noted that Mortgage Tax Revenue remains at a high and that there has been no need for change in cash reserves. The cash on hand remains at $5.8 million with $3.2 million for insurance reserves. Ms. Biata stated that much of the cash on hand is being used to fund February expenses. A discussion on net cash position followed. Ms. Biata noted that there has been no need to draw from the Authority’s line of credit or from reserves. Mr. Laino stated that the Authority may be short on revenue, but they remain in a good position with respect to funds from the C.A.R.E.S Act. Thereafter on Motion duly made, seconded, and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, the Consolidated Finance Report was approved as Motion No. 2504.

LAMAR CONTRACT AMENDMENT: Ms. MacCollum was invited into the meeting to present an amendment to the Contract with Lamar, Authority’s transit advertising vendor, requesting to
lower the contracted year three minimum annual guaranteed payment of $774,996 to $450,000. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, the Lamar Contract amendment was approved as Motion No. 2505.

UPSEU PENSION BENEFIT INCREASE: Ms. Musengo was invited into the meeting to present a Motion to approve an increase in the Centro of Oneida – Utica Transit Pension Benefit Plans. Ms. Musengo noted that the increase for January 1, 2021 to December 31, 2021 would be 1.2%. She stated this would increase the current benefit of $67.86 per year of service to $68.67 per year of service. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, the UPSEU pension benefit increase was moved, seconded and unanimously approved as Motion No. 2506.

Ms. Musengo was excused from the meeting.

RESOLUTION – M&T BANK ACCOUNT HEALTH INSURANCE RESERVE: Ms. Biata next sought the approval of a Money Market account with M&T Bank for maintaining a Health Insurance Reserve Fund, which was discussed at the January Board Meeting. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, Resolution No. 2470, annexed to these Minutes, was unanimously approved.

RESOLUTION – VEHICLE & FACILITY MAINTENANCE AND INVENTORY SOFTWARE PURCHASE: Ms. MacCollum next discussed a Contract to provide vehicle and facility maintenance and inventory software. She stated this would be paid for with 80% federal funds, 10% state funds and 10% local funds. Ms. MacCollum noted this had been publicly let on December 3, 2020. One proposal was received on December 30, 2020 and it was determined that Accruent offered the most advantageous proposal. Ms. MacCollum added the price for the software license purchase and three-year support is $255,080. She stated that Accruent was the sole proposer and that no other firm was able to provide the software necessary for the Authority’s core functions. Ms. MacCollum stated that a request was made to have the effective date of the Contract be back dated to February 4, 2021. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, Resolution No. 2471, annexed to these Minutes was unanimously ratified, pending final legal review.

RESOLUTION – PUBLIC RELATIONS SERVICES: Ms. MacCollum next presented a Contract to provide public relations services. This would be paid for with operating funds. She noted that this was publicly let on October 26, 2020 with one proposal received on November 17, 2020 from Mower and Associates. Ms. MacCollum noted there is a 15% Women Business Enterprise goal in the Contract. A partial waiver for Minority Business Enterprise (MWBE) is pending with New York State Empire Development. Mr. Shulman noted for the record that his firm, Mackenzie Hughes LLP, represents Mower but did not represent it in this matter. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, Resolution No. 2472, annexed to these Minutes was unanimously approved.

RESOLUTION – DRUG AND ALCOHOL TESTING SERVICES: Ms. MacCollum discussed a Contract to provide drug and alcohol testing services paid with operating funds. She noted this was CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
publicly let on December 17, 2020 and that five bids were received on January 12, 2021. Ms. MacCollum stated that the lowest responsive and responsible bid came from DATCO Services. The Contract will be a five-year term commencing March 1, 2021 and ending February 28, 2026. Ms. MacCollum noted that there is a partial MWBE waiver pending with New York State Empire Development. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, Resolution No. 2473, annexed to these Minutes was unanimously approved.

RESOLUTION – UNEMPLOYMENT CLAIMS ADMINISTRATION SERVICES: Ms. MacCollum next presented a Contract to provide unemployment claims administration services paid for with operating funds. She noted that three invitation to quote packages were sent out and one price quotation was received from DeGroot Management Services, Inc. for $2,200 per year, for a five-year term beginning on April 1, 2021 and ending March 31, 2026. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, Resolution No. 2474, annexed to these Minutes was unanimously approved.

Ms. MacCollum was excused from the meeting.

