

Board of Directors Monthly Meeting

**Wednesday, January 31, 2024 | 12:00pm
Board Room at 110 Watervliet Ave.**

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, January 31, 2024 | 12:00pm | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Jayme Lahut	
Approve Minutes of Wednesday, December 20, 2023		3
Recognitions	Carm & Jayme	
30 Years – Mark Hichman, Schenectady Operator		
Committee Reports: (Action Items Listed)		
Board Operations Committee (1/17/24)	Jayme Lahut	
Performance Monitoring/Audit Committee (1/24/24)	Peter Wohl	
• Resolution 01 - Approve Contract for Planning Software		9
• Resolution 02 - Approve 2023 Surplus Sales		12
• Resolution 03 - Approve Contract for Fuel Purchase		16
Community & Stakeholder Relations Committee (1/25/24)	David Stackrow	
Strategic & Operational Planning Committee (1/25/24)	Mike Criscione	
Chief Executive Officer’s Report	Carm Basile	20
Board Member Comments	Everyone	
Upcoming Meetings		
Wednesday, February 28, 2024 at 12:00pm in the Board Room at 110 Watervliet Ave		
Adjourn	Jayme Lahut	

Board Members:
[Click here to join the meeting](#)
 Meeting ID: 272 904 120 892
 Passcode: qUHAKL

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 Local: +1 518-732-6330
 Conference ID: 903 798 92#

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
(And its Subsidiaries)
110 Watervliet Avenue, Albany, New York and Microsoft Teams**

MINUTES OF WEDNESDAY, DECEMBER 20, 2023 BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, Chairman
Michael J. Criscione, Vice Chairman
Peter D. Wohl
Georgeanna M. Nugent

Patrick M. Lance
Daniel C. Lynch
Jaclyn Falotico
Denise A. Figueroa, Treasurer

MEMBERS PRESENT REMOTELY

David M. Stackrow

OTHERS PRESENT

Carmino N. Basile, Chief Executive Officer
Amanda Avery, General Counsel
Mike Colins, VP Finance & Administration
Chris Desany, VP Planning & Infrastructure
Lance Zarcone, VP Operations
Jaime Kazlo, Director of Corporate Communications
Gary Guy, Director of Transportation
Jack Grogan, Director of Risk Management
Jonathan Scherzer, Director of Business Dev.
Emily DeVito, Communications Manager

Jeremy Smith, Director of Facilities
Dave Williams, Director of Maintenance
Rich Cordero, Director of Service Quality
Kelli Schreivogl, Director of HR
Patricia Cooper, Director of Finance
Stacy Sansky, Director of Procurement
Thomas Guggisberg, Director of IT
Mike Williams, Director of Planning
Zachary Stever, President ATU Local 1321
Vanessa Fox, Executive Assistant

CALL TO ORDER - At 12:02 p.m., Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE OCTOBER 25 & NOVEMBER 16, 2023 BOARD MEETING MINUTES

Motion – Ms. Nugent
Seconded - Ms. Figueroa
Carried Unanimously

RECOGNITIONS

Carm Basile and Chairman Lahut presented the following awards and members offered their congratulations:
20 Years – Simeon Kum, Schenectady Supervisor
20 Years – John Rich, Facilities Manager

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Operations Committee met on Wednesday, December 6, 2023 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- We reviewed agendas and activities for the December committee meetings. The committee also reviewed the meeting schedule for 2024.
- Board members and senior staff gathered on November 16, for our annual retreat. We discussed CDTA’s success, ways to achieve greater success and obstacles that may get in the way.

- Members were briefed on recent customer survey results, how CDTA monitors and the tracks customer experience through TransDASH, and how the agency compares to others.
- Mark Castiglione, Executive Director of the Capital District Regional Planning Commission led a discussion on the changing demographics of the region and what those changes mean for CDTA.
- The retreat concluded with the Board looking into the future and identifying the attributes needed to drive CDTA's success in the next few years.
- Great job by Mark Aesch and James Rubin who led and guided our discussion. Their work resulted in an excellent retreat.
- Mike Collins and Trish Cooper provided a budget update. A budget adjustment will be recommended by the Strategic Planning Committee.
- We are in a good position to improve our system, to make it safer and more attractive. We continue to work with our lobbyist and the New York Public Transit Association to encourage increased state funding.
- Our DEI work continues with Tangible Development to make CDTA more diverse, inclusive, and welcoming. This is a continual process, and Tangible is helping to inform and guide our work.
- The next meeting of the committee is scheduled for Wednesday, January 17, 2024 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Dan Lynch
 Performance Monitoring Committee met on Wednesday, December 13, 2023 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution 43 – 2023 - Approve Contract for Janitorial Services

- We issued an Invitation for Bid for janitorial services at 85 and 110 Watervliet Avenue; 5 bids were received. Staff recommends the low bidder, Complete Building Solutions. They already provide janitorial services at our rail stations; we are satisfied with their work.
- The Authority hereby approves a three-year contract to Complete Building Solutions of Guilderland for a total of \$197,640.

