

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK

MINUTES OF THE AUGUST 25, 2023, BOARD MEETING

MEMBERS PRESENT:

NICHOLAS LAINO, Chair
 ROBERT CUCULICH, Vice Chair
 DARLENE LATTIMORE, Secretary
 TINA FITZGERALD, Treasurer
 NEIL BURKE
 ANTHONY DAVIS
 MONTY FLYNN
 JOSEPH HARDICK
 JULIUS LAWRENCE
 LOUELLA WILLIAMS

MEMBERS ABSENT:

FRANK SAYA, Non-Voting Member

STAFF PRESENT:

BRIAN M. SCHULTZ, Chief Executive Officer
 CHRISTOPHER TUFF, Deputy Chief Executive Officer
 LINDA BIATA, VP of Finance
 STEVEN KOEGEL, VP of Business Develop. and Corp. Comm.
 JACKIE MUSENGO, VP of Human Resources
 GEOFFREY HOFF, VP of Fleet and Facilities
 RAHMIN AZRIA, Associate VP of Operations
 MELISSA BRIM, Senior Director of Accounting
 CAITLIN MACCOLLUM, Senior Director of Procurement
 LYNETTE PADUANO, Director of Marketing & Communications
 BREN DAISS, Director of Special Projects and Planning
 TARA SPRAKER, Director of Grants and Revenue Contract Admin.
 EJ MOSES, Director of Facilities
 ROBERT BONI, IT Manager
 CHRISTOPHER KING, Procurement Manager
 CAROL LOMBARDO, Executive Assistant

CALL TO ORDER At 10:00 A.M. Chairman Laino called the meeting to order.

- Chairman Laino and the Board Members recited the Pledge of Allegiance
- Chairman Laino noted a quorum was present

UPCOMING MEETINGS

- Chairman Laino announced the following meetings for September 22, 2023:
 - Audit and Committee – 9:00 AM
 - Board Meeting – 9:30 AM

APPROVAL OF THE JULY 28, 2023, BOARD MEETING MINUTES MOTION NO. 2653

Motion – Julius Lawrence

Seconded – Monty Flynn

Carried Unanimously

CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Schultz

In addition to Mr. Schultz's written report, attached to these Minutes, he discussed the following:

NYPTA

The first conference since I became President of the NYPTA Board will take place from October 31st to November 2nd. It is going well. NYPTA has half of the booths sold. Our Keynote speakers line up is set. We have people from the FTA and Commissioner Dominguez scheduled to speak. We had a strategic planning meeting earlier this month to discuss advocacy. The next meeting will take place after the fall conference. Chairman Laino thanked Mr. Schultz for taking on the added responsibility of becoming the NYPTA Board President.

DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Tuff

LEADERSHIP GREATER SYRACUSE

I recently met with Leadership Greater Syracuse to discuss the five pillars of economic development. It was a great meeting with a lot of up-and-coming community leaders in attendance. We discussed our current projects; BRT, On-Demand, the bike and scooter share program, and the progress made and how it impacts economic development in the area. As well as our role in those projects and where we are going to take them in the future.

FAREBOX UPDATE

We are still working through the farebox installation. There have been a few kinks and minor programming issues. We are making a lot of headway as far as getting them up and running and functioning properly. Possibly by the next Board meeting we are hoping to turn on the mobile app function which will allow customers to purchase tickets and passes through the GoCentroBus mobile app. Once that is complete, we will launch the final phase; open payment, allowing credit card payments as well. Our current focus right now is making sure the fareboxes are up and running for the fair.

RPM PROGRAM

Mr. Schultz commented that at the upcoming NYPTA conference Mr. Tuff and Ms. Levesque will be doing a presentation of our RPM program to all other state agencies to educate them on how we have been recognizing our employees.

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel
RIDERSHIP

Ridership continues to rebound slowly. For the month of July, we were up overall 13%. Ridership and revenues are rising at about the same percentage. Our city ridership is approximately 65% of what it was pre pandemic. We are starting to see fuller buses on the road and fewer empty seats.

TITLE VI – MAJOR SERVICE CHANGE EQUITY ANALYSIS

Included in the Board Packet this month was a summary of the public comments regarding the service reductions we implemented in September 2021, due to the bus operator shortage. We have received a lot of feedback through social media and our customer feedback lines. Our customers would like to see an increase in frequency in the bus routes they need. We can increase routes when we get more bus operators. The public hearing was sparsely attended however we chatted with them for about an hour prior to the presentation and allowed them to ask questions regarding our system redesign.

SERVICE MODIFICATIONS – CNY CENTRO, INC. – RESOLUTION NO. 2579

Mr. Koegel presented a Resolution for Service Modifications – CNY Centro, Inc. A copy of the Resolution is attached to these Minutes.

A Motion to approve Service Modifications – CNY Centro, Inc. was raised.

Motion – Louella Williams
 Seconded – Darlene Lattimore
 Carried Unanimously

HANCOCK INTERNATIONAL AIRPORT SERVICE

We are going to resume service to the airport after Labor Day. It was a combination of many factors. The airport reached out to us. They need services for their workers. We also received the same feedback from our ETT outreach. We have done some rerouting of our Mattydale route to accommodate this new service and have not added additional personnel. We will do this for a six-month period. If we decide to continue, it will require a public hearing.