RESOLUTION – SYRACUSE CITY SCHOOL DISTRICT BUS TRIPPER SERVICE CONTRACT AMENDMENT #1: Ms. Spraker was invited into the meeting to discuss the current Contract in place between the Authority and Syracuse City School District (SCSD) to provide Bus Tripper Services. Ms. Spraker noted that the amendment extends the Contract through July 31, 2022 with one two-year renewal option. Provisions in the amendment were added to accommodate closures due to the impact of COVID-19. Ms. Spraker stated the SCSD will pay an hourly rate of $114.11 for the 2020-2021 academic year and $118.67 for the 2021-2022 academic year for services rendered. Thereafter on Motion duly made, seconded and unanimously confirmed, and on the recommendation of the Audit and Finance Committee, Resolution No. 2475, annexed to these Minutes was unanimously ratified.

Ms. Spraker was excused from the meeting.

COMMEMORATION OF ROBERT SALOSKI’S YEARS OF SERVICE: Mr. Laino welcomed former Centro bus driver Robert Saloski and his wife, Linda, into the meeting. Mr. Saloski retired on January 21, 2021 as a Centro bus driver after 53 years of service. Mr. Laino, Mr. Schultz and Mr. DeGray each commended Mr. Saloski’s dedication to the Authority and wished him well on his retirement. Mr. Saloski was then invited to give remarks and noted that he enjoyed every minute of his employment. Mr. Laino then presented Mr. Saloski with a commemorative plaque on behalf of the Authority, in appreciation for Mr. Saloski’s 53 years of service.

OPERATIONS REPORT: Joe DeGray, Senior Vice President of Operations, gave the operations report.

FAREBOX UPGRADE MOBILE TICKETING: Mr. DeGray noted that the Authority had previously approved an upgrade to its Farebox Collection System allowing customers to pay their fares electronically on board the vehicle. The Authority has now started meeting with Genfare, the company developing the electronic fare collection system, and there is a projected completion date
of July 15, 2021. Mr. DeGray advised he will continue to update the Authority as the project moves forward and looks to provide a demonstration of the service at a later date.

GOVERNANCE COMMITTEE: Mr. Laino brought to the Board’s attention that conforming with New York State Law, the Authority held a meeting earlier this morning of the Governance Committee. The purpose of the Governance Committee was to review Internal Control aspects of the Authority including as prescribed by Statute.

FINANCE DEPARTMENT: Ms. Williams commented on the terrific job the Finance Department is doing. She continued, state there’s a different flow to the operation – bringing balance and a better understanding to their presentations.

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

ATTEST:

[Signature]
Chairman

[Signature]
Secretary
AUTHORIZATION TO ADD M&T BANK ACCOUNT

WHEREAS, the Central New York Regional Transportation Authority and its subsidiary corporations have duly opened certain accounts with 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, the Authority and its subsidiary corporations have and maintain certain accounts in the following financial institution in the Syracuse area: Manufacturers and Traders (M&T) Bank;

WHEREAS, it is necessary to add a Money Market Account for the funding of a Health Insurance Reserve Fund; and

WHEREAS, it is necessary to add (4) authorized signatories on the account: Christopher Tuff (Deputy Chief Executive Officer), Joseph Michael DeGray (Sr. VP of Operations), Steve J. Koegel (VP of Service Development & Corporate Communications) and Linda Biata (VP of Finance).

NOW, THEREFORE, BE IT RESOLVED that the Central New York Regional Transportation Authority is hereby authorized to add a Money Market Account at M&T Bank for a Health Insurance Reserve, 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 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 VEHICLE & FACILITY MAINTENANCE AND INVENTORY SOFTWARE PURCHASE 2021

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has the need for a firm to provide vehicle & facility maintenance and inventory software; 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 December 3, 2020, and

WHEREAS, nine (9) proposal packages were sent out and eighteen (18) additional proposal packages were requested, and

WHEREAS, one (1) proposal was received on December 30, 2020; and

WHEREAS, it was determined by the evaluation committee that Accrueit 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 Accrueit to provide vehicle & facility maintenance and inventory software commencing February 4, 2021.
FACT SHEET
VEHICLE & FACILITY MAINTENANCE AND INVENTORY SOFTWARE PURCHASE 2021

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide vehicle & facility maintenance and inventory software.

ADVERTISEMENT: A Request for Proposal was advertised on December 3, 2020 in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, the Minority Commerce Weekly and CNY Visions.

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

PROPOSAL RESULTS: one (1) proposal was received on December 30, 2020. A selection committee consisting of Brian Schultz, Chris Tuff, Mike Fitzgibbons, Linda Biata, Geoff Hoff, EJ Moses, John Boylan, Melissa Brim, Tara Spraker, Nathen Dow, Chad Thompson and Caitlin MacCollum evaluated the proposal based upon selection criteria included in the request for proposal package.

