

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

MINUTES OF THE DECEMBER 15, 2023, BOARD MEETING

MEMBERS PRESENT:

NICHOLAS LAINO, Chair
ROBERT CUCULICH, Vice Chair
DARLENE LATTIMORE, Secretary
TINA FITZGERALD, Treasurer
NEIL BURKE
MONTY FLYNN
JOSEPH HARDICK
JULIUS LAWRENCE
LOUELLA WILLIAMS
FRANK SAYA, Non-Voting Member

MEMBERS ABSENT: ANTHONY DAVIS

STAFF PRESENT:

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

CALL TO ORDER At 10:30 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 January 26, 2024
 - Pension Committee – 9:00 AM
 - Audit and Committee – 9:30 AM
 - Board Meeting – 10:00 AM

APPROVAL OF THE NOVEMBER 17, 2023, BOARD MEETING MINUTES MOTION NO. 2674

Motion – Darlene Lattimore

Seconded – Tina Fitzgerald

Carried Unanimously

APPROVAL OF THE DECEMBER 1, 2023, BOARD MEETING MINUTES MOTION NO. 2675

Motion – Julius Lawrence

Seconded – Louella Williams

Carried Unanimously

DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Tuff

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

COMMUNITY PARTNERSHIPS

Mr. Tuff shared photographs of the Stuff a Bus event at the Cicero Walmart. Currently our Marketing team is delivering the items in the bus shown as well as items donated by our staff to the Salvation Army Christmas Bureau. We have also partnered with the SPCA for another event very similar to the Stuff a Bus event. It will take place tomorrow at the Cicero Walmart to collect donations for our fur friends housed in shelters.

BRT

Chairman Laino called on Mr. Burke to discuss a recent meeting they both attended at Mayor Walsh's office, along with Mr. Tuff, Mr. Koegel, and Ms. Daiss. The meeting was held with Mayor Walsh and the city's executive leadership team to discuss Centro's position and planning efforts with BRT. This will lead into engineering efforts, followed by construction efforts. The future of transit, as a whole, was also discussed. It was a very productive discussion.

ACCOUNTING REPORT – Ms. BiataPAYROLL DEPARTMENT

Recently the Payroll Department transitioned from Human Resources to the Accounting Department. It is now managed by Ms. Brim and consists of; Ann Marie Brennan-Payroll Manager, Jamie White-Payroll Analyst, and Kara McDonald- Payroll Accountant. The current initiative for the payroll staff is to improve communications with staff.

HUMAN RESOURCES REPORT – Ms. Musengo

NYPTA CONFERENCE

I attended the NYPTA Conference in October and was a panelist for the recruitment and retention session. It was a great session, showing that we are not the only transit agency with staffing shortages. Many avenues to address the problem were discussed.

FALL OPERATOR TRAINING CLASS

We currently have eighteen operators that completed the fall class and have their CDL, eight in Syracuse, three in Cayuga, two in Oswego and five in the Utica area.

OPEN HOUSE

We are moving forward with our open house scheduled for January 6th. A new commercial will begin airing shortly. During the second week in January, we will offer classes to anyone that would like to obtain their CDL permit. We also have some servicers that have expressed an interest in getting their CDL permits.

FTA SUBSTANCE ABUSE AUDIT

We had an FTA Substance Abuse Audit this past fall. We did receive notification from the FTA stated that we are in compliance.

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel

RIDERSHIP

Ridership is trending up for November at about 8%. In Syracuse, city services are up 11%, Rome is also 11%, both Utica and Auburn are at 6%, and Oswego is 15%. Looking toward next year, we are expecting ridership to level off with gains at 2% to 3%.

SPECIAL PROJECTS

Ms. Daiss discussed an in-house workshop with IBI held last month. We spent several days with them, working on alignment alternatives, key focus locations, stop locations, and capital needs.

We are wrapping up the SMART1 update set to be completed during the first quarter of 2024. This phase will provide the plans to keep Centro moving forward.

We are working with Via regarding our On Demand service. Via is confident our rollout timetable for the spring launch in Rome is solid. In October we visited Rochester to learn more about their On Demand system. They shared their challenges with us and related what they would have done differently. A public hearing is scheduled for January 4, 2024, from 5pm to 6 pm at the South Rome Senior Citizens' Center, on Bridge Street, in Rome.

We are wrapping up the year-long public outreach in partnership with SMTC. They have helped us move the project forward. SMTC will be sending the final report to their board in February. After SMTC approval, we will internally continue the public outreach efforts in Onondaga County.