Motion – Ms. Figueroa

Seconded – Mr. Criscione

Carried Unanimously

Resolution 44 - 2023 – Approve Contract for Auto/Physical Damage

- Auto Physical Damage insurance provides protection for vehicles in the event of fire, theft, and collisions – it is rated on the dollar value of the fleet. Because of a challenging market, we did not have a firm price for this insurance by October's board meeting. As such, the board pre-approved a \$550,000 amount based on premium indications from our broker.
- Final pricing came in at \$462,000. It consisted of two firms providing \$60 million in insurance protection for our fleet.

- The Authority hereby approves one-year contract to Lexington Insurance of Boston, MA for the first \$25 million layer; and a contract to Starr Surplus Lines of New York City, for the next \$35 million layer; for a total premium of \$462,295. This was effective on November 10, 2023.

Motion – Mr. Wohl

Seconded – Mr. Stackrow

Carried Unanimously

Resolution 45 - 2023 – Approve Safety Management System Plan

- The FTA requires transit agencies to adopt an annual board approved Safety Management System (SMS) plan. The safety plan helps to identify and address safety concerns and challenges. Staff provided an update on safety activities and changes that have taken place this year, along with future safety initiatives.
- The Authority hereby approves the Safety Management System (SMS) plan as required by the Federal Transit Administration.

Motion – Mr. Wohl

Seconded – Ms. Figueroa

Carried Unanimously

Investment Committee

The Investment Committee met on December 19, 2023 and the quarterly report was provided to the board.

Administrative Discussion Items

- Mike Collins gave the Monthly Management Report for September. MRT was 12% under budget for the month and 11% for the year; Customer revenue exceeded budget by 1.6% this month and is 4.5% over budget for the year; advertising revenue is \$250,000 over budget this month because of an overage payment from our Lamar Transit Advertising – this happens once a year around this time. Wages are 7.3% under budget, but that will change because of the new labor contract; Workers’ Compensation is 23% under budget for the year. We are in a good financial position.
- Chris Desany gave the Non-financial Report for September. Fixed route ridership is up 20% this month, and 19% for the year; STAR ridership is up 9% for the month and 9% for the year; Fixed route on-time performance was at 71%; and STAR on-time performance was at 74%. We missed 0.5% of all scheduled trips. Preventable accidents were at 22; and non-preventable accidents were at 17.
- Next meeting of the Committee is scheduled for Wednesday, January 24, 2024 at 12:00 pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Dave Stackrow

Community and Stakeholder Relations Committee met on Thursday, December 14, 2023 at 11:15 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer reviewed branding and outreach efforts in Warren County as we continue our merger with Greater Glens Falls Transit. Jon outlined the work that has been done to introduce the community to CDTA. This includes, new bus stop signs, branding buses to CDTA colors, and meetings with key stakeholders in the region.
- Jon also gave an overview of a new service that we will introduce in early 2024. Flex Plus will provide transportation options from the Joseph L. Bruno Rail Station to major points in downtown Albany for travelers.

- This service will fill a transportation gap from the rail station and give customers an easy option. Service will operate on weekdays with a schedule to accommodate morning and afternoon peak travel times. We expect to roll out the service in mid-January 2024.
- Jaime Kazlo provided the earned media and community engagement report. Over the last two months, CDTA earned 40 media placements in television, newspaper and radio. Stories focused on the BRT Purple Line, our Universal Access Agreement with St. Peter's and our work in to merge the Greater Glens Falls Transit system into CDTA.
- CDTA provided transportation to Schenectady County early voting sites, and we were involved with the Troy Victorian Stroll, the Schenectady Holiday Parade and Women of Color awards.
- Jaime outlined social media engagement for the last month. We saw an uptick in followers across all social media channels. Top posts included the Purple Line Launch and the Pink Bus Pull.
- Looking ahead, we will welcome students from Columbia High School to the Joseph L. Bruno station to perform holiday music for customers; we will participate in a Morning of Kindness on December 24, and we will be part of NYPTA's Transit Awareness Day in February.
- Next meeting of the Committee will be on Thursday, January 25, 2024 at 11:15 am via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione
 The Strategic and Operational Planning Committee met on Thursday, December 14, 2023 at 12:00 am via Microsoft Teams and at 110 Watervliet Avenue.

Consent Agenda Items

Resolution 46 – 2023 - Approve FY 2024 Budget Adjustment

- Our FY2024 operating budget is \$126 million, and it was approved in March. An adjustment is required because STOA was increased by 7% (\$3.8 million) over our estimate. We propose to make the following budget changes:
 - Reduce Mortgage Recording Tax by \$900,000 to reflect current market conditions and actual budget performance.
 - Increase the STOA line by \$3.8 million to \$59 million.
 - Increase wages by \$1.8 million to recognize the new contractual labor rates.
 - Increase purchased transportation \$1.2 million to \$12 million. This increase is primarily due to STAR ridership increases and outsourcing more work.
- The Authority hereby approves a \$2.9 million budget adjustment to increase the FY2024 operating budget to \$128,979,121.