PROCUREMENT PROCESS: At the conclusion of the committee’s thorough evaluation of the proposal it was determined that a demonstration would be necessary for further information and answers to questions posed. Accrueit was invited to present a demonstration on January 20th via Microsoft Teams.

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COMMENTS: Accrueit offered a comprehensive software system that will provide a necessary update to the current inventory system that has been in use for 40 years.

RECOMMENDATION: Based upon evaluation of the proposal, staff recommends contract award to Accrueit for the Vehicle & Facility Maintenance and Inventory Software Purchase 2021 contract.
RESOLUTION TO AUTHORIZE CONTRACT AWARD
FOR PUBLIC RELATIONS SERVICES 2021-2026

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has the need for a firm to provide public relations services; and

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

WHEREAS, the Request for Proposal was publicly let on October 26, 2020; and

WHEREAS, one hundred fifty-three (153) proposal packages were sent out, one hundred five (105) of which were sent to NYS Certified M/WBE firms, and nineteen (19) additional proposal packages were requested; and

WHEREAS, one (1) proposal was received on November 17, 2020; and

WHEREAS, it was determined by the evaluation committee that Mower 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 a five (5) year contract with Mower to provide public relations services commencing May 1, 2021- April 30, 2026.
FACT SHEET
PUBLIC RELATIONS SERVICES 2021-2026

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide public relations services.

ADVERTISEMENT: A Request for Proposal was advertised on October 26, 2020 in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, the Minority Commerce Weekly and CNY Visions.

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

PROPOSAL RESULTS: The CNYRTA publicly let a Request for Proposal (RFP) for these services. This contract is to be awarded based upon evaluation criteria set forth in the RFP. The evaluation committee, consisting of Brian Schultz, Chris Tuff, Steve Koegel, Lynette Paduano and Caitlin MacCollum evaluated the proposal. When evaluating proposals, the committee took into consideration: experience, the proposer’s technical and human capacity to accomplish services, the proposer’s past performance in regard to similar contracts (where applicable) and the proposer’s ability to complete services in a cost-effective manner.

COMMENTS: Mower has provided like kind service in the past with good results.

M/WBE: There is a 15% WBE goal on this contract. A partial waiver for MBE participation is pending with NYS Empire Development.

RECOMMENDATION: Based upon evaluation of the proposal, staff recommends contract award to Mower for the Public Relations Services for a five (5) year term commencing May 1, 2021 – April 30, 2026.
RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR DRUG & ALCOHOL TESTING SERVICES 2021-2026

WHEREAS, the Central New York Regional Transportation Authority has the need for drug & alcohol testing services; and

WHEREAS, the contract will be paid for with operating funds, and

WHEREAS, the Invitation to Bid was publicly let on December 17, 2020, and

WHEREAS, eighteen (18) bid packages were sent out, eight (8) of which were sent to a NYS certified M/WBE firms, and fifteen (15) additional bid packages were requested, and

WHEREAS, five (5) bids were received on January 12, 2021 with the lowest responsive and responsible bid received from DATCO Services,

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee authorize a five (5) year contract with DATCO Services for drug & alcohol testing services commencing March 1, 2021-February 28, 2026
FACT SHEET
DRUG & ALCOHOL TESTING SERVICES 2021-2026

PROJECT DESCRIPTION: The CNYRTA is seeking a qualified vendor to provide drug & alcohol testing services.

ADVERTISEMENT: An Invitation to Bid was advertised on December 17, 2020 in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, the Minority Commerce Weekly and CNY Vision.

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

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COMMENTS: The pricing proposed by DATCO Services is consistent with what the CNYRTA currently pays for these services. DATCO Services has performed like services with good results.

MWBE: A partial waiver request is currently pending with NYS Empire Development.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to DATCO Services for Drug & Alcohol Testing Services for a five (5) year term commencing March 1, 2021-February 28, 2026.
RESOLUTION TO AUTHORIZE CONTRACT AWARD
FOR THE PURCHASE OF UNEMPLOYMENT CLAIMS ADMINISTRATION SERVICES 2021-2026

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has the need for unemployment claims administration services; and

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

WHEREAS, three (3) invitation to quote packages were sent out; and

WHEREAS, one (1) price quotation was received, with the lowest responsive and responsible quote from DeGroot Management Services, Inc. in the amount of $2,200.00 per year for the five (5) year term; 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 five (5) year contract with DeGroot Management Services, Inc. to provide unemployment claims administration services commencing April 1, 2021 – March 31, 2026.
FACT SHEET
PURCHASE OF UNEMPLOYMENT INSURANCE CLAIMS
ADMINISTRATION SERVICES 2021-2026

PROJECT DESCRIPTION: The Central New York Regional Transportation Authority (CNYRTA) has the need for unemployment claims administration services.