INFORMATION TECHNOLOGIES REPORT – Mr. Fong

TRAPEZE UPGRADE

The Trapeze upgrade was started several months ago. We are currently in the user acceptance testing phase. We continue to work through some minor issues. The Go-live date is March 2024.

NORTHLAND COMMUNICATIONS

Over the last few months Northland Communications, our internet service provider, has upgraded their equipment, which will improve our performance. After several months of working through some configurations, we now have internet in the drivers' room and outlying areas.

SECURITY CAMERAS

We have installed several new cameras and upgraded our backup reliance in the Utica area.

CYBERSECURITY

We have recently installed an AI powered email program to help us achieve our security objectives.

FLEET AND FACILITIES REPORT – Mr. Hoff

APTA CONFERENCE

There were two sessions worth mentioning at the conference. The first was Work Force Development. There were breakout groups, and I was in the group focusing on recruiting. I asked if the others were having a hard time hiring mechanics. Everyone agreed. I shared our efforts regarding our television commercials and open houses. Another recommendation was working with schools and colleges, which we are working with OCC. One agency is working with a nearby military bases to offer jobs to those leaving enlistment. The second session was a discussion regarding Zero Emissions. Specifically, thermal events (battery fires). It takes a lot of water to put the fire out. The water is then contaminated and usually the bus is a total loss. Lastly, we looked at a New Driver Barrier, which we have installed. There needs to be a modification with the installation. However, the barrier is more robust and much better than our current barrier.

OPERATION/TRANSPORTATION REPORT – Mr. Azria

CALL A BUS

Ridership continues to grow. We have had 23 of the 25 busiest days on record over the past few months. We continue to see increases in demand. We have also increased our observations and inspections with our vendors. The purchased transportation has increased drastically. With over 150 inspections, we have identified several deficiencies with our vendors. We have corrected those very quickly. We are also working to reestablish a permanent supervisor role in CAB.

APTA CONFERENCE

The conference was a great networking and learning experience. I attended several sessions. Some on racial equity and a racial equity commitment round table. APTA started a racial equity pilot program and many member organizations signed on to this commitment. Which leads me to one of my goals within the organization. I would like us to add that to our core values, and eventually include those values in our strategic plan.

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN – MOTION NO. 2676

The Plan includes safety performance targets, a safety management policy, safety risk management, safety assurance and safety promotion. In the past we combined both our PTASP (Federal) and the NYS PTSB's (State) System Safety Plan into one composite Safety Plan. Some of the changes for 2023 include reformatting, data updates, and minor policy changes.

A Motion to adopt the Public Transportation Agency Safety Plan was raised.

Motion – Darlene Lattimore
 Seconded – Louella Williams
 Carried Unanimously

AUDIT AND FINANCE COMMITTEE REPORTFINANCIAL REPORT – MOTION NO. 2677

Ms. Biata, Vice President of Finance presented the Financial Report, for period ending November 30, 2023, a copy of which is attached to these Minutes.

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

Motion – Robert Cuculich
 Seconded – Monty Flynn
 Carried Unanimously

CNYRTA TRANSIT ASSET MANAGEMENT PLAN 2022-2026 – MOTION NO. 2678

Ms. Spraker presented a revision to the current TAM Plan. Currently the Vice President of Fleet and Facilities is the designee responsible for overseeing the development of asset management plans and procedures. We are proposing that the Vice President of Finance assume the responsibility as the new designee. Therefore, it is our recommendation that the Board adopt the revision to the TAM Plan naming the Vice President of Accounting as the designee overseeing the development of the asset management plans and procedures.

A Motion to adopt the revision to the TAM Plan naming the Vice President of Accounting as the designee overseeing the development of the asset management plans and procedures as recommended by the Audit and Finance Committee was raised.

Motion – Monty Flynn
 Seconded – Neil Burke
 Carried Unanimously to the Board with a recommendation of approval.

EXECUTIVE SESSION – MOTION NO. 2679


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

Motion – Darlene Lattimore
Seconded – Robert Cuculich
Carried Unanimously

No action was taken.


ADJOURNED

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



Chairman

ATTEST:



Secretary

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE DECEMBER 29, 2023, SPECIAL MEETING

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

MEMBERS ABSENT: FRANK SAYA, Non-Voting Member

CALL TO ORDER At 9:00 A.M. Chairman Laino called the meeting to order.

EXECUTIVE SESSION – MOTION NO. 2680

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

Motion – Tina Fitzgerald
 Secoded – Darlene Lattimore
 Carried Unanimously

No action was taken.


ADJOURNED

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



 Chairman

ATTEST:



 Secretary



TO: CNYRTA Board of Members
FROM: Christopher Tuff, Deputy Chief Executive Officer
RE: Monthly Summary Report – December 2023
DATE: December 7, 2023

COVID-19 Emergency

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

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

 3. ARP Funds
 - Fiscal Year 2023 \$15,095,747
 - April 2023 \$ 381,742
 - May 2023 \$ 910,860
 - June 2023 \$ 926,333
 - July 2023 \$ 1,671,447
 - August 2023 \$ 725,140
 - September 2023 \$ 1,034,282
 - October 2023 \$ 1,050,107
 - November 2023 \$ 314,617
- \$22,110,275 (of \$38.5 Mil)

NYSDOT Visit

On November 29, staff met with Janet Ho NYSDOT Assistant Commissioner, Ross Farrell NYSDOT Director of Public Transit Bureau and Allison Bradley Assistant Secretary, Transportation from the Executive Chamber. We provided them a tour of the facility and provided updates on the various projects.

Holiday Season Events

During the past holiday seasons, we have partnered with several organization to provide food, gifts and access to lights on the lake. On December 9th, we have partnered with the Lamar Transit Advertising and Velocity Clinical Research, Inc. to collect holiday gifts for kids of all ages. Through November and December we also started the Lights on the Lake partnership with Galaxy Radio, City and County Parks and Rec. to allow children to experience Lights on the Lake that might not have others means or opportunity to.

Various Meetings

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

ACCOUNTING

CNYRTA
Statement of Revenue and Expenditures
From 04/01/2023 through 11/30/2023
(In Whole Numbers)

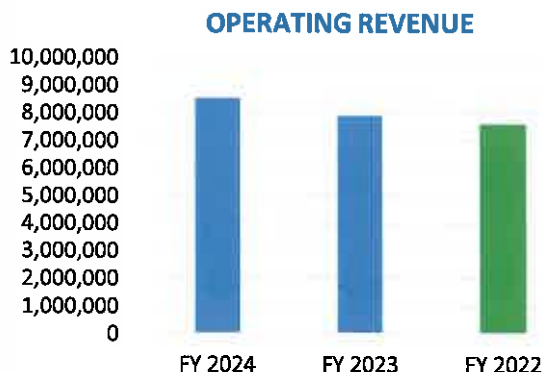
	CY Actual	CY Budget	CY to Budget Change	% Change CY to Budget	PY Actual	CY to PY Change	% Change CY to PY
Revenue							
Operating Revenue							
Regular Line Passenger Revenue	2,705,927	2,431,253	274,674	11.29%	2,176,190	529,737	24.34%
Special Line Passenger Revenue	4,424,105	4,597,900	(173,795)	(3.77)%	4,357,742	66,363	1.52%
Advertising & Other Revenue	1,395,750	1,357,280	38,470	2.83%	1,336,708	59,042	4.41%
Total Operating Revenue	8,525,782	8,386,433	139,348	1.66%	7,870,640	655,141	8.32%
Total Revenue	8,525,782	8,386,433	139,348	1.66%	7,870,640	655,141	8.32%
Expenses							
Operating Expenses							
Salaries & Wages	22,664,179	25,700,542	3,036,363	(11.81)%	22,201,891	462,288	2.08%
Other Employee Benefits & Payroll Taxes	2,474,609	2,832,843	358,235	(12.64)%	2,431,984	42,625	1.75%
Healthcare Benefits	7,993,303	9,871,833	1,878,530	(19.02)%	7,682,504	310,799	4.04%
Workers Compensation	2,053,711	2,472,233	418,522	(16.92)%	1,986,075	67,636	3.40%
Pension Benefits	2,787,974	3,357,550	569,576	(16.96)%	2,361,410	426,564	18.06%
Risk Management	1,998,276	2,196,973	198,698	(9.04)%	1,897,403	100,872	5.31%
Purchased Transportation	3,910,041	3,065,333	(844,708)	27.55%	2,750,120	1,159,921	42.17%
Materials & Supplies	2,579,690	3,255,708	676,018	(20.76)%	2,443,642	136,048	5.56%
Services	3,669,384	5,130,856	1,461,472	(28.48)%	3,579,023	90,362	2.52%
Fuel	1,477,490	1,554,320	76,830	(4.94)%	1,304,657	172,833	13.24%
Utilities	391,945	425,870	33,925	(7.96)%	393,740	(1,795)	(0.45)%
Other Expenses	197,682	251,820	54,138	(21.49)%	174,910	22,772	13.01%
Total Operating Expenses	52,198,285	60,115,883	7,917,599	(13.17)%	49,207,360	2,990,925	6.08%
Total Expenses	52,198,285	60,115,883	7,917,599	(13.17)%	49,207,360	2,990,925	6.08%
Non-Operating Revenue							
Assistance and Other Revenue							
Operating Assistance	42,417,046	45,768,867	(3,351,821)	(7.32)%	41,152,625	1,264,421	3.07%
Mortgage Tax Revenue	5,322,778	6,045,000	(722,222)	(11.94)%	6,783,320	(1,460,542)	(21.53)%
Gain/Loss on Disposal of Capital	30,620	33,333	(2,714)	(8.14)%	17,435	13,184	75.61%
Total Assistance and Other Revenue	47,770,444	51,847,200	(4,076,756)	(7.86)%	47,953,381	(182,937)	(0.38)%
Investment Revenue							
Investment Revenue	810,105	80,667	729,439	904.26%	30,460	779,645	2,559.56%
Total Non-Operating Revenue	48,580,549	51,927,867	(3,347,317)	(6.45)%	47,983,841	596,709	1.24%
Operating Income (Loss)	4,908,046	198,417	4,709,630	2,373.60%	6,647,121	(1,739,075)	(26.16)%
Capital Contributions							
Grants for Capital Contributions							
Federal Grants	768,923	0	768,923	0.00%	5,806,132	(5,037,208)	(86.75)%
State Grants	4,204,153	0	4,204,153	0.00%	11,857,796	(7,653,644)	(64.54)%
Total Grants for Capital Contributions	4,973,076	0	4,973,076	0.00%	17,663,928	(12,690,852)	(71.85)%
Total Capital Contributions	4,973,076	0	4,973,076	0.00%	17,663,928	(12,690,852)	(71.85)%
Non-Operating Expenses							
Depreciation Expense	7,851,134	0	(7,851,134)	0.00%	7,876,197	(25,062)	(0.31)%
Total Non-Operating Expenses	7,851,134	0	(7,851,134)	0.00%	7,876,197	(25,062)	(0.32)%
Change in Net Position	2,029,988	198,417	1,831,571	923.09%	16,434,853	(14,404,864)	(87.64)%
Net Position - Beginning of Year							
Total Net Position - Beginning of Year	(224,453,514)	0	(224,453,514)	0.00%	(241,174,183)	16,720,669	(6.93)%
Net Position - End of Year	(222,423,526)	198,417	(222,621,943)	(112,199.16)%	(224,739,331)	2,315,805	(1.03)%

STATEMENT OF REVENUE AND EXPENDITURES

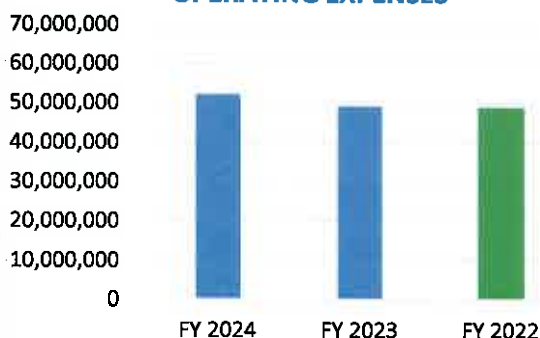
After eight months ending November 30, 2023, the consolidated Operating Income (Loss) before capital contributions and Non-Operating Expenses is \$4.9 million.

OPERATING REVENUE

Operating revenues are on budget and are 8% over prior year. **Regular Line Passenger Revenues** are 11% over budget and 24% over prior year. Currently fixed route ridership is trending 13% over prior year. Both NYS Fair Park & Ride and Amphitheater service revenues exceeded budget. Pass sale revenues and ticket vending machine (TVM) sales continue to trend over budget. Call-A-Bus purchased transportation revenues are also trending over budget. **Special Line Revenues** are 4% under budget due to lower than anticipated revenues for NYS Fair park and rides and SU dome service. **Advertising and other Revenues** are trending close to budget and prior year.