Motion – Ms. Nugent
 Seconded – Mr. Wohl
 Carried Unanimously

Resolution 47 – 2023 - Approve FY 2025 Preliminary Budget

- We are required by New York State to approve a preliminary operating budget by December 31, 2023. We use this as a starting point, and we will have several more meetings as we work toward a final budget. The preliminary operating budget and five-year capital plan for fiscal year 2025 were provided.

- The preliminary operating budget is projected to be \$134.5 million, a \$5.6 million increase (4.3%) over the current fiscal year. More than half the increase (\$2.9 million) is for wages. Our wage line includes budgeting a full year of service for the BRT Purple Line; adding Glens Falls Transit; and a contractual wage increase of 3.25% in June.
- We estimate a 5% increase for health insurance, a 3% increase to Purchased Transportation, and a 3.4% increase in fuel costs. We are not changing Mortgage Recording Tax projections because of high interest rates. We are estimating customer revenue to increase 5% next year.
- Based on a projected state budget deficit, it is unclear at this time how the deficit will affect our STOA funding. We will project a 7% increase (includes Glens Falls) to show a balanced budget, although this increase is highly dependent on NYS budget priorities.
- The five-year capital plan was also reviewed, and we focused on the first year. The plan consists of recurring projects such as the annual fleet replacement program, information technology enhancements, and our shelter program. It also includes the start of a multi-year plan to address the condition of our facilities including the addition of the Glens Falls facility. Longer term plans include testing and piloting zero emission vehicles, and we continue to develop plans to electrify parts of our facility to support electric vehicles.
- The Authority hereby approves the FY2025 preliminary operating budget of \$134,575,247 and five-year capital plan of \$288,685,441 to meet our New York State statutory requirement.

Motion – Mr. Stackrow
 Seconded – Mr. Lynch
 Carried Unanimously

Administration Discussion Items

Five-Year Operational and Capital Maintenance Plan

- Jeremy Smith provided an update on the five-year operational and capital maintenance plan. This plan provides for a proactive approach to state of good repair, fully informing us ahead of required investments, and promoting a safe, functional, and comfortable work environment for employees and stakeholders.
- The work for the plan began with facility condition assessment report, which was reviewed with the Board earlier this year. That report cataloged and examined every major facility system for which CDTA is responsible. Each system's condition was ranked, a recommended action provided, and level of urgency identified.
- That report (among others) served as the basis for developing a five-year plan to address deficiencies in priority order, as funding allows. Year one focuses on high urgency items, health/safety related items, and any other items that require immediate action. Criticality of items decreases as we move out to year five.
- Next meeting of the Committee will be on Thursday, January 25, 2024 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER'S REPORT – Carm Basile

- The Chief Executive Officer provided his report for December 2023.

BOARD MEMBER COMMENT - Jayme Lahut & Carm Basile

Resolution 48 – 2023 – Expressing Thanks, Farewell and Godspeed to Daniel C. Lynch, Esq.

- The Board Members, staff and employees of the Capital District Transportation Authority wish Godspeed and Best Wishes to Daniel C. Lynch, Esq. as he completes this assignment and continues his extraordinary record of public service as a Supreme Court Justice.

Motion – Mr. Lahut

Seconded – Mr. Criscione

Carried Unanimously

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, January 31, 2024 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:57 PM

Motion – Mr. Lynch

Seconded – Mr. Wohl

Carried Unanimously

Respectfully submitted,

Georgeanna M. Nugent, Secretary

Dated: December 20, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 01 - 2024**

Approve Sole Source Contract for Planning Software

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by Public Authorities Law section 1304 with the development and improvement of services within the Capital District, and

WHEREAS, the Authority currently utilizes proprietary transit-planning software created and published by Remix of New York, NY and

WHEREAS, the Remix software has proven to be of great value in allowing Authority staff to recognize the cost and demographic impacts of proposed planning changes, and

WHEREAS, it is in the best interests of the Authority to continue to utilize the transit-planning software, which require the acquisition of software licenses, and

WHEREAS, due to the proprietary nature of the software, staff recommends the transit-planning software licenses be purchased from Remix, for a three-year cost of \$148,750, which has been deemed fair and reasonable, and

WHEREAS, it is in the best interests of the Authority to enter into a three year sole-source contract with Remix for the purchase and use of transit-planning software.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year sole source software contract to Remix of New York, NY, for a total amount not to exceed \$148,750, subject to compliance with all of the terms and conditions set forth in the contract and related documents.
2. Authority staff is hereby authorized to execute a contract with Remix.
3. The source of funds will be from the FY2025 Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of January, 2024.

Dated: January 31, 2024

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Contract for Planning Software
Committee: Performance Monitoring/Audit
Meeting Date: January 24, 2024

Objective of Purchase or Service:

To purchase software licenses for service planning, design, mapping, and demographic data analysis program. This software is used by the Planning and Transportation Departments for fixed route and demand response services.

Summary of Staff Proposal:

In September 2014, the Planning Department began using the Remix software platform and has been very satisfied with this unique tool. This program allows planners, schedulers, and operations to develop city routes and immediately evaluate the cost and impact of a proposed change. It also allows us to communicate those concepts to external stakeholders. This Software as a Service (SaaS) provides for dedicated customer success staff, and response time within one business day. It also includes updates and feature enhancements, and access to Remix's data repositories (which includes origin-destination, demographic, and Title VI data).