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

COMMENTS: DeGroot Management Services, Inc. will fully audit all benefit charges, protests errors and track credits on the CNYRTA’s behalf. All benefit charges are carefully monitored and audited. DeGroot will routinely protest all errors and over payments in pursuit of credits. Four (4) quarterly reports will be provided which correspond to benefit charges for that period.

M/WBE: Not applicable as the purchase is below the $25k threshold.

RECOMMENDATION: The staff recommends contract award to DeGroot Management Services, Inc. for a five (5) year term commencing April 1, 2021 – March 31, 2026.
RESOLUTION TO AUTHORIZE A SERVICE CONTRACT AMENDMENT WITH SYRACUSE CITY SCHOOL DISTRICT FOR SCHOOL BUS TRIPPER SERVICES

WHEREAS, the Syracuse City School District (SCSD) has the need to fill a School Bus Tripper services; and

WHEREAS, this service contract will be a revenue earning contract, and

WHEREAS, the service contract term is extended through July 31, 2022 with an option for an additional one (1) two-year renewal option, and

WHEREAS, provisions were added to accommodate closures due to the impacts of the COVID-19 pandemic, and

WHEREAS, SCSD will pay an hourly rate of $114.11 for academic year 2020-2021 and $118.67 for academic year 2021-2022 for services rendered.

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to enter into a service contract with Syracuse City School District effective September 14, 2020 for a two (2) year period, with one (1) two-year renewal option for Centro provided School Bus Tripper Services.
FACT SHEET
SERVICE CONTRACT AMENDMENT WITH SYRACUSE CITY SCHOOL DISTRICT FOR SCHOOL BUS TRIPPER SERVICES

PROJECT DESCRIPTION: The Syracuse City School District (SCSD) has the need to fill School Bus Tripper Services. The contract allows for properly identified SCSD students access to Centro's existing bus system and additional School Bus Tripper Service. School Bus Tripper Services are added due to expected overloads to existing bus service. The trips follow existing city bus routes with minor deviations to accommodate the SCSD riders. All trips are open to the public for use.

FUNDING: This lease contract will be a revenue earning contract.

PRICING: Hourly rates are established using Centro's service rate formula via the Accounting Staff. During the term of the amendment, SCSD will pay Centro the following hourly rates:

(a) Academic school year 2020-2021, $114.11 per hour.
(b) Academic school year 2021-2022, $118.67 per hour.

CONTRACT TERM/RENEWAL OPTION: September 14, 2020 – July 31, 2022 with a one (1) two-year renewal option. The renewal option extension is by mutual agreement at rates to be mutually agreed upon by both parties in writing and signed by both parties.

CONTRACT COMMENTS: The contract amendment memorializes the following changes/additions:

- The academic school year is assumed to consist of 180 days.
- SCSD may suspend or terminate school bus tripper services for any school building upon determination/due to the impact of the COVID-19 pandemic – including but not limited to building closure(s) resulting from the COVID-19 pandemic.
- Centro will determine the level of school bus tripper service required to meet the need of SCSD.
- If changes to the SCSD operating plan or policies result in an increase in Centro operating costs, monetary considerations due to Centro may be renegotiated. (Any change in the number of pay hours expended on SCSD school bus tripper service will affect Centro’s operating cost.)
- If a change results in an increase in pay hours, a guaranteed minimum of one and one half (1½) pay hours per bus trip will be charged.
- In the event of a weather-related or other unforeseen emergency in which the SCSD requests a two-hour delay to the start of any school day at any school that Centro provides school bus tripper service, Centro will invoice the SCSD for each day occurrence at a rate of $3,500 for the academic years 2020-2021 and 2021-2022.
- All written notification will be sent to all Centro personnel on the Designation Listing.

RECOMMENDATION: Based on the negotiations it is the CNYRTA staff's recommendation to enter into the service contract with Syracuse City School District effective September 14, 2020 for a two (2) year period, with one (1) two-year renewal option for Centro provided School Bus Tripper Services.
MINUTES OF THE REGULAR MEETING OF
CNY CENTRO, INC
HELD ON FRIDAY, FEBRUARY 26, 2021 AT 10:00 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT
CUCULICH (Vice Chair); JOSEPH HARDICK;
LOUELLA WILLIAMS;

TINA FITZGERALD (Via Teleconference);

MEMBER ABSENT: DARLENE LATTIMORE;

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive
Officer); LINDA BIATA (Vice-President of
Finance); BARRY M. SHULMAN, of counsel;

STEPHEN HELMER and BRANDAN E. RAY,
of counsel (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on March 26, 2021 at 9:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1366, that the Minutes of the January 22, 2021 regular CNY Centro, Inc.
Board meeting be adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Schultz who
gave the Chief Executive Officer’s Report.

SERVICE EXPANSION: Mr. Schultz next invited Steve Koegel, Vice President of Business
Development, to speak on a new bus route opening March 1. Mr. Koegel noted this bus route will
run from the Syracuse Transit Hub to the area surrounding Syracuse Hancock International
Airport. The area had been a transit desert. The service expansion was made possible by the
Congestion Mitigation and Air Quality (CMAQ) Grant. Mr. Koegel noted the route will provide
significant public transit services for workers in the manufacturing and shipping services. This
route will also open the Authority’s Call-a-Bus services to Hancock International Airport. Mr.
Schultz then commended New York State Assemblyman Al Stirpe for his efforts in
communicating with business leaders about the need for this new route. A discussion then followed
regarding including potential new bus routes along Morgan Road in Onondaga County.
FINANCE REPORT: Ms. Biata presented the Finance Report for CNY Centro, Inc. after which, it was reviewed, moved, seconded and unanimously adopted as Motion No. 1367.

COMMEMORATION OF ROBERT SOLOSKY’S YEARS OF SERVICE: Mr. Laino welcomed former Centro bus driver Robert Solosky and his wife, Linda, into the meeting. Mr. Solosky retired on January 21, 2021 after 53 years of service as a Centro bus driver. Mr. Laino, Mr. Schultz and Mr. DeGray each commended Mr. Solosky’s dedication to the Authority and wished him well on his retirement. Mr. Solosky was then invited to give remarks and noted that he enjoyed every minute of his employment. Mr. Laino then presented Mr. Solosky with a commemorative plaque on behalf of the Authority in appreciation for Mr. Solosky’s 53 years of service.

OPERATIONS REPORT: Mr. DeGray then gave the Operations Report.

There being no further business to come before the Board, the CNY Centro, Inc. Board meeting was thereupon duly adjourned.

Chairman

ATTEST:

Darlene Q. Lattimare
Secretary

CNY CENTRO, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
CENTRO OF CAYUGA, INC
HELD ON FRIDAY, FEBRUARY 26, 2021 AT 10:00 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT
CUCULICH (Vice Chair); JOSEPH HARDICK;
LOUELLA WILLIAMS;

TINA FITZGERALD (Via Teleconference);

MEMBER ABSENT: DARLENE LATTIMORE;

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive
Officer); LINDA BIATA (Vice-President of
Finance); BARRY M. SHULMAN, of counsel;

STEPHEN HELMER and BRANDAN E. RAY,
of counsel (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board
Meeting will be held on March 26, 2021 at 9:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1257, that the Minutes of the January 22, 2021 regular Centro of Cayuga,
Inc. Board meeting be adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Schultz who
gave the Chief Executive Officer’s Report.

FINANCE REPORT: Ms. Biata presented the Finance Report for Centro of Cayuga, Inc. after
which, it was reviewed, seconded and unanimously adopted as Motion No. 1258.

OPERATIONS REPORT: Mr. DeGray then gave the Operations Report.
There being no further business to come before the Board, the Centro of Cayuga, Inc. Board meeting was thereupon duly adjourned.

Chairman

ATTEST:

Secretary
MINUTES OF THE REGULAR MEETING OF
CENTRO OF OSWEGO, INC
HELD ON FRIDAY, FEBRUARY 26, 2021 AT 10:00 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT CUCULICH (Vice Chair); JOSEPH HARDICK; LOUELLA WILLIAMS;
TINA FITZGERALD (Via Teleconference);

MEMBER ABSENT: DARLENE LATTIMORE;

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer); CHRISTOPHER TUFF (Deputy Chief Executive Officer); LINDA BIATA (Vice-President of Finance); BARRY M. SHULMAN, of counsel;
STEPHEN HELMER and BRANDAN E. RAY, of counsel (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board Meeting will be held on March 26, 2021 at 9:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 1273, that the Minutes of the January 22, 2021 regular Centro of Oswego, Inc. Board meeting be adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Schultz who gave the Chief Executive Officer’s Report.

