



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

Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779

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"This institution is an equal opportunity organization"

Terry Everetts, Chairman  
Richard Zink, Chief Executive Director

## Notice of Meeting of Board of Directors

**Date:** Monday, March 9, 2015  
**Time:** 9:30 AM  
**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/2015/march9.2015.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 15, 2014 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) Review of Internal Controls Policy
    - 3) Review of Reports
    - 4) Interim Financing on FEMA Project
    - 5) Solicitation of Audit Services
    - 6) Other Business
  - B. Executive Committee
    - 1) Review of Reports

**C. Governance Committee**

- 1) Review of Current Policies
- 2) Review of Reports
- 3) Review of structure, governance, and operating activities

**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)
- 2) NYS DOT PFRAP Cattaraugus Rail Rehabilitation Project (Southern Tier Extension Line)
- 3) NYS DOT 2005 Bond Act Bridge Rehab and Track Realignment (Falconer) Project (Southern Tier Extension Line)
- 4) NYS DOT 2005 Bond Act Bridge Rehab Project (Southern Tier Extension Line)
- 5) NYS DOT PFRAP Tie Replacement and Grade Crossing Repair Project (Buffalo Line)
- 6) Proposed Multi-Modal Freight Transfer Facility and Manufacturing Center Project (Olean)
- 7) 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) New NYS ABO Policy Guidance: [Policy Guidance 15-01 Restrictions on Grants and Loans Made by Public Authorities.](#)
- 2) New NYS ABO Best Practices Guide: [Board Meetings: Best Practices Guide for Public Authorities.](#)
- 3) Compliance with NYS ABO Training Requirements
- 4) 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 15, 2015 (Annual Meeting)

**10. Adjournment**

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

**STERA Policies to Be Reviewed at the March 9, 2015 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 9, 2015 Board Meeting:**

Annual Report  
Audit Committee Charter Review Report  
Audit Committee Self-Evaluation Report  
Audit FYE Dec 31, 2014, including Audit Management Letter FYE Dec 31, 2014  
Authority Performance Self-Evaluation Report  
Board Member Attendance Report  
Board Performance Self-Evaluation Report  
Board Performance Self-Evaluation Report 2012 vs 2013 vs 2014  
Budget for 2015  
Compliance Report  
Effectiveness of Internal Controls Report  
Executive Committee Self-Evaluation Report  
Financial Disclosure and Ethics Report  
Four-Year Financial Plan for 2015 to 2018  
Governance Committee Charter Review Report  
Governance Committee Self-Evaluation Report  
Investment Report  
Management Evaluation Report  
Procurement Report  
Property Disposition Report  
Property Listing Report  
Records Management Program Report