This contract was renewed in 2017 for three years, again in 2021 for an additional three years, and is now set to expire.

Based on our experience and knowledge of analysis/visualization tools on the market, there is nothing that meets our needs in the way Remix does, and certainly not at this price point. Based on our existing software maintenance agreement pricing, and cost comparisons with other similar sized agencies, the cost of this tool is reasonable. Additional reasons to support this sole source recommendation include:

- Utilizing this vendor will result in a zero-net increase in vendors.
- Utilizing this vendor will require no third-party integration or customization.
- We have documentation noting how the cost is justified with Remix, which confirms fair and reasonable pricing. Additionally, this is a multi-year renewal which caps annual cost increases at 5% (well within standards).

Financial Summary/Cost:

The cost is \$148,750 for three years and is budgeted in the operating budget.

Proposed Action:

I recommend that a three-year sole source contract for planning software be awarded to Remix of New York, NY for a total amount of \$148,750.

Manager:

Christopher Desany, VP of Planning and Infrastructure

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 02 - 2024**

Approve 2023 Surplus Sales of Equipment and Vehicles

WHEREAS, by Resolution 5-2005 the Capital District Transportation Authority (the “Authority”) authorized the Chief Executive Officer, as General Manager, to dispose of surplus equipment and vehicles, and

WHEREAS, the Authority must dispose of various items of personal property when they reach the end of their useful life or when they are no longer needed as authorized by Public Authorities Law section 1306 (7) and by such manner as is required by various state and federal laws, and

WHEREAS, the Authority has required an annual report from the Director of Procurement, pertaining to the disposition of all surplus property that has been provided for 2023 in a form that has been reviewed, and is satisfactory,

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority accepts the Summary Disposal Report for the 2023 calendar year.
2. The Authority continues to delegate to the Chief Executive Officer the authority to declare personal property, equipment and vehicles to be surplus and to dispose of such property in accordance with the applicable law; transferring title to any such item to the appropriate federal or state agency expressing a desire for same; or, if unwanted there, advertising for public sale and sold to the highest bidders; or if no bids are received, disposing of unwanted items as scrap.
3. The Authority directs that if the depreciated value of the asset is \$5,000 or more the Chief Executive Officer or designee shall henceforth report about any such specific disposition at the next regular meeting following the disposition. A total of \$87,529 was returned to the operating budget from the disposition of surplus materials in 2023.
4. The Authority directs that henceforth the Chief Executive Officer or designee shall report in January about such dispositions for the preceding calendar year by describing the property that was disposed of, the manner of disposition and the costs or amounts recovered associated with each individual lot of surplus equipment and/or vehicles.
5. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 31st day of January, 2024.

Dated: January 31, 2024

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Summary of vehicles, equipment, and parts disposed of in 2023.
Committee: Performance Monitoring/Audit
Meeting Date: January 24, 2024

Objective of Purchase or Service:

CDTA disposes of items that have surpassed their useful life, are no longer needed, or not working properly, and then we report on these disposals on an annual basis.

Summary of Staff Proposal:

Vehicles are auctioned to the highest bidder on eBay. If no bid is received it is sold for scrap metal value. Other items with little or no value on the open market were recycled or disposed of in the most environmentally friendly way possible.

Financial Summary/Cost:

\$87,529 was returned to the operating budget.

Proposed Action:

I recommend approval of the annual surplus sale report.

Manager:

Stacy, Sansky, Director of Procurement

Notes:

The itemized list of disposed items is attached.