FINANCE REPORT: Ms. Biata presented the Finance Report for Centro of Oswego, Inc. after which, it was reviewed, moved, seconded and unanimously adopted as Motion No. 1274.

OPERATIONS REPORT: Mr. DeGray then gave the Operations Report.
There being no further business to come before the Board, the Centro of Oswego, Inc. Board meeting was thereupon duly adjourned.

ATTEST:

[Signature]
Secretary

Chairman
MINUTES OF THE REGULAR MEETING OF
CENTRO OF ONEIDA, INC
HELD ON FRIDAY, FEBRUARY 26, 2021 AT 10:00 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT
CUCULICH (Vice Chair); JOSEPH HARDICK;
LOUELLA WILLIAMS;
TINA FITZGERALD (Via Teleconference);

MEMBER ABSENT: DARLENE LATTIMORE;

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive Officer);
LINDA BIATA (Vice-President of Finance);
BARRY M. SHULMAN, of counsel;

STEPHEN HELMER and BRANDAN E. RAY,
of counsel (Via Teleconference)

Chairman Laino opened the meeting noting that a quorum was present. The next monthly Board Meeting will be held on March 26, 2021 at 9:30 a.m.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 401, that the Minutes of the January 22, 2021 regular Centro of Oneida, Inc. Board meeting be adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Schultz who gave the Chief Executive Officer’s Report.

FINANCE REPORT: Ms. Biata presented the Finance Report for Centro of Oneida, Inc. after which, it was reviewed, moved, seconded and unanimously adopted as Motion No. 402.

UPSEU PENSION BENEFIT INCREASE: Jackie Musengo next presented a Motion to approve an increase in retirement benefits for the Centro of Oneida – Utica Transit Pension Plan. Ms. Musengo noted that the increase for January 1, 2021 to December 31, 2021 would be 1.2% and is consistent with metrics used by the Consumer Price Index. She stated this would increase the current retirement benefit of $67.86 per year of service to $68.67 per year of service.

OPERATIONS REPORT: Mr. DeGray then gave the Operations Report.

CENTRO OF ONEIDA PERSONNEL: Mr. DeGray stated that the Director of Operations, Maria Zongrone and Humans Resource Administrator Marie Fraccola have announced they will be retiring from Centro of Oneida, Inc. on May 1, 2021. Mr. DeGray remarked that both Maria and Marie started with the Utica Transit Authority (UTA) prior to its merger with the Authority in
2005. Mr. DeGray further remarked that their years of dedication and experience will be missed. Mr. DeGray also commended the excellent succession planning that the Authority has undertaken and that both women’s successors have been sufficiently trained and are fully prepared to assume their roles following their retirement. Mr. Laino and the Board joined in wishing Maria and Marie well in their retirement.

There being no further business to come before the Board, the Centro of Oneida, Inc. Board meeting was thereupon duly adjourned.

ATTEST:

Chairman

Secretary
MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
HELD ON FRIDAY, FEBRUARY 26, 2021 AT 9:30 A.M.
AT 200 CORTLAND AVENUE IN SYRACUSE, NEW YORK

MEMBERS PRESENT: NICHOLAS LAINO (Chairman); ROBERT
CUCULICH (Vice Chair); JOSEPH HARDICK;
LOUELLA WILLIAMS;

TINA FITZGERALD (Via Teleconference);

MEMBER ABSENT: DARLENE LATTIMORE;

STAFF ALSO PRESENT: BRIAN M. SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFT (Deputy Chief Executive Officer); LINDA BIATA (Vice-President of
Finance); CAROL LOMBARDO; CAITLIN
MacCOLLUM; BARRY M. SHULMAN, of
counsel;

JOSEPH DeGRAY; GEOFF HOFF; STEVEN
KOEGEL; EJ MOSES; JACKIE MUSENGO;
SUZANNA SHEARD; TARA SPRAKER;
STEPHEN HELMER and BRANDAN E. RAY,
of counsel (Via Teleconference)

Chairman Laino called the meeting to order noting that a quorum was present. He announced that
the next Audit and Finance Committee meeting will be held on March 26, 2021 at 9:00 a.m.