OPERATING EXPENSES



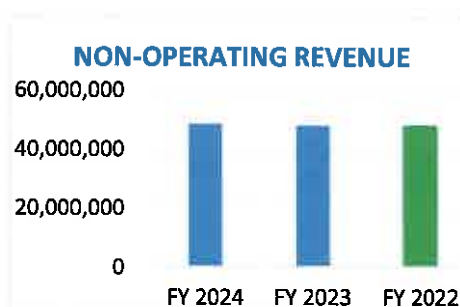
OPERATING EXPENSES

Operating expenses are \$7.9 million or 13% under budget and 6% over prior year. All expense lines are trending under budget except for purchased transportation. **Salaries and Wages** are trending under budget 12% due to open positions amongst bus operators, and buildings & grounds technicians. As a result of the open positions, **Other Employee Benefits & Payroll Taxes** are also trending under budget 13%. **Healthcare Benefits** are trending under budget 19% however, 4% over prior year. In current year we have 1,121 more claims, and 7,116 more services reported to UMR. **Workers Compensation** is currently 17% under budget and 3% over prior year. In current year there are 44 fewer claims, however higher

dollar claims realized. **Pension Benefits** are 17% under budget and 18% over prior year. Pension contributions were adjusted for revised actuarial recommendations due to the implementation of asset smoothing in October. **Risk Management** is 9% under budget and 5% over prior year. The budgeted variance is due to a credit for reduced claims experience in prior year received in current year, legal fees exceeding prior year, and claims trending lower than anticipated in budget. **Purchased Transportation** is over budget 28% and 42% over prior year. Currently PT vendors are providing 82% of service requested. Ridership increased 19% compared to the same period in prior year. **Materials and Supplies** are 21% under budget due to unrealized budgeted expenses and 6% over prior year due to increased costs for bus parts in current year. **Services** are currently under budget 28% due to budgeted services for consulting, advertising, marketing, and engineering, which were anticipated but not realized at this time. **Fuel** is 5% under budget and 13% over prior year. Diesel prices are locked in lower than budget. CNG is over prior year due to rate increase. **Utilities** are close to budget and prior year. **Other Expenses** are 21% under budget and 13% under prior year due primarily to budgeted conferences and travel not yet realized.

NON-OPERATING REVENUE

Non-Operating revenues are 6% under budget and consistent with prior year. **Operating Assistance** is \$3.3 million or 7% under budget. Increased STOA has resulted in a reduced need for Federal Operating Assistance (ARP) which is drawn based on operational needs. **Mortgage Tax Revenue** is trending 12% under budget and 22% under prior year. Increases in interest rates has resulted in decreases in mortgage tax receipts. **Investment Revenue** is currently \$729 thousand over budget and \$780 thousand over prior year.



INVESTMENT REPORT

Inventory of Existing Investments As of November 30, 2023

<u>Cash & Investments</u>	<u>Institution</u>	<u>Interest Rate</u>	<u>Term</u>	<u>Invested</u>	<u>Amount</u>	<u>Total</u>
Unrestricted--Operating Funds						
Commercial Money Market Savings-General Funds	M&T Bank	3.50%	n/a	n/a	\$21,984,403	
Total Operating Cash & Investments						<u>\$21,984,403</u>
Designated--Funded Reserves--Board Designated						
Money Market Account - Health Insurance Reserve	M&T Bank	3.50%	n/a	n/a	\$3,063,143	
Money Market Account - Insurance Reserve	M&T Bank	3.50%	n/a	n/a	\$2,716	
Commercial Checking With Interest - Capital Reserve	IP Morgan Chase Bank	2.10%	n/a	n/a	\$325,975	
Commercial Checking With Interest - ParaTransit Reserve	IP Morgan Chase Bank	2.10%	n/a	n/a	\$85,115	
Total Restricted Reserves						<u>\$3,476,949</u>
						<u>\$25,461,352</u>

Investment Activity Ending November 30, 2023 Term Investments

<u>Cash & Investments</u>	<u>Institution</u>	<u>Discount Rate</u>	<u>Term</u>	<u>Invested</u>	<u>Value as of 09/30/2023</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment at Maturity</u>
Designated--Funded Reserves--Board Designated								
Treasury Bill Purchase - Capital Reserve	IP Morgan Chase Bank	5.25%	5 months	\$4,999,682	\$5,011,789	9/13/2023	3/14/2024	\$5,136,000
Treasury Bill Purchase - Insurance Reserve	IP Morgan Chase Bank	5.18%	3 months	\$3,999,064	\$4,044,917	7/13/2023	1/11/2024	\$4,106,000
Treasury Bill Purchase - Paratransit Reserve	IP Morgan Chase Bank	5.26%	5 months	\$3,299,374	\$3,310,418	9/7/2023	3/7/2024	\$3,389,000
Total Restricted Reserves					<u>\$12,298,120</u>			<u>\$12,631,000</u>