Surplus Sale Summary

Part/Bus/Tag #	Description	Mileage/Serial #	Sold To	Amount	Date
4015H	Gillig Hybrid Transit Coach 2008	629,267.00	scrap	\$2,404.50	1/3/2023
4018H	Gillig Hybrid Transit Coach 2008	599,170.00	scrap	\$2,693.10	1/17/2023
4020H	Gillig Hybrid Transit Coach 2008	632,341.00	scrap	\$2,603.80	1/25/2023
4021H	Gillig Hybrid Transit Coach 2008	590,822.00	scrap	\$2,756.25	1/27/2023
4022H	Gillig Hybrid Transit Coach 2008	548,924.00	scrap	\$2,522.25	1/4/2023
4023H	Gillig Hybrid Transit Coach 2008	596,929.00	scrap	\$2,462.25	2/8/2023
4024H	Gillig Hybrid Transit Coach 2008	579,956.00	scrap	\$2,333.55	1/25/2023
4025H	Gillig Hybrid Transit Coach 2008	597,845.00	scrap	\$2,790.55	1/27/2023
4027H	Gillig Hybrid Transit Coach 2008	563,110.00	scrap	\$2,746.45	2/6/2023
4029H	Gillig Hybrid Transit Coach 2009	621,707.00	Dalis Ruane	\$2,000.00	3/6/2023
4031H	Gillig Hybrid Transit Coach 2009	519,363.00	Dalis Ruane	\$2,000.00	3/6/2023
4032H	Gillig Hybrid Transit Coach 2009	509,820.00	Dalis Ruane	\$2,850.00	3/6/2023
4033H	Gillig Hybrid Transit Coach 2009	538,723.00	Dalis Ruane	\$2,000.00	3/6/2023
4034H	Gillig Hybrid Transit Coach 2009	518,526.00	Dalis Ruane	\$2,100.00	3/6/2023
4035H	Gillig Hybrid Transit Coach 2009	515,062.00	Dalis Ruane	\$2,050.00	3/6/2023
4038H	Gillig Hybrid Transit Coach 2009	542,023.00	scrap	\$2,496.55	2/6/2023
4039H	Gillig Hybrid Transit Coach 2009	533,967.00	scrap	\$2,391.90	1/3/2023
4040H	Gillig Hybrid Transit Coach 2009	522,512.00	scrap	\$2,313.00	1/4/2023
4052H	Gillig Hybrid Transit Coach 2010	516,784.00	scrap	\$2,556.00	1/5/2023
A84	Toyota Hybrid Prius 2005	115,219.00	Sean Clarke	\$1,775.00	2/10/2023
A108	Ford Escape LTD 4WD 2011	73,225.00	Shahid Aktar	\$1,575.00	2/14/2023
T75	International Dump Truck 2002	15,657.00	donation to OGS	\$0.00	1/31/2023
266	Ford E-350, 2016	272,037.00	Shared Mobility, Inc	\$4,602.00	10/18/2023
267	Ford E-350, 2016	227,211.00	Shared Mobility, Inc	\$5,600.00	10/18/2023
269	Ford E-350, 2017	219,274.00	Rafael Alvarez	\$3,550.00	10/18/2023
325H	Gillig Hybrid Transit Coach 2007	417,740.00	Darius Pinkston	\$2,000.00	6/1/2023
4037H	Gillig Hybrid Transit Coach 2009	466,486.00	scrap	\$2,821.89	6/14/2023
4043H	Gillig Hybrid Transit Coach 2009	552,115.00	scrap	\$2,769.64	6/6/2023
4044H	Gillig Hybrid Transit Coach 2009	578,853.00	scrap	\$2,487.06	7/19/2023
4045H	Gillig Hybrid Transit Coach 2009	590,148.00	Christopher K Smith	\$2,000.00	7/24/2023
T-88	Ford F-550 2005	68,680.00	Matt Robinson	\$3,910.00	7/14/2023
4046H	Gillig Hybrid Transit Coach 2009	606,381.00	scrap	\$2,879.48	12/7/2023
4030H	Gillig Hybrid Transit Coach 2009	617,907.00	scrap	\$2,587.05	12/5/2023
4041H	Gillig Hybrid Transit Coach 2009	570,252.00	scrap	\$2,901.78	12/11/2023
		14	TOTAL	\$87,529.05	

Items Disposed of at Authority's Expense:

Item Description	Item Location	Disposal dated
HP LaserJet ro 400 Color	IT Inventory	3/6/2023
Fujitsu FI 7460	IT Inventory	3/6/2023
HP Elitedesk 800 G3 Mini	IT Inventory	3/6/2023
HP Elitedesk 800 G3 Mini	IT Inventory	3/6/2023
HP Probook 640 G2	IT Inventory	3/6/2023
HP Elitebook 850 G6	IT Inventory	3/6/2023
HP Elitebook 840 G6	IT Inventory	3/6/2023
HP Elitebook 840 G6	IT Inventory	3/6/2023
HP Probook 650 G3	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G2 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
10 AudioCodes 450 HD Phones	IT Inventory	3/6/2023
HP E202 Monitor	IT Inventory	3/6/2023
HP Elitedesk 800 G4 Mini	IT Inventory	3/6/2023
HP Elitedesk 800 G3 Mini	IT Inventory	3/6/2023
HP Elitedesk 800 G1 Mini	IT Inventory	3/6/2023
HP Elitedesk 800 G1 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G2 SFF	IT Inventory	3/6/2023
4 Samsung Tablets	IT Inventory	3/6/2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 03 - 2024**

Award A Sole Source Fuel Contract to Mirabito Energy Products

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by title 11-C of the Public Authorities Law with providing omnibus transportation within the Capital District transportation district, and

WHEREAS, the Authority is authorized to make purchases and enter into contracts providing for purchases designed to provide the necessary fuel for its omnibus transportation operations, and

WHEREAS, the purchase of fuel comprises a significant portion of the Authority’s annual budget, rendering it in the best interests of the Authority to enter into fixed-price fuel contracts to promote fiscal stability and to compensate for the volatile nature of the fuel market, and

WHEREAS, the Authority has closely monitored pricing for the purchase and delivery of Ultra Low Sulfur Diesel (ULSD) and winter blend additive, and

WHEREAS, the Authority has determined that due to the volatility of the market, it would be prudent to lock in future fuel purchases at a current quoted price of \$2.75/gal for Ultra Low Sulfur Diesel and \$.65 for winter blend additive, by entering into a contract with Mirabito Energy Products of Binghamton, NY, the incumbent provider of fuel, and

WHEREAS, Mirabito Energy Products has always provided competitive pricing and superior service to the Authority, and

WHEREAS, after due deliberation and discussion, the Authority has determined that the significant cost savings justifies the award of a sole-source fuel contract to Mirabito Energy Products of Binghamton, New York, commencing in September 2024 through August 2025, for an estimated minimum contract value of \$5.9 million.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a sole source fuel contract for purchase and delivery of ULSD at a fixed price of \$2.75/gal, and a winter blend additive for \$.65/gal, with an estimated minimum value of \$5.9 million, subject to acceptance and satisfaction of all contract terms and requirements.