ROME ON-DEMAND

Ms. Daiss updated the Board on the Rome On-Demand initiative would allow shared rides for our customers. This will also enable us to use smaller vehicles and book rides ahead of time. We will roll out our first On Demand service in Rome. Along with that, we are looking at the Rome system as a whole to improve efficiency. We have had a couple stakeholder meetings in Rome and plan to do a road show at some senior centers, as well as additional public meetings, to give customers and the community an overview of what we are planning. The rollout is scheduled for March 2024.

PROJECT MANAGEMENT PROCESS

Ms. Daiss stated that we have identified more than 80 capital projects in the near future that have an estimated cost of \$65 million. Moving forward we hope to be more proactive in the process of project management. We have built a procedure and started implementation. We have also started training for key staff members. Our goals for our projects are on task, on budget, and on time. We will also be looking at project management software to enable us to work more efficiently.

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BUS MONITORING PROGRAM

We had very good success with the Bus Monitoring Program that started last spring. We only hired five monitors, but they made a great impact on the routes they were helping out on and at the Hub. We are ramping up our efforts to hire more for this school year. We would like to hire ten monitors, which would give us coverage on the major school routes as well as the Hub. The monitors allow the bus operators to focus on driving the bus.

INFORMATION TECHNOLOGIES REPORT – Mr. Boni

CISCO PHONE SYSTEM

The Cisco phone system has recently been upgraded without any concerns. The paging system was included in the upgrade, as well as the recording system.

GFI

We continue to work with GFI on some minor probing issues. We are tweaking some concerns and are making good progress.

TRAPEZE

We have held our kickoff meeting with Trapeze for our operator software. We are upgrading from version 18 to version 21. It is an extensive project that should take approximately nine months.

CYBERSECURITY

Our cybersecurity briefing focused on disaster recovery continuity, as well as concerns targeting executives. Identifying fake emails is challenging and has caught a few staff members off guard.

INTERNET ACCESS

We are working with Verizon to obtain more internet access that would allow bus operators to access the internet.

AUDIT AND FINANCE COMMITTEE REPORT

FINANCIAL REPORT – MOTION NO. 2654

Ms. Biata, Vice President of Finance presented the Financial Report, for period ending July 31, 2023, a copy of which is attached to these Minutes.

A Motion to adopt the Financial Reports as recommended by the Audit and Finance Committee was raised.

Motion – Louella Williams
Seconded – Darlene Lattimore
Carried Unanimously

APOGEE AUTOMATION SERVICES – RESOLUTION NO. 2580

Mr. King presented a Resolution for Apogee Automation Services with Siemens. A copy of the Resolution is attached to these Minutes.

A Motion to approve a one-year contract with Siemens for Apogee Automation Services as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence
 Seconded – Darlene Lattimore
 Carried Unanimously

SNOW REMOVAL SERVICES – RESOLUTION NO. 2581

Mr. King presented a Resolution for Snow Removal Services with Elite Property Management & Restoration. A copy of the Resolution is attached to these Minutes.

A Motion to approve a five-year contract with Elite Property Management & Restoration for Snow Removal Services as recommended by the Audit and Finance Committee was raised.

Motion – Neil Burke
 Seconded – Robert Cuculich
 Carried Unanimously

LEGAL COMMITTEE REPORTEXECUTIVE SESSION – MOTION NO. 2655

Mr. Hardick, Chairman of the Authority's Legal Committee, announced that at the Legal Committee met in Executive Session, pursuant to New York State Public Officer's Law section 105 (1) (d) (discussion on a specific legal matter). No action was taken.

ADJOURNED

There being no further business to come before the Board, the CNYRTA and its Subsidiaries Board meeting was adjourned.


 Chairman

ATTEST:


 Secretary



TO: CNYRTA Board of Members
FROM: Brian M. Schultz, Chief Executive Officer
RE: Monthly Summary Report – August 2023
DATE: August 17, 2023

COVID-19 Emergency

1. C.A.R.E.S. Act – has been fully expended.
 - Total draw to date - \$ 32,666,902

 2. CRRSSA Funds – has been fully expended.
 - Total draw to date \$16,056,469

 3. ARP Funds
 - Fiscal Year 2023 \$15,095,747
 - April 2023 \$ 381,742
 - May 2023 \$ 910,860
 - June 2023 \$ 926,333
 - July 2023 \$ 1,671,447
- \$18,986,129 (of \$38.5 Mil)

Independent Living Council

I met virtually with the Independent Living Council on Monday August 14th. We reviewed several items including a BRT update, how will BRT effect Call-A-Bus, next steps for ETT Survey, and many other topics. The meeting was productive and the ILC has always been a strong advocate of Centro.

Various Meetings

Continued meetings to discuss the following items and move these projects forward. The topics include but are not limited to: Capital Planning, Recruiting, RPM Program, NYPTA Strategic Planning, SMTC, IBI (Transportation Consultants), Oneida County Rural Transit, and Genfare (farebox replacement).

