



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"
John Margeson, Chairman

Notice of Meeting

Date: Tuesday, March 8, 2011
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

Agenda

- 1. Roll Call and Introduction of Those Present**
- 2. Reading and Approval of the Minutes**
 - A. November 15, 2010 Meeting
- 3. Communications**
- 4. Report of the Treasurer**
 - A. Treasurer's Report
- 5. Reports of Committees**
 - A. Audit Committee
 1. Review of Contract for Auditing Services for year ending December 31, 2010
 2. Presentation of Audit and Management Letter for year ending December 31, 2010
 (Kelly Dawson, Joseph Trussalo CPA)
 3. Audit Committee Membership
 4. Audit Committee Self-Evaluation Report for year ending December 31, 2010
 5. Audit Committee Report on Review of Audit Committee Charter
 6. Assessment of the Effectiveness of Internal Controls for year ending December 31, 2010

B. Executive Committee

1. Executive Committee Self-Evaluation Report for year ending December 31, 2010

C. Governance Committee

1. Review of Current STERA Policies

- Revisions to Governance Committee Charter
- Revision of Bylaws
- Code of Ethics (Standards of Conduct Policy)
- Compensation, Reimbursement and Attendance Policy
- Contract and Procurement Policy (i.e., Procurement Guidelines)
- Defense and Indemnification Policy
- Investment Policy
- Lobbying Policy
- Measurements for Organization Performance Evaluation
- Mission Statement
- New Member Orientation Process
- New Member Orientation Process Reference Document
- Property Disposition Guidelines
- Travel Policy
- Uniform Tax Exemption Policy
- Whistleblower Policy

2. Proposed New STERA Policies

- Records Management Program
- Equal Opportunity and Affirmative Action Policy
- Management Performance Evaluation Standards
- Competencies and Personal Attributes Required of Board Members
- Public Access to Records Policy
- Public Access to Records – Subject Matter List

3. STERA Reports

- Four-Year Financial Plan for the years 2011 – 2014
- Property Listing Report for the year ending December 31, 2010
- Property Disposition Report for the year ending December 31, 2010
- Procurement Report for the year ending December 31, 2010
- Investment Report for the year ending December 31, 2010
- Performance Evaluation Processes and Reports
 - Summary of Performance Evaluation Processes
 - Organizational Self-Evaluation Report for the year ending December 31, 2010 using Measurement Standards per NYS ABO Policy Guidance 10-02
 - Organizational Compliance Evaluation Report for the year ending December 31, 2010
 - Organizational Assessment of the Effectiveness of Internal Controls for the year ending December 31, 2010

- Board Self-Evaluation Report for the year ending December 31, 2010 per NYS ABO Policy Guidance 10-05
- Board Member Attendance Evaluation Report for the year ending December 31, 2010
- Governance Committee Self-Evaluation Report for the year ending December 31, 2010
- Audit Committee Self-Evaluation Report for the year ending December 31, 2010
- Executive Committee Self-Evaluation Report for the year ending December 31, 2010
- Management (Corporate Officers) Evaluation Report for the year ending December 31, 2010
- Annual Report for the year ending December 31, 2010

4. Structure, Governance, and Operating Activities

- NYS ABO Policy Guidance 11-01: Compliance Review Process
- NYS ABO Policy Guidance 11-02: Enforcement Powers of the Authorities Budget Office
- Acknowledgement of Fiduciary Duties and Responsibilities Form
- Cattaraugus County Ethics (conflict of interest and financial disclosure) Form
- Governance Practices with respect to Transparency, Independence, Accountability, Fiduciary Responsibilities, and Management Oversight
- Competencies and Personal Attributes Required of Board Members
- New Member Orientation Process
- Compliance with Board Member Training Requirements
- Compliance with Staff Training Requirements
- Number and Structure of STERA Committees
- Compensation and Benefits for the Managing Director and Other Senior Authority Officials
- Other STERA Policies or Documents Related to the Governance of the Authority

6. Unfinished Business

- A. Operating Status and Proposed Rehabilitation Projects (report by Carl Belke, WNYP RR)
- B. NYS 2005 Bond Act Project Status
- C. Potential NYS DOT RFP for Rehabilitation Funding
- D. Multi-Modal Freight Transfer Facility and Manufacturing Center Project Status
- E. Cattaraugus County (Randolph) Remediation Project Status
- F. Machias (Lime Lake) Wastewater Project Status
- G. Request of Dresser Rand for Rail Siding (Village of Wellsville)
- H. Site Development Project Status
- I. Seneca Nation of Indians Representation on STERA Board
- J. NYS Public Authorities Accountability Act (PAAA) and Public Authorities Reform Act (PARA) Compliance
 1. Discussion of Any Desired Policy Modifications

2. Training Sessions

K. Future Status of the Property Tax Abatement Provided by STERA to Norfolk Southern

L. Other Old Business

7. New Business

8. Public Comment

9. Next Meeting Date and Agenda for Next 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.