2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be the FY2025 Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of January, 2024.

Dated: January 31, 2024

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Contract for Diesel Fuel to Mirabito Energy Products
Committee: Performance Monitoring/Audit
Meeting Date: January 24, 2024

Objective of Purchase or Service:

To provide Ultra-Low Sulfur Diesel (ULSD) for the fixed route fleet.

Summary of Staff Proposal:

Several years ago, the board gave staff authority to purchase fuel from our supplier without the traditional competitive bid process. A competitive bid process can take up to six weeks before the price is known. During this time, market pricing can change significantly, especially for a commodity like fuel, producing unfavorable pricing.

To improve our ability to get better pricing, we receive daily pricing from our vendor (Mirabito) to monitor fuel markets, world news and events. Working with Mirabito, when we identify a competitive price, we make the purchase on the day when pricing meets our goals.

Our goal is to secure a 12-month fuel supply, to ensure budget predictability and to pay a lower price (if possible) than our current rate. On January 8, 2024, we entered into an agreement with Mirabito at \$2.75 per gallon from September 2024 to August 2025, plus a winter blend additive for an additional .65 cents per gallon. Our current price is \$2.78 per gallon.

Financial Summary/Cost:

The price of the twelve-month contract from September 2024 through August 2025 for 2.1 million gallons of diesel fuel is \$5.9 million to be funded in the operating budget.

Proposed Action:

I recommend awarding a twelve-month diesel fuel contract, starting on or about September 1, 2024 to Mirabito Energy Products of Binghamton, NY for a minimum contract value of \$5,900,000.

Manager:

Mike Collins, VP of Finance and Administration

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. CONTRACT VALUE:

\$5.9M (Minimum Value) fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

Request for Proposals (RFP) Invitation for Bids (IFB) Other

5. TYPE OF PROCEDURE USED (check one):

Micro Purchases (Purchases up to \$2,499.00) Small Purchases (\$25,000 up to \$100,000)
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000) Request for Proposals (RFP)
 Professional Services (Over \$25,000) Sole or Single Source (Non-Competitive)

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 1 or **Advertised**
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

7. Disadvantaged Business Enterprise (DBE) involvement

Are there known DBEs that provide this good or service? Yes **No**
Number of DBEs bidding/proposing 0
DBE Certification on file? Yes No **Not Applicable**
Number of DBE Subcontractors 0

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Mirabito Energy Products
49 Court Street
Binghamton, NY 13902

8. SOURCE OF FUNDS: FY24-5 Operating Funds

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

Non-Collusion Affidavit of Bidder (**Yes**, No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations (**Yes**, No, N/A)
Disclosure of Contacts (only RFPs) (**Yes**, No, N/A)
Certification with FTA's Bus Testing Requirements (Yes, No, **N/A**)

10. RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:

Stacy Sansky, Director of Procurement DATED: January 24, 2024



Memorandum

January 31, 2024

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for January

Overview

Every organization begins a new year with optimism and hope. Optimistic about the future and its possibilities and hope for the things they want to accomplish. At CDTA, we have the same outlook – optimistic for another year of success and growth, accompanied with hope for the things we need to keep our company moving at full throttle - more employees, reduced strain on their work life, consistent funding, more ridership, new services, and innovative support systems.

As we move through the last quarter of our fiscal year, we have transitioned our focus to state advocacy. We spend a good deal of time working with elected leaders to talk about the work we do, what we have accomplished, and the need for reliable funding from the state operating assistance program. One of the first reaction points was the release of Governor Hochul's executive budget request. The EBR proposed an 8% increase in STOA for CDTA (including the addition of Warren County). Lisa Marrello leads this work, which involves lots of meetings, interesting discussions, and a challenge for us to think creatively as we position CDTA as a leader in our industry. Over the past few years, we have extended our advocacy work to include community leaders and partners. A signature part of our advocacy is the annual State of CDTA event, where we will highlight our work and the importance of cooperative efforts. This year's event is scheduled for March 5. Stay tuned for details.

Our engagement with elected leaders and community partners includes discussion about ways that we can more deeply integrate CDTA into the fabric of the Capital Region. This usually leads to talk about the expansion of CDTA's service territory into Montgomery and Warren County. People want to know about this work, what it takes to expand operations, how we manage new services, new opportunities, and the demand for new employees. These interesting discussions often reap ideas and suggestions for us to consider.