CONSOLIDATED FINANCE REPORT: Ms. Biata, Vice-President of Finance, then presented the
Financial Report for period ending January 31, 2021. This includes a Consolidated Statement of
Revenues and Expenditures, State of Net Position, Cash Flow Statement, Accounts Receivable
Statements and Reserve Statement. Ms. Biata noted there was an operational gain of $5.8 million
and revenue is $8.5 million. Both revenue and expenses are under budget, while operational
revenues are 53% under budget and expenses are 9% under budget. Ms. Biata next noted that
Mortgage Tax Revenue remains at a high and that there has been no need for change in cash
reserves. The cash on hand remains at $5.8 million with $3.2 million for insurance reserves. Ms.
Biata stated that much of the cash on hand is being used to fund February expenses. A discussion
on net cash position followed. Ms. Biata noted that there has been no need to draw the Authority’s
line of credit or from reserves. Mr. Laino stated that the Authority may be short on revenue, but
they remain in good position with respect to funds from the C.A.R.E.S Act. Thereafter, a Motion
to adopt the Financial Report was moved, seconded, and unanimously carried to the Board with
recommendation for adoption.

AUDIT AND FINANCE COMMITTEE MEETING MINUTES
APPROVE LAMAR CONTRACT AMENDMENT: Ms. MacCollum next presented a Motion to amend the Contract with Lamar, the Authority’s transit advertising vendor, requesting to lower the contracted year three minimum annual guaranteed payment of $774,996 to $450,000. Thereafter, a Motion to amend the contracted year three minimum annual guaranteed payment on the Contract with Lamar from $774,996 to $450,000 was moved, seconded, and unanimously carried to the Board with recommendation for adoption.

UPSEU PENSION BENEFIT INCREASE: Ms. Musengo next presented a Motion to approve an increase in retirement benefits for the Centro of Oneida – Utica Transit Pension Plan. Ms. Musengo noted that the increase for January 1, 2021 to December 31, 2021 would be 1.2% and is consistent with metrics used by the Consumer Price Index. She stated this would increase the current retirement benefit of $67.86 per year of service to $68.67 per year of service. Thereafter, a Motion to approve the UPSEU Pension Benefit Increase was moved, seconded, and unanimously carried to the Board with recommendation for adoption.

M&T BANK ACCOUNT HEALTH INSURANCE RESERVE: Ms. Biata next discussed the approval of a money market account with M&T Bank for maintaining the Authority’s Health Insurance Reserve Fund of $1.5 million. Thereafter and on Motion made, seconded, and unanimously carried, a Resolution approving such account was moved to the Board for approval.

VEHICLE & FACILITY MAINTENANCE AND INVENTORY SOFTWARE PURCHASE: Ms. MacCollum next discussed a Contract to provide vehicle and facility maintenance and inventory software to the Authority. She stated this would be paid for with 80% federal funds, 10% state funds and 10% local funds. Ms. MacCollum noted this had been publicly let on December 3, 2020. One Proposal was received on December 30, 2020 and it was determined that Accruent offered the most advantageous proposal. Ms. MacCollum added the price for the software license purchase and three-year support is $255,080. She stated that Accruent was the sole proposer and that no other firm was able to provide the software necessary for the Authority’s core functions. Ms. MacCollum stated that a request was made to have the effective date of the Contract be back dated to February 4, 2021. Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such purchase was moved to the Board for approval ratification pending final legal review.

PUBLIC RELATIONS SERVICES: Ms. MacCollum next presented a Contract to provide public relations services to the Authority. This would be paid for with operating funds. She noted that this was publicly let on October 26, 2020 with one Proposal received on November 17, 2020 from Mower and Associates. It was determined that Mower offered the most advantageous proposal. Ms. MacCollum noted there is a 15% Women Business Enterprise goal in the Contract. A partial waiver for Minority Business Enterprise (MBE) is pending with New York State Empire Development. Mr. Shulman noted for the record that his firm, Mackenzie Hughes LLP, represents Mower but did not represent it in this matter. Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such services was moved to the Board for approval.

DRUG AND ALCOHOL TESTING SERVICES: Ms. MacCollum discussed a Contract to provide drug and alcohol testing services for the Authority. These services would be paid for using operating funds. She noted this was publicly let on December 17, 2020 and that five bids were

AUDIT AND FINANCE COMMITTEE MEETING MINUTES
operating funds. She noted this was publicly let on December 17, 2020 and that five bids were received on January 12, 2021. Ms. MacCollum stated that the lowest responsive and responsible bid came from DATCO Services. The Contract will be a five-year term commencing March 1, 2021 and ending February 28, 2026. Ms. MacCollum noted that there is a partial MWBE waiver pending with New York State Empire Development. Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such services was moved to the Board for approval.

UNEMPLOYMENT CLAIMS ADMINISTRATION SERVICES: Ms. MacCollum next presented a Contract to provide unemployment claims administration services for the Authority. These services would be paid for with operating funds. She noted that three invitation to quote packages were sent out and one price quotation was received from DeGroot Management Services, Inc. for $2,200 per year for a five-year term beginning on April 1, 2021 and ending March 31, 2026. Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such services was moved to the Board for approval.