MORTGAGE RECORDING TAX STATEMENT

<u>Actual Receipts YTD</u>					<u>Budget Variance YTD</u>		
<u>FY-22</u>	<u>FY-23</u>	<u>FY-24</u>	<u>\$ vs PY</u>	<u>% vs PY</u>	<u>FY-24 Bud</u>	<u>\$</u>	<u>%</u>
7,437,504	6,785,326	5,322,778	(1,462,548)	-21.55%	6,045,000	(722,222)	-11.9%

	<u>Actual</u> <u>FY-22</u>	<u>Actual</u> <u>FY-23</u>	<u>Actual</u> <u>FY-24</u>	<u>Actual</u> <u>vs PY</u>	<u>YTD</u> <u>vs PY</u>	<u>Budget</u> <u>FY 24</u>	<u>Actual Vs</u> <u>Budget</u>	<u>YTD</u> <u>variance</u>
April	859,319	899,181	761,875	-15.3%	-11.3%	572,000	33.2%	33.2%
May	790,924	778,198	557,104	-28.4%	-20.1%	628,000	-11.3%	9.9%
June	739,222	807,832	621,109	-23.1%	-18.8%	656,000	-5.3%	4.5%
July	1,222,151	852,081	651,504	-23.5%	-28.2%	802,000	-18.8%	-2.5%
August	813,367	1,213,405	736,644	-39.3%	-24.8%	846,000	-12.9%	-5.0%
September	999,661	755,816	643,528	-14.9%	-26.8%	840,000	-23.4%	-8.6%
October	1,007,648	658,916	737,317	11.9%	-26.8%	852,000	-13.5%	-9.4%
November	1,005,212	819,898	613,698	-25.1%	-28.4%	849,000	-27.7%	-11.9%
December	991,311	567,517	0	-100.0%	-36.9%	846,000	-100.0%	-22.8%
January	1,067,066	682,916	0	-100.0%	-43.9%	688,000	-100.0%	-29.8%
February	746,366	624,144	0	-100.0%	-48.0%	608,000	-100.0%	-35.0%
March	923,157	734,415	0	-100.0%	-52.3%	613,000	-100.0%	-39.5%
	<u>11,165,404</u>	<u>9,394,319</u>	<u>5,322,778</u>			<u>8,800,000</u>		

<u>County Receipts - November</u>	<u>FY-24</u>	<u>FY-23</u>	<u>\$</u>	<u>%</u>
Onondaga	387,165	512,411	(125,246)	(0.24)
Oswego	59,747	58,699	1,048	0.02
Cayuga	57,486	69,879	(12,393)	(0.18)
Oneida	109,300	178,910	(69,610)	(0.39)
Total	<u>613,698</u>	<u>819,898</u>	<u>(206,201)</u>	<u>(0.25)</u>

STATEMENT OF CASH FLOW

As of 11/30/2023

Cash Flows From Operating Activities:

Operating Receipts from Fares & Operations	\$ 276,097
Receipts from A/R Billings for Contracts & Other Miscellaneous	1,076,572
CNG Fuel Credit	
Mortgage Tax Receipts from Counties	737,317
Operating Assistance - NYS (STOA)	12,405,888
Operating Assistance - Local Match from Counties	771,857
Operating Assistance - Federal 5311	
Temporary Transfer from LOC	
Transfers to/from Insurance Reserve	
Transfers to/from Capital Reserve	
Transfers to/from Paratransit Reserve	
Payments to Vendors & Suppliers	(3,205,848)
Payments of Bank Fees	(2,252)
Payments for Pension Contributions	
Payments for Healthcare & Flex Claims-UMR	(681,013)
Payments of Payroll Related Liabilities	(1,214,698)
Payments of Wages	(2,383,219)

Net Cash Provided by (Utilized in) Operating Activities \$ 7,780,701

Cash Flows From Capital Activities:

Proceeds from Federal & State Grants Received for Capital Addition:	4,338,529
Proceeds from Federal COVID Emergency Funds	
Proceeds from Federal Receipts for PM & Capital Operating Assistance	
Purchases of Capital Assets	

Net Cash Provided by (Utilized in) Capital Activities \$ 4,338,529

Net Change in Cash from Operating & Capital Activities \$ 12,119,230

General Fund Cash Balances - Beginning of Period \$ 13,645,605

General Fund Cash Balances - End of Period* \$ 25,764,835

Insurance Reserve Fund End of Period \$ 2,716

Health Insurance Reserve Fund End of Period \$ 3,063,143

Capital Reserve Fund End of Period \$ 325,975

ParaTransit Reserve Fund End of Period \$ 85,115

Invested Funds End of Period (Restricted) \$ 12,631,000

Total Cash All Sources - End of Period: \$ 41,872,784

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

PROCUREMENT

ACTIVE PROCUREMENTS

The following open contracts actively moving through the process:

- Syracuse Facility Janitorial Services
- Utica Facility Janitorial Services
- CNG Facility Upgrade
- Transit Advertising Services
- Sedan & Lift Equipped Vehicle Services A
- Ultrasonic Parts Cleaner Purchase
- Supervisory Vehicle Purchase

FUTURE PROCUREMENTS

Items requiring future board action:

Within 2 months:

- Transit Advertising Services
- Ultrasonic Parts Cleaner Purchase
- Sedan & Lift Equipped Vehicle Services A
- Syracuse Facility Janitorial Services
- Utica Facility Janitorial Services
- Supervisory Vehicle Purchase

Within 6 months:

- CNG Facility Upgrade
- Supervisory Vehicle Purchase

REVENUE SERVICE CONTRACTS

New York State Fair- Orange Lot and Willis Ave Lot

LEASE REVENUE CONTRACTS

There are no agreements actively moving through the process.

CAPITAL PROGRAMS

COVID RELIEF FUNDS

CARES ACT Grant, 5311 funds converted into 5307 funds, approved on July 24, 2020, in the amount of \$5.5 million for operating assistance and capital improvements has a current balance of \$59 thousand. A total of \$4.9 million of operating assistance, and \$541 thousand for capital improvements is fully expended. The remaining balance of this grant will be used for capital purchases.

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

ARP Act Grant, American Rescue Plan Act, approved On March 11, 2021, which includes \$ 1.9 trillion in supplemental appropriations for COVID-19 relief, \$30.5 billion of which will be allocated to support the transit industry during the COVID-19 public health emergency, was signed into law. The ARP Act grant application was submitted to FTA on November 2, 2021. The ARP grant was executed on January 25, 2022, in the amount of \$38.5 million. To date, a total of \$22 million of operating assistance has been expended.

FEDERAL GRANT FUNDING

The Federal Transit Administration completed the 2023 fiscal year-end financial reconciliation. CNYRTA is preparing to begin the FFY2024 federal grant application process after the new year.

STATE GRANT FUNDING

NEW GRANT OPPORTUNITIES

No new opportunities actively moving through the process at this time.

PENDING APPLICATIONS

Congestion Mitigation and Air Quality Improvement Program (CMAQ), Administered by NYSDOT, a reimbursement program to help support bicycle, pedestrian, multi-use path, access to public transportation and transportation-related projects, as well as projects that reduce congestion and greenhouse gas emissions from the transportation sector. CMAQ funding eligibility in the Syracuse metropolitan area requires a project to be located in Onondaga County. An application was submitted for Pre-Review on November 27, 2023, with the final application is due on January 9, 2024.

Innovative Mobility Transit Pilot Program, Chapter 53 of the Laws of 2023, New York State has allocated \$10 million over a five-year period (to non-MTA transit providers) to expand service offerings that support riders facing barriers when accessing traditional transit by fund the creation of new transit alternatives. The legislative initiative will allocate up to \$1 million to the CNYRTA. Eligible projects include: rolling stock/fleet vehicles, technology, and operations. CNYRTA will be applying for funding to be directed towards micro-transit service operations. CNYRTA's project plan was submitted to NYSDOT on November 17, 2023.

Transit Infrastructure Grant Funding Request, Senator Schumer and Senator Gillibrand are accepting Congressionally Directed Spending Requests under the Infrastructure Investment and Jobs Act (IIJA) formerly known as Bipartisan Infrastructure Law (BIL) for fiscal year 2024. Applications were submitted in the amount of \$5,000,000 for the Centro of

Oneida Consolidated Garage and Office Facility and \$1,000,000 for Solar Powered Bus Stops for CNYRTA City Bus Stops. Updates will be provided to the Board as they become available.

AWARDED APPLICATIONS

Accelerated Transit Capital Program (ATC), Administered by NYSDOT and provides 100% NYS capital funding for upstate public transportation sponsors to rehabilitate, restore and modernize public transit assets. Program funds are apportioned. The FY2022 and FY2023 applications, each request \$3,282,600 in apportioned funding. Applications were combined and approved on November 28, 2023. Currently, we're awaiting the Grant Agreement for final approval and execution. Updates will be provided to the Board as they become available.