Another feature point is our work to develop and enhance our service network with a wide menu of mobility choices. The cornerstone of our service complement is a 40-mile Bus Rapid Transit network. We complement it with high frequency and wide spanned trunk routes. This high-level network is leading a consistent and impressive surge in ridership. We are the only system in New York with this level of ridership increase. Through December, total ridership is over 12 million. Although the increase is most notable on BRT and trunk routes, impressive performance can be found throughout the system and on all CDTA services. STAR ridership is more than 8% higher than it was last year, use of FLEX services is up more than 30%, and ridership in Montgomery County is up close to 30% from last year. With no sign of a slowdown expected in the near term, we will finish the fiscal year with nearly 16 million boardings.

One of our signature programs is Universal Access. The program, originally designed to support our work with area colleges and school districts, has developed into a route enhancement tool, a ridership generator, and a community engagement effort. It is unique to CDTA, and we use it extensively in our advocacy work.

With 45 partners engaged in Universal Access, the program generates nearly \$9 million in annual revenue, which is more than 40% of our customer revenue line. The program is flexible enough to accommodate a large employer like Albany Medical Center and nimble enough to be useful to the Ashfield Apartments in Colonie or the United Way's Blake Annex not-for-profit work center. Universal Access stimulates ridership and simultaneously enhances and improves our service network. It often results in frequency and span improvements on routes where Universal Access drives ridership. It is more than a ridership and revenue program; it is a crucial part of our community outreach efforts. It develops and deepens our brand and fosters partnerships throughout the region. It has become a calling card for CDTA, and it is a key ingredient in our recipe for success. Although the program requires cooperation and support throughout CDTA to be successful, special recognition to Jon Scherzer and his staff who manage it on a day-to-day basis.

On January 1, 2024, active employees at the Greater Glens Falls Transit system were absorbed into CDTA. They became part of our company, started to receive paychecks and benefits from CDTA, and were introduced to the working mechanisms of our company. For us, this was the official merging of GGFT into CDTA and from a historic perspective, this was the first day of CDTA service in Warren County. It took lots of work, effort, and collaboration to get to this point, and we have now grown CDTA into a six-county system that provides connections within and between more cities and towns than ever before.

All GGFT buses have been branded in CDTA colors, bus stop signs have been installed throughout the route network, while our social media was updated to include bus routes and services in Glens Falls. Over the next few months, GGFT trolley buses will be branded as CDTA as we get ready to operate the popular summer service that connects Glens Falls, Queensbury and Lake George. As this is happening, we are introducing ourselves to community leaders and listening to their suggestions. As we become familiar with the area, we will analyze ridership, listen to customers, evaluate resources, and develop a plan to move forward. We believe there are opportunities to improve connections in Warren County and link it to Saratoga and the rest of the Capital Region.

Earlier this week we began a pilot operation of a new service that we call FLEX+. This on-demand service connects the Joseph L. Bruno Rail Station and downtown Albany. FLEX+ provides customers with a convenient way to travel to and from the rail station with pre-booked trips integrated around their train's arrival and departure times. Customers use the service by downloading an app, scheduling trips and paying in advance. FLEX+ is an innovative solution that will test a new technology, and an interface between schedules. It will provide us with experience operating an on-demand service that is linked to specific locations and variable schedules.

As we get deeper into 2024, we will continue to strengthen our core network of service and support them with more mobility options that customers want and need. At the same time, we will fortify our 750-person workforce to provide the resources necessary to grow our company. I am proud of the work we do and the results that we are able to produce. As optimism and hope abound at CDTA, the best is yet to come.

Performance Measures

Key Performance indicators are reviewed at CDTA committee meetings. Data for these reports covers December, and it is compared to data from December 2022.

Monthly reports illustrate the strength of our company. The financial report reflects growth in customer fares, facility revenue and advertising programs. Non-financial reports show increases in ridership and the effectiveness of safety efforts across our system. The reports work in concert with other performance indicators to frame our regional position. CDTA is a growing company with a foundation of signature programs that provide quality connections throughout the region.

Total operating revenue for December was outstanding. Fueled by Universal Access accounts, customer fares were 33% over budget and 10% ahead of year-to-date projections. This increase is consistent with ridership totals, which are 20% more than last year. Facility revenue was 29% over budget, reflecting increases in parking activity at the Joseph L. Bruno Rail Station.

Expenses are over budget this month, due to payments agreed upon in our Collective Bargaining Agreement with the ATU. The wage line reflects five months of retroactivity that was paid to the workforce in December. Other benefits include a \$2.5 million payment to the employee pension fund. The maintenance service line includes branding of buses and installation of bus stop signs in Glens Falls. December results also reflect the board approved budget adjustment that accounts for additional state operating assistance and increases in wage and benefits.

Revenue:

- Operating revenue was 15% over budget.
- MRT was \$808,000, 17% below budget.
- Customer revenue was \$2.1 million, 33% over budget.
- Facility revenue was \$323,000, 29% over budget.

Expenses:

- Total expenses were 34% over budget.
- Salaries and wages were 20% over budget.
- Purchased transportation was 3% under budget.

Ridership Statistics:

- Total ridership was 1.3 million; 21% higher than last December.
- STAR ridership was 28,225; 3% higher than last December.
- FLEX ridership was 10,650; 31% higher than last December.
- NX ridership was 4,900; 3% lower than last December.

