



**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 7, 2016
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/2016/march7.16.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 7, 2015 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 and Policies
 - 4) Other Business
 - B. Executive Committee
 - 1) Review of Reports and Policies
 - 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 2005 Bond Act Bridge Rehab and Track Realignment (Falconer) Project (Southern Tier Extension Line)
- 3) NYS DOT PFRAP Tie Replacement and Grade Crossing Repair Project (Buffalo Line)
- 4) NYS DOT PFRAP Cattaraugus Rail Rehabilitation Project (Southern Tier Extension Line)
- 5) Proposed NYS DOT PFARP Bridge Repair and Tie Installation Project (Southern Tier Extension Line and 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) Compliance with NYS ABO Training Requirements
- 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 6, 2016 (Annual Meeting)

10. Adjournment

Please contact STERA Secretary Tom Barnes at 716-945-5301 x 2209 or direct at 716-373-8880 or tbarnes@southerntierwest.org to indicate whether or not you will be able to attend.

STERA Policies to Be Reviewed at the March 7, 2016 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 7, 2016 Board Meeting:

Annual Report
Audit Committee Charter Review Report
Audit Committee Self-Evaluation Report
Audit FYE Dec 31, 2015, including Audit Management Letter FYE Dec 31, 2015
Authority Performance Self-Evaluation Report
Board Member Attendance Report
Board Performance Self-Evaluation Report
Board Performance Self-Evaluation Report 2013 vs 2014 vs 2015
Budget for 2016
Compliance Report
Effectiveness of Internal Controls Report
Executive Committee Self-Evaluation Report
Financial Disclosure and Ethics Report
Four-Year Financial Plan for 2016 to 2019
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