ACCOUNTING

CNYRTA
Statement of Revenue and Expenditures
From 04/01/2023 through 07/31/2023
(In Whole Numbers)

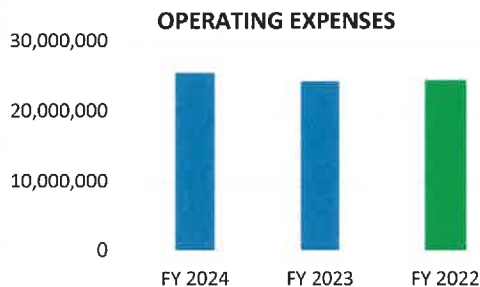
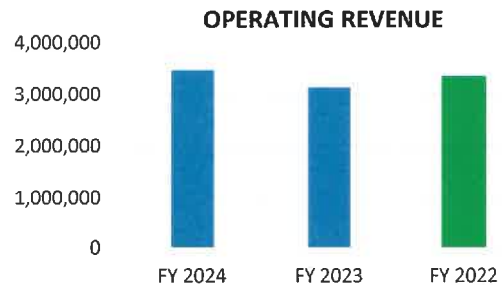
	CY Actual	CY Budget	CY to Budget Change	% Change CY to Budget	PY Actual	CY to PY Change	% Change CY to PY
Revenue							
Operating Revenue							
Regular Line Passenger Revenue	1,204,486	1,180,427	24,060	2.03%	876,620	327,867	37.40%
Special Line Passenger Revenue	1,575,674	1,626,900	(51,226)	(3.14)%	1,590,767	(15,093)	(0.94)%
Advertising & Other Revenue	671,515	671,550	(35)	0.00%	652,353	19,162	2.93%
Total Operating Revenue	3,451,675	3,478,876	(27,201)	(0.78)%	3,119,740	331,936	10.64%
Total Revenue	3,451,675	3,478,876	(27,201)	(0.78)%	3,119,740	331,936	10.64%
Expenses							
Operating Expenses							
Salaries & Wages	11,072,437	12,682,206	1,609,769	(12.69)%	11,037,849	34,588	0.31%
Other Employee Benefits & Payroll Taxes	1,237,293	1,434,372	197,079	(13.73)%	1,246,052	(8,759)	(0.70)%
Healthcare Benefits	3,981,173	4,897,617	916,444	(18.71)%	3,688,335	292,838	7.93%
Workers Compensation	1,107,119	1,082,267	(24,852)	2.29%	866,732	240,387	27.73%
Pension Benefits	1,252,235	1,671,290	419,055	(25.07)%	1,307,495	(55,261)	(4.22)%
Risk Management	913,890	1,099,187	185,297	(16.85)%	810,408	103,482	12.76%
Purchased Transportation	1,707,940	1,532,667	(175,274)	11.43%	1,315,910	392,030	29.79%
Materials & Supplies	1,405,008	1,578,827	173,819	(11.00)%	1,162,035	242,973	20.90%
Services	1,798,567	2,563,361	764,793	(29.83)%	1,757,132	41,435	2.35%
Fuel	648,958	762,640	113,682	(14.90)%	675,469	(26,511)	(3.92)%
Utilities	193,296	198,970	5,674	(2.85)%	184,117	9,179	4.98%
Other Expenses	91,153	128,060	36,907	(28.82)%	123,445	(32,292)	(26.15)%
Total Operating Expenses	25,409,069	29,631,462	4,222,394	(14.25)%	24,174,980	1,234,088	5.10%
Total Expenses	25,409,069	29,631,462	4,222,394	(14.25)%	24,174,980	1,234,088	5.10%
Non-Operating Revenue							
Assistance and Other Revenue							
Operating Assistance	21,589,218	22,884,433	(1,295,216)	(5.65)%	20,952,883	636,334	3.03%
Mortgage Tax Revenue	2,591,592	2,658,000	(66,408)	(2.49)%	3,331,297	(739,705)	(22.20)%
Gain/Loss on Disposal of Capital	4,605	16,667	(12,062)	(72.37)%	12,492	(7,887)	(63.13)%
Total Assistance and Other Revenue	24,185,414	25,559,100	(1,373,686)	(5.37)%	24,296,672	(111,258)	(0.46)%
Investment Revenue							
Investment Revenue	341,285	40,333	300,951	746.16%	3,161	338,123	10,695.19%
Total Non-Operating Revenue	24,526,699	25,599,433	(1,072,734)	(4.19)%	24,299,834	226,865	0.93%
Operating Income (Loss)	2,569,306	(553,153)	3,122,458	(564.48)%	3,244,593	(675,287)	(20.81)%
Capital Contributions							
Grants for Capital Contributions							
Federal Grants	294,669	0	294,669	0.00%	3,158,955	(2,864,286)	(90.67)%
State Grants	226,205	0	226,205	0.00%	7,306,578	(7,080,373)	(96.90)%
Total Grants for Capital Contributions	520,874	0	520,874	0.00%	10,465,533	(9,944,658)	(95.02)%
Total Capital Contributions	520,874	0	520,874	0.00%	10,465,533	(9,944,658)	(95.02)%
Non-Operating Expenses							
Depreciation Expense	3,970,013	0	(3,970,013)	0.00%	3,749,424	220,589	5.88%
Total Non-Operating Expenses	3,970,013	0	(3,970,013)	0.00%	3,749,424	220,589	5.88%
Change in Net Position	(879,833)	(553,153)	(326,681)	59.05%	9,960,702	(10,840,535)	(108.83)%
Net Position - Beginning of Year	(224,453,483)	0	(224,453,483)	0.00%	(241,174,183)	16,720,700	(6.93)%
Total Net Position - Beginning of Year	(224,453,483)	0	(224,453,483)	0.00%	(241,174,183)	16,720,700	(6.93)%
Net Position - End of Year	(225,333,317)	(553,153)	(224,780,164)	40,636.19%	(231,213,482)	5,880,165	(2.54)%

STATEMENT OF REVENUE AND EXPENDITURES

After three months ending July 31, 2023, the consolidated Operating Income (Loss) before capital contributions and Non-Operating Expenses is \$2.6 million.