Modernization and Enhancement Program (MEP), Administered by NYSDOT and provides 100% NYS capital funding for counties, cities, and regional authorities to upgrade and enhance their public transportation services. Program funding is included in the enacted State Fiscal Year Budget. The FY2023 application, \$4,009,074 in apportioned funding, was approved on November 28, 2023. Currently, we're awaiting the Grant Agreement for final approval and execution. Updates will be provided to the Board as they become available.

Section 5311 Rural Area Formula Grants, Administered by NYSDOT and provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations less than 50,000. The FY2021-2023 application was reviewed and awarded. NYSDOT to provide Grant Agreements for execution in the coming weeks. Updates will be provided to the Board as they become available.

CAPITAL PLANNING

CNYRTA's Capital Planning Committee meets, at minimum, monthly to study 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.

MOTION

Accountable Executive for the TAM Plan. Transit Asset Management (TAM) is a business model that prioritizes funding based on the condition of transit assets, in order to achieve or maintain transit networks in a State of Good Repair (SGR). The TAM plan includes objectives and strategies that will optimize the management of fleet and facilities assets to ensure alignment with the FTA reporting requirements for the National Transit Database (NTD).

Federal TAM Final Rule requirements states that the CNYRTA must have an Accountable Executive as part of the TAM Plan.

Currently, the CNYRTA's Transit Asset Management Policy (TAM Policy) – provides the Vice President of Fleet and Facilities (Accountable Executive) or designee with overall responsibility for overseeing the development of asset management plans and procedures, in cooperation with the executive leadership team, and reporting to the Board on the status of asset management for the Authority.

We are seeking approval to list the Vice President of Finance as the Accountable Executive for the TAM Plan.

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

MINUTES OF THE DECEMBER 15, 2023, AUDIT AND FINANCE COMMITTEE MEETING

MEMBERS PRESENT:

NICHOLAS LAINO, Chair
ROBERT CUCULICH, Vice Chair
DARLENE LATTIMORE, Secretary
TINA FITZGERALD, Treasurer
NEIL BURKE
MONTY FLYNN
JOSEPH HARDICK
JULIUS LAWRENCE
LOUELLA WILLIAMS
FRANK SAYA, Non-Voting Member

MEMBERS ABSENT: ANTHONY DAVIS

STAFF PRESENT:

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

CALL TO ORDER At 10:00 A.M. Chairman Laino called the meeting to order.

- Chairman Laino noted a quorum was present
- The next Committee meeting will be on January 26, 2024

FINANCIAL REPORT

Ms. Biata presented the Financial Report, for period ending November 30, 2023

STATEMENT OF REVENUE AND EXPENDITURES

After eight months, the consolidated Operating Income (loss) before capital contributions and Non-Operating Expenses is \$4.9 million. Operating Revenues are 8% over prior year. Fixed route ridership is trending 13% over prior year. Operating Expenses are \$7.9 million or 13% under budget. Non-Operating revenues are 6% under budget and consistent with prior year.

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

Motion – Tina Fitzgerald

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

SUPPLEMENTAL INFORMATION

Additional supplemental information, required to be provided to the Board was briefly reviewed.

CNYRTA TRANSIT ASSET MANAGEMENT PLAN 2022-2026

Ms. Spraker presented a revision to the current TAM Plan. Currently the Vice President of Fleet and Facilities is the designee responsible for overseeing the development of asset management plans and procedures. We are proposing that the Vice President of Finance assume the responsibility as the new designee. Therefore, it is our recommendation that the Board adopt the revision to the TAM Plan naming the Vice President of Accounting as the designee overseeing the development of the asset management plans and procedures.

A Motion to adopt the revision to the TAM Plan naming the Vice President of Accounting as the designee overseeing the development of the asset management plans and procedures was raised and forwarded to the Board for approval.


Motion – Monty Flynn

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

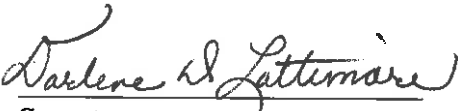
ADJOURNED

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
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE JANUARY 5, 2024, SPECIAL MEETING

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

MEMBERS ABSENT: DARLENE LATTIMORE, Secretary
 JOSEPH HARDICK
 FRANK SAYA, Non-Voting Member

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

EXECUTIVE SESSION – MOTION NO. 2681


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

Motion – Tina Fitzgerald
 Seconded – Monty Flynn
 Carried Unanimously

No action was taken.

ADJOURNED

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



 Chairman

ATTEST:



 Secretary