



Chautauqua, Cattaraugus, Allegany & Steuben Counties
Southern Tier Extension Railroad Authority

Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779
TEL (716) 945-5301 FAX (716) 945-5550 TDD (716) 945-5301

"This institution is an equal opportunity organization"

William Daly, Chairman
Richard Zink, Chief Executive Officer

Notice of Meeting of Board of Directors

Date: Thursday, March 20, 2014
Time: 2:30 PM
Place: Southern Tier West Planning and Development Board Conference Room
(second floor in Southern Tier West building)
Center for Regional Excellence
4039 Route 219
Salamanca, New York

Please see <http://www.ccasstera.org/htm/document%20to%20be%20discussed/2014/march20.2014.html> for access to documents that will be discussed at this meeting.

Agenda

1. Roll Call and Introduction of Those Present
2. Reading and Approval of the Minutes of the December 16, 2013 Meeting
3. Communications
4. Report of the Treasurer
 - A. Treasurer's Report
5. Reports of Committees
 - A. Audit Committee
 - 1) Presentation of Audit and Management Letter (Edward Bysiek, Bysiek CPA, PLLC)
 - 2) Other Business
 - B. Executive Committee
 - C. Governance Committee
6. Unfinished Business
 - A. WNYP Operating Status Report (Carl Belke, WNYP RR)
 - B. Status Reports on Current and Proposed Projects
 - 1) FEMA Project (Southern Tier Extension Line) – NY SEMO Funding Issue
 - 2) NYS DOT 2005 Bond Act Bridge Rehab and Track Realignment (Falconer) Project (Southern Tier Extension Line) – Remaining Project Funds Issue
 - 3) NYS DOT 2005 Bond Act Bridge Rehab Project (Southern Tier Extension Line)

- 4) NYS DOT PFRAP Tie Replacement and Grade Crossing Repair Project (Buffalo Line)
- 5) Proposed Multi-Modal Freight Transfer Facility and Manufacturing Center Project (Olean)
- 6) Site Development Project

C. Seneca Nation of Indians Representation on STERA Board

D. Compliance with NYS Public Authorities Accountability Act (PAAA) and Public Authorities Reform Act (PARA) and Other Statutory and Regulatory Requirements

- 1) Training Sessions – available online
- 2) Discussion of Any Desired Policy Modifications

E. Other Old Business

7. New Business

A. Appointment of Nominating Committee

8. Public Comment

9. Next Meeting Date: June 16, 2014 (Annual Meeting)

10. Adjournment

Please contact STERA Secretary Tom Barnes at 716-945-5301 x 209 or tbarnes@southerntierwest.org to indicate whether or not you will be able to attend.

STERA Policies to Be Reviewed at the March 10, 2014 Board Meeting:

Audit Committee Charter
Bylaws
Code of Ethics
Compensation, Reimbursement, and Attendance Policy
Competencies and Personal Attributes Required of Board Members Policy
Defense and Indemnification Policy
Equal Opportunity and Affirmative Action Policy
Governance Committee Charter
Internal Control Procedures
Investment Policy
Lobbying Policy
Management Performance Evaluation Standards
Measurement Standards Performance Evaluation
Mission Statement
New Member Orientation Process
New Member Orientation Process Reference Document
Procurement Guidelines (Contract and Procurement Policy)
Property Disposition Guidelines
Public Access to Records Policy
Public Access to Records - Subject Matter List
Records Management Program
Travel and Use of Discretionary Funds Policy
Uniform Tax Exemption Policy
Whistleblower Policy

STERA Reports to Be Reviewed at the March 10, 2014 Board Meeting:

Annual Report
Audit Committee Charter Review Report
Audit Committee Self-Evaluation Report
Audit FYE Dec 31, 2013
Audit Management Letter FYE Dec 31, 2013
Board Self-Evaluation Report
Board Self-Evaluation Report 2011 vs 2012 vs 2013
Board Member Attendance Evaluation Report
Board Self-Evaluation Report
Budget for 2014
Executive Committee Self-Evaluation Report
Four-Year Financial Plan for 2014 to 2017
Governance Committee Charter Review Report
Governance Committee Self-Evaluation Report
Investment Report
Management Evaluation Report
Management Report: Financial Disclosure and Ethics Report
Organizational Self-Evaluation Report
Organizational Compliance Evaluation Report
Organizational Effectiveness of Internal Controls Report
Procurement Report
Property Disposition Report
Property Listing Report
Records Management Program Report