

# **Board of Directors Monthly Meeting**

**Wednesday, March 27, 2024 | 12:00pm  
Board Room at 110 Watervliet Ave.**

# CDTA BOARD OF DIRECTORS MEETING AGENDA

**Wednesday, March 27, 2024 | 12:00pm | Board Room at 110 Watervliet Ave**

<b>Board Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, February 28, 2024		3
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (3/13/24)	Jayne Lahut	
Performance Monitoring/Audit Committee (3/20/24)	Peter Wohl	
<ul style="list-style-type: none"> <li>• Resolution 04 – Approve Revised Procurement Manual</li> <li>• Resolution 05 – Approve Contract for Fare Collection Equipment</li> </ul>		7 9
Community & Stakeholder Relations Committee (3/21/24)	David Stackrow	
Strategic & Operational Planning Committee (3/21/24)	Mike Criscione	
<ul style="list-style-type: none"> <li>• Resolution 06 – Approve FY 2025 Budget &amp; Capital Plan</li> </ul>		12
<b>Chief Executive Officer’s Report</b>	Carm Basile	18
<b>Board Member Comments</b>	Everyone	
<b>Executive Session</b>		
Litigation Matter		
<b>Upcoming Meetings</b>		
Wednesday, April 24, 2024 at 12:00pm in the Board Room at 110 Watervliet Ave		
<b>Adjourn</b>	Jayne Lahut	

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

MINUTES OF WEDNESDAY, FEBRUARY 28, 2024 BOARD MEETING

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**MEMBERS PRESENT**

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

Patrick M. Lance  
David M. Stackrow  
Georgeanna M. Nugent, Secretary

**MEMBERS PRESENT REMOTELY**

Denise A. Figueroa, Treasurer

Jaelyn Falotico

**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 Comms  
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  
Patricia Cooper, Director of Finance  
Steve Wacksman, Albany Superintendent  
Kelli Schreivogl, Director of HR  
Thomas Guggisberg, Director of IT  
Sarah Matrose, