



Chautauqua, Cattaraugus, Allegany and 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”

Frank “Jay” Gould, Chairman
Richard Zink, Chief Executive Officer

Minutes of STERA Governance Committee Meeting March 25, 2024

The Governance Committee of the Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority met at 9:00 AM on March 25, 2024 at the Conference Room at 4039 Route 219, Suite 200, Salamanca, New York. The following persons were in attendance:

Committee Members In Attendance

Steve Havey
Keri Kerper

Representing

Allegany County
Cattaraugus County

Others Attending

Kimberly LaMendola

Representing

STERA Corporate Secretary

1. Call to Order and Introduction of Those Present

Committee chairman Steve Havey called the meeting to order at 9:07 AM. He noted a lack of quorum for the meeting.

2. Reading and Approval of the Minutes of the Previous Meeting

The Committee approved the minutes of the prior meeting held October 16, 2023 (Kerper, Havey; passing unanimously).

3. New Business

a. Annual Policy and Report Review

- i. The Governance Committee reviewed and approved the annual policies as listed on the attached list and found no changes needed, recommending that the STERA board approve the policies. (Kerper, Havey; passing unanimously)
- ii. The Governance Committee reviewed and approved the reports as listed on the attached list and found no changes needed, recommending that the STERA board approve the policies. (Kerper, Havey; passing unanimously)
- iii. The Governance Committee reviewed STERA’s structure, governance, and operating activities and found no changes needed, finding that the Authority’s policies and procedures are being effectively implemented and are effective in guiding and controlling the authority’s governance and operations. (Kerper, Havey; passing unanimously).

4. Public Comment – none


5. Next Meeting Date and Agenda for Next Meeting

The Governance Committee will next meet on June 10, 2024 at 9:00 AM

6. Adjournment

The Committee adjourned at 9:10 AM (Kerper, Havey; passing unanimously).

I certify that this is an accurate summary of the meeting of the Governance Committee of the Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority held on the date indicated above.


 Name: _____
 Office: Secretary
 Date: March 25, 2024

Annual Policies and Reports Reviewed at March 25, 2024 Governance Committee meeting

STERA Policies Reviewed and Approved	STERA Reports Reviewed and Approved
Audit committee Charter	Active and Completed Projects
Bylaws	Annual Report
Code of Ethics	Audit FYE Dec 31, 2023, including Audit Management Letter FYE Dec 31, 2023
Compensation, Reimbursement, and Attendance Policy	Audit Committee Charter Review Report
Competencies and Personal Attributes Required of Board Members Policy	Audit Committee Self-Evaluation Report
Defense and Indemnification Policy	Authority Performance Self-Evaluation Report
Equal Opportunity and Affirmative Action Policy	Board Member Attendance Report
Fee Schedules	Budget for 2024
Governance Committee Charter	Compliance Report
Internal Control Procedures	Effectiveness of Internal Controls Report
Investment Policy	Executive Committee Self-Evaluation Report
Lobbying Policy	Financial Disclosure and Ethics Report
Management Performance Evaluation Standards	Four-Year Financial Plan for 2022 – s 2025
Measurement Standards Performance Evaluation	Governance Committee Charter Review Report
Mission Statement	Governance Committee Self-Evaluation Report
New Member Orientation Process	Investment Report
New Member Orientation Process Reference Document	Management Evaluation Report
Procurement Guidelines (Contract and Procurement Policy)	Operations and Accomplishments report
Property Disposition Guidelines	Procurement Report
Public Access to Records – Subject Matter List	Property Disposition Report
Records Management Program	Property Listing Report
Travel and Use of Discretionary Funds Policy	Records Management Program Report
Uniform Tax Exemption Policy	Schedule of Debt Report
Whistleblower Policy	