OPERATING REVENUE

Operating revenues are on budget and are 11% over prior year. **Regular Line, Farebox Revenues** are on budget and 37% over prior year due to a 14.5% increase in ridership compared to prior year. Pass sale revenues are trending over budget and prior year due to increases in ticket vending machine (TVM) sales and increases in pass purchases by Medical Answering Services. **Special Line Revenues, Advertising and other Revenue** are trending close to budget and prior year.



OPERATING EXPENSES

Operating expenses are \$4.2m or 14% under budget and 5% over prior year. All expense lines are trending under budget except for workers compensation and purchased transportation. **Salaries and Wages** are trending under budget 13% due to open positions amongst bus operators, and buildings & grounds technicians. As a result of the open positions, **Other Employee Benefits & Payroll Taxes** are also trending under budget 14%. **Healthcare Benefits** are trending under budget 19% however, 8% over prior year. In current year we have 818 more claims, and 8,376 more

services reported to UMR. **Workers Compensation** is currently 2% over budget and 28% over prior year. In current year there are 38 fewer claims, however higher dollar claims. **Pension Benefits** are trending 25% under budget currently. Pension contributions will be trued up to Actuarial recommendations in August. **Risk Management** is 17% under budget and 13% over prior year. The budgeted variance is due to a credit for reduced claims experience in prior year received in current year, legal fees exceeding prior year, and claims trending lower than anticipated in budget. **Purchased Transportation** is over budget 12% and 30% over prior year. All work that was provided previously by PEACE Inc. is now being provided by purchased transportation vendors. Currently PT vendors are providing 81% of service requested. Ridership increased 22% compared to the same period in prior year. **Materials and Supplies** are 11% under budget and 21% over prior year due to increased costs for bus parts in current year. **Services** are currently under budget 30% due to the cancellation of the Peace contract, and other budgeted services for consulting, advertising, marketing, and engineering, that were anticipated but not realized at this time. **Fuel and Utilities** are 12% under budget and 2% under prior year. **Other Expenses** are 29% under budget and 26% under prior year due primarily to budgeted conferences and travel not yet realized.

NON-OPERATING REVENUE

Non-Operating revenues are 4% under budget and consistent with prior year. **Operating Assistance** is \$1.3 million or 6% under budget. Increased STOA has resulted in reduced need in Federal Operating Assistance which is drawn based on operational needs. **Mortgage Tax Revenue** is trending 2% under budget and 22% under prior year. Increases in interest rates has resulted in decreases in mortgage tax receipts. **Investment Revenue** is currently \$300 thousand over budget and \$338 thousand over prior year. We began investing in Treasury Bills in September 2022.



STATEMENT OF DESIGNATED RESERVES

Inventory of Existing Investments As of July 31, 2023

<u>Cash & Investments</u>	<u>Institution</u>	<u>Int Rate</u>	<u>Term</u>	<u>Invested</u>	<u>Amount</u>	<u>Total</u>
Unrestricted--Operating Funds						
Commercial Money Market Savings-General Funds	M&T Bank	3.00%	n/a	n/a	\$12,885,439	
Total Operating Cash & Investments						<u>\$12,885,439</u>
Designated--Funded Reserves--Board Designated						
Money Market Account - Health Insurance Reserve	M&T Bank	3.00%	n/a	n/a	\$3,027,768	
Money Market Account - Insurance Reserve	M&T Bank	3.00%	n/a	n/a	\$2,685	
Commercial Checking With Interest - Capital Reserve	JP Morgan Chase Bank	1.53%	n/a	n/a	\$296,894	
Commercial Checking With Interest - ParaTransit Reserve	JP Morgan Chase Bank	1.52%	n/a	n/a	\$804	
Total Restricted Reserves						<u>\$3,328,150</u>

Investment Activity Ending July 31, 2023 Term Investments

<u>Cash & Investments</u>	<u>Institution</u>	<u>Yield</u>	<u>Term</u>	<u>Invested</u>	<u>Value as of</u> <u>07/31/2023</u>	<u>Purchase Date</u>	<u>Maturity</u> <u>Date</u>	<u>Investment</u> <u>at Maturity</u>
Operating Funds								
No activity this quarter.								
Designated--Funded Reserves--Board Designated								
Treasury Bill Purchase - Capital Reserve	JP Morgan Chase Bank	3.42%	1 Year	\$2,897,236	\$2,983,770	9/12/2023	9/7/2023	\$3,000,000
Treasury Bill Purchase - Insurance Reserve	JP Morgan Chase Bank	4.78%	3 months	\$3,999,064	\$4,008,141	7/13/2023	1/11/2024	\$4,106,000
Treasury Bill Purchase - Paratransit Reserve	JP Morgan Chase Bank	4.90%	6 months	\$3,299,196	\$3,368,182	3/2/2023	8/31/2023	\$3,383,000
Treasury Bill Purchase - Capital Reserve	JP Morgan Chase Bank	5.02%	3 months	\$1,999,586	\$2,011,965	6/15/2023	9/14/2023	\$2,025,000
Total Restricted Reserves				<u>\$12,195,082</u>				<u>\$12,514,000</u>