Maintenance/Transportation Statistics:

- We missed .4% of all trips (trip cuts were 325, about the same as last December).
- There were 31 accidents with 19 categorized as preventable.
- Scheduled maintenance work was at 84%.
- On time performance for fixed route service was 72%. STAR operated within our 10-minute scheduling window 76% of the time.

Customer Service:

- Our call center processed 189 comments. There were 52 comments about STAR service.
- There were 777,000 page views at www.cdta.org.

Activity Report

The following activities are just a few of the things we do to make CDTA top-of-mind in the Capital Region. Lots of time and effort to make this happen.

- On Friday, December 22, I joined the NYPTA team in a meeting with Senator Pete Harckham. This is one of many meetings we have had with state elected leaders regarding a transition to zero emission vehicles. Draft legislation would mandate how this is done, when it will be done, and how a transition would be structured. NYPTA is lobbying against mandates, favoring a collaborative transition.
- On Thursday, January 4, we were joined by United Way CEO Peter Gannon and his staff to celebrate another successful CDTA giving campaign. Our employee generosity was on full display, and we recognized the work of our campaign organizers. Justin Gregaydis and Mandy Harrington. The CDTA campaign netted \$140,000 for the United Way.
- On Tuesday, January 9, I attended (virtually) Governor Kathy Hochul's State of the State address. As a sign of the time, invitations include in person and virtual options for attendance.
- On Wednesday, January 10, I attended a meeting of the United Way's Executive Committee. We received updates on the organization's finances, company giving campaigns, grant submissions and property matters. The United Way is selling a building along Washington Avenue Extension (its former home).
- On Wednesday, January 10, Lisa Marrello and I met with Senator Neil Breslin, and Assemblymembers Pat Fahy and John McDonald. Over the past few years, we have met with these senior members of our delegation as a first step in our state advocacy work. We talked about the work we do, our ridership, community value scores and the need for continued state operating assistance to make CDTA even better.
- On Tuesday, January 16, I did a live in-studio segment on WTEN-10 about our work to highlight human trafficking. WTEN anchor Stephanie Rivas did a great job leading a discussion about trafficking, what the signs are and why CDTA is involved in this work. We are part of a public relations campaign to make our community aware of human trafficking and what they should do if they see signs of it.
- On Tuesday, January 16, I joined the NYPTA team in a meeting with Senator Tim Kennedy's staff to talk about green transit/zero emissions legislation.
- On Tuesday, January 16, I met with NYPTA executive committee members to talk about advocacy and messaging during the budget season.
- On Thursday, January 18, Jaime Kazlo and I attended Colonie Supervisor Peter Crummey's State of the Town presentation at the Century House in Latham. The presentation was sponsored by the Capital Region Chamber of Commerce.
- On Thursday, January 18, I spoke to a group of college students from Brazil who are studying at the University at Albany. This business class is visiting area companies to

talk about their work and how they are managed. Jon Scherzer coordinated this and spent a few hours with the class explaining the work that we do.

- On Friday, January 19, Jon Scherzer, Jaime Kazlo and I met with Albany County Legislator Sam Fine and Deputy County Executive Mike McLaughlin. We continued discussions about ways to provide access to our services for SNAP recipients. This is part of a larger discussion we are having with the county about a comprehensive Universal Access program.
- On Friday, January 19, I met with the NYPTA executive committee to talk about testimony we will give at a Joint Hearing of the Senate Finance Committee and the Assembly Ways and Means Committee.
- On Monday, January 22, Jon Scherzer and I met with Jim Siplon and John Wheatley from the Warren County Industrial Development Agency. We have been meeting with Jim and John to talk about connections to economic opportunities throughout Warren County.
- On Wednesday, January 25, Jaime Kazlo and I attended Mayor Bill Collins' State of the City presentation at the Queensbury Hotel in Glens Falls. It was great to hear the mayor talk about our merger and its impact on their community. He called it one of their top achievements for 2023.
- On Friday, January 26, Jaime Kazlo and I attended a NYPTA meeting to finalize our messaging for transit advocates across the state. We provide suggested messaging for advocates to help in their efforts to lobby state leaders for better transit service and improved funding.
- On Monday, January 29, Mike Collins, Kelli Schreivogl and I met with Tangible Development staff to talk about the next steps in our Diversity, Equity and Inclusion work. We expect to implement strategies suggested in their initial report, which was influenced by surveys and input from our employees.
- On Tuesday, January 30, I attended a meeting with Mayor Gary McCarthy and staff from Creative Outdoor Garbage. The mayor is working with Creative Outdoor on a plan to improve the streetscape in his city. We may be a partner in this effort.

Final Thoughts

Our company continues to produce outstanding results and we are positioned to do more to make the Capital Region a beautiful place to live and work. We are the only system in upstate New York that has achieved pre-pandemic ridership counts. In fact, we have blown past the pre-pandemic mark and are on pace to finish the fiscal year with one of the highest ridership counts in the last 15 years. This works together with outstanding customer feedback scores and community value marks that verify our position in the region. Our Human Resource department continues to recruit people to work here and support our efforts to make CDTA bigger, better and stronger.