SYRACUSE CITY SCHOOL DISTRICT BUS TRIPPER SERVICE CONTRACT AMENDMENT #1: Ms. Spraker discussed the current Contract in place between the Authority and Syracuse City School District (SCSD) to provide Bus Tripper Services. Ms. Spraker noted that the amendment extends the Contract through July 31, 2022 with one two-year renewal option. Provisions in the amendment were added to accommodate closures due to the impact of COVID-19. Ms. Spraker stated the SCSD will pay an hourly rate of $114.11 for the 2020-2021 academic year and $118.67 for the 2021-2022 academic year for services rendered. Thereafter and on Motion made, seconded and unanimously carried, a Resolution approving such Contract amendment was moved to the Board for ratification.

Ms. Biata noted that she will not be present at the next Audit and Finance Committee meeting and that Melissa Brim, Director of Accounting, will be there on her behalf. Ms. Biata stated that the budget book Ms. Brim will be presenting will look different from the book approved at the December regular Board Meeting. Ms. Biata noted the budget book has been modified to be more streamlined and comprehensible.

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

ATTEST:

Chairman

Secretary

AUDIT AND FINANCE COMMITTEE MEETING MINUTES
MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
GOVERNANCE COMMITTEE
HELD ON FRIDAY, FEBRUARY 26, 2020 AT 9:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT:
NICHOLAS LAINO (Authority Chairman);
ROBERT CUCULICH; JOSEPH HARDICK;
LOUELLA WILLIAMS;
TINA FITZGERALD (Via Teleconference);

MEMBER ABSENT:
DARLENE LATTIMORE (Chair);

STAFF ALSO PRESENT:
BRIAN M. SCHULTZ (Chief Executive Officer);
CHRISTOPHER TUFF (Deputy Chief Executive Officer);
LINDA BIATA (Vice-President of Finance);
CAROL LOMBARDO; BARRY M. SHULMAN, of counsel;

JOSEPH DeGRAY; GEOFF HOFF; STEVEN KOEGEL; CAITLIN MacCOLLUM; EJ MOSES; JACKIE MUSENGO; SUZANNA SHEARD; TARA SPRAKER; STEPHEN HELMER and BRANDAN E. RAY, of counsel (Via Teleconference)

Mr. Laino opened the Governance Committee meeting noting that all Members were present, hence a quorum was present.

INTERNAL CONTROL PROGRAM REPORT: Mr. Laino called upon Ms. Sheard (via teleconference) to provide an update on the various Internal Control Program activities.

Ms. Sheard first discussed the Annual Internal Control Review for Fiscal Year 2020-2021, which began on December 21, 2020. Through May 30, 2021, management and internal control team members across fifteen assessable units will participate in document reviews, management interviews and control testing to assess the adequacy and effectiveness of their internal controls. The review is on schedule and expected to be completed by June 18, 2021. As of the date of the Report, no material deficiencies have been noted.

Ms. Sheard continued, noting the Internal Control Department’s issuance of an official Document Control Policy in December 2020. The Policy addressed the need for appropriate document control and accessibility over the Authority’s policies, procedures, forms and internal control documentation. As a result, a uniform document formatting and storage process, approval requirements and a policy library have been established and are in the early stages of
implementation. Since December 2020, multiple policy statements, procedures and forms have been redeveloped resulting in improved process efficiencies and strengthened controls. The project is expected to continue over multiple years and see continued success.

Ms. Sheard highlighted the progress the Authority has made in Continuing Education for employees, noting *The Watchdog* newsletter has been a successful continuing education tool for Internal Control Team staff members. To expand on the success, beginning in January 2021, the newsletter was provided to all non-union Centro staff. Additionally, as of January 2021, the Internal Control Department redeveloped the brochure which will be provided to all new hires at orientation as an introduction to the Internal Control Program.

In conclusion, Ms. Sheard noted that the Executive Management Team is in the final stages of redeveloping the CNYRTA Strategic Plan, which will include plan goals, performance measurements and may include the possibility of combining the Authority’s Annual Report, Strategic Plan and Final Budget documents into one comprehensive report.

The Report was then further discussed in depth among the Committee members.

Mr. Laino observed that the report was extremely well done, totally comprehensive. Other Board Members agreed and stated that it was an excellent job.

Mr. Schultz asked, and Mr. Laino directed, that the Report be appended to the Minutes of this meeting.

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

ATTEST:

[Signature]
Chairman

[Signature]
Secretary