MORTGAGE RECORDING TAX STATEMENT

Actual Receipts YTD

<u>FY-22</u>	<u>FY-23</u>	<u>FY-24</u>	<u>\$ vs PY</u>	<u>% vs PY</u>
3,611,616	3,337,292	2,591,592	(745,700)	-22.34%

Budget Variance YTD

<u>FY-24 Bud</u>	<u>\$</u>	<u>%</u>
2,658,000	(66,408)	-2.5%

	<u>Actual</u> <u>FY-22</u>	<u>Actual</u> <u>FY-23</u>	<u>Actual</u> <u>FY-24</u>	<u>Actual</u> <u>vs PY</u>	<u>YTD</u> <u>vs PY</u>	<u>Budget</u> <u>FY 24</u>	<u>Actual Vs</u> <u>Budget</u>	<u>YTD</u> <u>variance</u>
April	859,319	899,181	761,875	-15.3%	-11.3%	572,000	33.2%	33.2%
May	790,924	778,198	557,104	-28.4%	-20.1%	628,000	-11.3%	9.9%
June	739,222	807,832	621,109	-23.1%	-18.8%	656,000	-5.3%	4.5%
July	1,222,151	852,081	651,504	-23.5%	-28.2%	802,000	-18.8%	-2.5%
August	813,367	1,213,405	0	-100.0%	-41.4%	846,000	-100.0%	-26.0%
September	999,661	755,816	0	-100.0%	-52.2%	840,000	-100.0%	-40.3%
October	1,007,648	658,916	0	-100.0%	-59.7%	852,000	-100.0%	-50.1%
November	1,005,212	819,898	0	-100.0%	-65.2%	849,000	-100.0%	-57.1%
December	991,311	567,517	0	-100.0%	-69.3%	846,000	-100.0%	-62.4%
January	1,067,066	682,916	0	-100.0%	-72.7%	688,000	-100.0%	-65.8%
February	746,366	624,144	0	-100.0%	-74.7%	608,000	-100.0%	-68.3%
March	923,157	734,415	0	-100.0%	-76.8%	613,000	-100.0%	-70.6%
	<u>11,165,404</u>	<u>9,394,319</u>	<u>2,591,592</u>			<u>8,800,000</u>		

<u>County Receipts - July</u>	<u>FY-24</u>	<u>FY-23</u>	<u>\$</u>	<u>%</u>
Onondaga	395,110	542,469	(147,359)	(0.3)
Oswego	65,417	73,458	(8,041)	(0.1)
Cayuga	35,830	87,827	(51,996)	(0.6)
Oneida	155,147	148,326	6,821	0.0
Total	<u>651,504</u>	<u>852,081</u>	<u>(200,576)</u>	<u>(0.2)</u>

STATEMENT OF CASH FLOW

	As of 07/31/2023
Cash Flows From Operating Activities:	
Operating Receipts from Fares, Contract Bill & Other Misc Items	\$ 588,456
Mortgage Tax Receipts	621,109
Operating Assistance	0
Payments to Vendors, & Bank Fees	(3,023,658)
Payments for Employee Benefits	(903,516)
Payments of Payroll Related Wages & Liabilities	(2,701,531)
Net Cash Provided by (Utilized in) Operating Activities	\$ (5,419,141)
Cash Flows From Capital Activities:	
Proceeds from Federal & State Grants Received for Capital Additions	0
Proceeds from Federal Operating Assistance	0
Purchases of Capital Assets	0
Net Cash Provided by (Utilized in) Capital Activities	\$ -
Net Change in Cash from Operating & Capital Activities	\$ (5,419,141)
General Fund Cash Balances - Beginning of Period	\$ 20,029,156
General Fund Cash Balances - End of Period*	\$ 14,610,015
Reserve Funds:	
Insurance Reserve Fund End of Period	2,678
Health Insurance Reserve Fund End of Period	3,027,768
Capital Reserve Fund End of Period	297,698
ParaTransit Reserve Fund End of Period	804
Invested Reserve Funds	12,372,059
Reserve Funds Total	\$ 15,701,007
Total Cash All Sources - End of Period:	\$ 30,311,022

*General Fund Cash Includes General Disbursing and Money Market Accounts Only

PROCUREMENT

ACTIVE PROCUREMENTS

The following open contracts actively moving through the process:

- Apogee Automation Services
- Snow Removal Services
- Trash Removal Services
- Sophos Endpoint Protection Licensing
- Syracuse Facility Janitorial Services
- Utica Facility Janitorial Services
- CNG Facility Upgrade
- Maintenance Garage Dust Removal
- Microtransit Software Purchase
- Security Services
- Drug and Alcohol Testing Services

FUTURE PROCUREMENTS

Items requiring future board action:

Within 2 months:

- Snow Removal Services
- Trash Removal Services
- Maintenance Garage Dust Removal
- Sophos Endpoint Protection Licensing

Within 6 months:

- Syracuse Facility Janitorial Services
- Utica Facility Janitorial Services
- CNG Facility Upgrade
- Microtransit Software Purchase
- Security Services
- Drug and Alcohol Testing Services

REVENUE SERVICE CONTRACTS

The following agreements are actively moving through the process:

- City of Syracuse
- Syracuse Airport

LEASE REVENUE CONTRACTS

Items Requiring Future Board Action:

Within 2 months:

- News Stand Shop Space Lease – RTC

CAPITAL PROGRAMS

COVID RELIEF FUNDS

CARES ACT Grant, 5311 funds converted into 5307 funds, approved on July 24, 2020, in the amount of \$5.5 million for operating assistance and capital improvements has a current balance of \$59 thousand. A total of \$4.9 million of operating assistance, and \$541 thousand for capital improvements is fully expended. The remaining balance of this grant will be used for capital purchases.

CRRSAA Act Grant, Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) approved on December 27, 2020, allocated funds to the support the transit industry. The Authority received operating and capital funds in the amount of \$16.6 million. The remaining balance of this grant (\$178 thousand) will be transferred to operating assistance and expended.

ARP Act Grant, American Rescue Plan Act, approved On March 11, 2021, which includes \$ 1.9 trillion in supplemental appropriations for COVID-19 relief, \$30.5 billion of which will be allocated to support the transit industry during the COVID-19 public health emergency, was signed into law. The ARP Act grant application was submitted to FTA on November 2, 2021. The ARP grant was executed on January 25, 2022, in the amount of \$38.5 million. To date, a total of \$18.9 million of operating assistance has been expended.

FEDERAL GRANT FUNDING

Section 5307 and 5339 Grant Programs Application, the federal fiscal year 2023 draft application was executed with the FTA. The grant includes capital assistance for various projects totaling \$10,538,203 in federal funds.

Transit Infrastructure Grant Application, the Infrastructure Investment and Jobs Act (IIJA) formerly known as Bipartisan Infrastructure Law (BIL) included federal fiscal year 2023 Community Project Funding/Congressionally Directed Spending apportionments. The draft application was executed with the FTA in the amount of \$3,000,000 from the fiscal year 2022 award.

STATE GRANT FUNDING

The New York State's 2021-2023 Section 5311 Formula Grants for Rural Areas is still under review by NYSDOT, and updates will be provided to the Board as they become available.

Grant Application for the Transit Capital Program (ATC) is still under review by NYSDOT, and updates will be provided to the Board as they become available.

Transit Infrastructure Grant Funding Request, Senator Schumer and Senator Gillibrand are accepting Congressionally Directed Spending Requests under the Infrastructure Investment and Jobs Act (IIJA) formerly known as Bipartisan Infrastructure Law (BIL) for fiscal year 2024. Applications were submitted in the amount of \$5,000,000 for the Centro of Oneida Consolidated Garage and Office Facility and \$1,000,000 for Solar Powered Bus Stops for CNYRTA City Bus Stops. Updates will be provided to the Board as they become available.

RISK MANAGEMENT

RISK MANAGEMENT INSURANCE POLICIES

Insurance Coverage	Insurance Company	Description	Policy Limits	Policy Dates	2023 Actual	Other Information
Storage Tank Liability	Ace American Ins. Co.	Underground storage tanks (AST's also) all properties except ITC (\$25k ded.	\$1m/\$2m \$25K ded	1/1/22-1/1/23	\$ 15,772	Under \$50k - does not need Board approval
Cyber Security	To Be Determined	Cyber Security				Under \$50k - does not need Board approval
Commercial General Liability	Northfield Insurance Co.	Personal injury & property at Ulica Hub	\$1,000,000	2/1/22-2/1/23	\$ 42,474	Under \$50k - does not need Board approval
Garagekeepers Legal & Garage Liability	Travelers	Rt 81 lots-damage to veh's/personal injuries also covers J-lot for GL only	\$1,000,000	3/1/22-3/1/23	\$ 6,967	Under \$50k - does not need Board approval
Excess liability - 1st layer	Princeton Excess	1st layer of excess liability ins. Over self-insured retention auto (\$1.5m) & GL (1m)	\$5,000,000	5/1/23 - 5/1/24	\$ 654,366	Lloyds no longer carrier - had to split the \$15m amongst 3 carriers to get same coverage. Requires Board Approval
Excess Liability - 2nd layer	Hudson Excess	2nd layer of excess liability ins. Over Princeton	\$5,000,000	5/1/23 - 5/1/24	\$ 451,700	Lloyds no longer carrier - had to split the \$15m amongst 3 carriers to get same coverage. Requires Board Approval
Excess Liability - 3rd layer	Lexington	3rd layer of excess liability ins. Over excess of Princeton and Hudson	\$5,000,000	5/1/23 - 5/1/24	\$ 433,302	Lloyds no longer carrier - had to split the \$15m amongst 3 carriers to get same coverage. Requires Board Approval
Personal Injury & liability at Hub	Westchester Surplus Lines Ins. Co.	Covers BI and customer PD at Syr. Hub w/ \$5,000 deductible per claim	\$1,000,000	5/25/23-5/25/24	\$ 36,839	Under \$50k - does not need Board approval
Property & General Liability Pkg Including Garagekeepers Legal Liability	Travelers Indemnity Co.	Covers damage and/or destruction to ITC building & property \$2,500 deductible. Covers personal injury medical cost & GL claims from public. Garagekeeper Covers damage to parked cars at RTC ded. \$250 Comp/\$500 Collision	\$1m each occ/\$2m aggregate \$2,000,000 (garagekeeper liability)	7/1/23 - 7/1/24	\$ 115,996	Requires Board Approval
Boilers/Machinery at the ITC	Travelers Property Cas.	Covers ITC mechanical systems (machinery)/various includes business interruption		7/1/23 - 7/1/24	\$ 2,347	Under \$50k - does not need Board approval
Employee Dishonesty Theft of Funds	Travelers	Public Employee bond & protection against theft of money (commercial crime policy) \$10,000 deductible	\$100k per occ./\$400k excess	7/12/21-7/12/24	\$ 9,357	Under \$50k - does not need Board approval
Pollution liability coverage at the ITC	Grenwich Ins. Co. (XL Group)	Pollution liability coverage including coverage for leakage of underground storage tank at the ITC. Covers 3rd party damage & remediation (3 yr.	\$1,000,000	7/6/22-7/6/25	\$ 51,437	3 year invoice totalling \$51,437. Approved at the 6/24/22 Board Meeting
D&O (Directors & Officers), EPL	Ace American Ins. Co	Directors & Officers and Employment Practices Liability (EPL) \$50K deductible D&O \$100K deductible EPL	\$1m each	8/6/23 - 8/6/24	\$ 37,889	Under \$50k - does not need Board approval
Property Insurance	Affiliated Factory Mutual	Buildings including Hub, buses in garage, personal property inc. simulators, \$25k deductible	various	9/9/22 - 9/9/23	\$ 261,719	Requires Board Approval

RESOLUTION TO AUTHORIZE SERVICE MODIFICATIONS IN CNY CENTRO

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) made certain service reductions on bus routes serving the city of Syracuse and Onondaga County in September 2021, and

WHEREAS, these service modifications continue to be necessitated by the lack of available Bus Operators during an unprecedented nationwide shortage of Bus Operators, and

WHEREAS, it has been determined through an equity analysis that although some of the changes created a disproportionate burden on low-income users or a disparate impact on minority users when considering each route on its own, the Authority implemented changes that lessened the impacts on low-income and minority populations, and

WHEREAS, the same analysis determined that when these changes are considered on a system-wide basis, they do not represent a disproportionate burden on low-income users nor a disparate impact on minority users of the CNY Centro system, and

WHEREAS, public hearings in Onondaga County were held by the CNYRTA and additional public comment has been received by email, phone, social media, and stakeholder meetings regarding these service reductions, and

WHEREAS, a summary of these public comments, which were minimal, have been presented to the CNYRTA Board of members for review, and

WHEREAS, aggressive efforts to attract bus operators will continue to increase the number of bus operators assigned to bus services in Syracuse and Onondaga County,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY that these service modifications will need to continue until more Bus Operators can be secured and, when such Bus Operators are secured, services will be added efficiently, in an effort to best meet the needs of Syracuse and Onondaga County residents.

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
APOGEE AUTOMATION SERVICES AGREEMENT

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for technical support services for the existing Apogee Automation System; and

WHEREAS, this contract will be paid for using operating funds; and

WHEREAS, this is a one (1) year agreement; and

WHEREAS, the CNYRTA entered into an agreement with Siemens over 35 years ago for software which provides an alarm monitoring system for fire, carbon monoxide detection, nitric oxide and HVAC as well as provide controls to the HVAC system; and

WHEREAS, the software sends alarms via text message to management for real time alerts when a problem arises; and

WHEREAS, the cost of the one (1) year agreement is \$54,632; and

WHEREAS, The staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made; and

WHEREAS, To the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract; and

WHEREAS, To the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract.

WHEREAS, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to make a payment in accordance with the service agreement for Apogee Automation Services for one (1) year with Siemens totaling \$54,632.

FACT SHEET
APOGEE AUTOMATION SERVICES AGREEMENT

PROJECT DESCRIPTION: the Central New York Regional Transportation Authority (CNYRTA) has a need for technical support services for the existing Apogee Automation System.

FUNDING: The contract is to be paid for using operating funds.

PRICING RECEIVED: The pricing received from Siemens was in the amount of \$54,632.

COMMENTS: The CNYRTA entered into an agreement with Siemens over 35 years ago for software which provides an alarm monitoring system for fire, carbon monoxide detection, nitric oxide and HVAC as well as provide controls to the HVAC system and has established a good working relationship.

M/WBE: The software is proprietary to Siemens. This is a sole source procurement; therefore, it is not applicable to MWBE requirements.

RECOMMENDATION: Staff recommends payment to Siemens in accordance with the service agreement for Apogee Automation Services for a one (1) year term.

RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
SNOW REMOVAL SERVICES 2023-2028

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide snow removal services; and

WHEREAS, this contract will be paid for using operating funds; and

WHEREAS, the Invitation for Bid was publicly let on June 19, 2023; and

WHEREAS, forty-seven (47) bid packages were sent out, of which sixteen (16) were sent to NYS Certified M/WBE firms; and

WHEREAS, two (2) bids were received on July 11, 2023, with the lowest responsive and responsible bid received from Elite Property Management & Restoration; and

WHEREAS, the price was determined to be fair and reasonable based upon comparison with the independent cost estimate; and

WHEREAS, The staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made; and

WHEREAS, To the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract; and

WHEREAS, To the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract.

WHEREAS, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to enter into a five (5) year contract with Elite Property Management & Restoration for snow removal services. The contract would commence October 1, 2023.

FACT SHEET
SNOW REMOVAL SERVICES 2023-2028

PROJECT DESCRIPTION: The CNYRTA has a need for a qualified vendor to provide snow removal services.

ADVERTISEMENT: An Invitation for Bid was advertised on June 19, 2023, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, the Minority Commerce Weekly and CNY Vision.

FUNDING: This contract is to be paid for using operating funds.

PRICING RECEIVED:

Snow Removal Services	Elite Property Management & Restoration	Snow Systems
RTC Parking Lots – Rate Per Month	\$14,500.00	\$17,166.00
Route 81 Parking Lots - Rate Per Month	\$3,666.66	\$13,166.00
Hauling Away of Snow - Per Time	\$300	\$5,000
Hourly Rate for Clearing of RTC Sidewalk/ Platform	\$25	\$110
Annual Increases		
Year 2	2%	0%
Year 3	2%	0%
Year 4	2%	0%
Year 5	2%	0%

COMMENTS: Elite Property Management & Restoration has provided snow removal services in the past for CNYRTA with good results.

MWBE: There is a full 30% MWBE goal on this contract.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to Elite Property Management & Restoration for a five (5) year term, commencing October 1, 2023.

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
200 CORTLAND AVENUE, SYRACUSE, NEW YORK**

MINUTES OF THE AUGUST 25, 2023, AUDIT AND FINANCE COMMITTEE MEETING

MEMBERS PRESENT:

NICHOLAS LAINO, Chair
ROBERT CUCULICH, Vice Chair
DARLENE LATTIMORE, Secretary
TINA FITZGERALD, Treasurer
NEIL BURKE
ANTHONY DAVIS
MONTY FLYNN
JOSEPH HARDICK
JULIUS LAWRENCE
LOUELLA WILLIAMS

STAFF PRESENT:

BRIAN M. SCHULTZ, Chief Executive Officer
CHRISTOPHER TUFF, Deputy Chief Executive Officer
LINDA BIATA, VP of Finance
JACKIE MUSENGO, VP of Human Resources
GEOFFREY HOFF, VP of Fleet and Facilities
RAHMIZ AZRIA, Associate VP of Operations
BREN DAISS, Senior Director of Planning & Capital Projects
MELISSA BRIM, Senior Director of Accounting
CAITLIN MACCOLLUM, Senior Director of Procurement
LYNETTE PADUANO, Director of Marketing & Communications
TARA SPRAKER, Director of Grants and Revenue Contract Admin.
EJ MOSES, Director of Facilities
CHRISTOPHER KING, Procurement Manager
CAROL LOMBARDO, Executive Assistant

CALL TO ORDER At 9:40 A.M. Chairman Laino called the meeting to order.

- Chairman Laino noted a quorum was present
- The next Committee meeting will be on September 22, 2023

FINANCIAL REPORT

Ms. Biata presented the Financial Report, for period ending July 31, 2023.

STATEMENT OF REVENUE AND EXPENDITURES

The consolidated Operating Income (loss) is \$2.6 million. Operating Revenues are on budget at 11% over prior year and 4% over FY22. Regular Line Revenues are on budget and 37% over prior year due to a 14.5% increase in ridership compared to prior year. Special Line Revenues, Advertising and other Revenue are trending close to budget and prior year. Operating Expenses are \$4.2 million or 14% under budget and 5% over prior year. Ms. Biata reviewed the expense line variances in detail. Non-Operating revenues are 4% under budget. Operating Assistance is \$1.3 million or 6% under budget. Mortgage Tax Revenue is trending 2% under budget and 22% under prior year. Investment Revenues is \$301 thousand over budget and \$338 thousand over prior year.

A Motion to adopt the Financial Reports was raised and forwarded to the Board for adoption.

Motion – Robert Cuculich

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

SUPPLEMENTAL INFORMATION

Additional supplemental information, required to be provided to the Board was briefly reviewed.

APOGEE AUTOMATION SERVICES

Mr. King presented a contract for Apogee Automation Services with Siemens. The Authority entered into an agreement with Siemens over 35 years ago for software which provides alarm monitoring for fire, carbon monoxide detection, nitric oxide, and HVAC. The Apogee Automation Services will be paid for with operating funds. Therefore, it is our recommendation that the Board award a one-year contract to Siemens for Apogee Automation Services.

A Motion to award a one-year contract to Siemens for Apogee Automation Services was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Monty Flynn

Carried Unanimously to the Board with a recommendation of approval.

SNOW REMOVAL SERVICES

Mr. King presented a contract for Snow Removal Services with Elite Property Management & Restoration. It was publicly let on June 19, 2023, 47 packages were sent out, of which 16 were sent to NYS Certified M/WBE firms. On July 11, 2023, two bids were received. The lowest, responsive, responsible bidder being

Elite Property Management & Restoration. The Snow Removal Services will be paid for with operating funds. Therefore, it is our recommendation that the Board award a five-year contract to Elite Property Management & Restoration for Snow Removal Services.

A Motion to award a five-year contract to Elite Property Management & Restoration for Snow Removal Services was raised and forwarded to the Board for approval.

Motion – Neil Burke

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

ADJOURNED

There being no further business to come before the Committee, the Audit and Finance Committee Meeting was adjourned.


Chairman

ATTEST:


Secretary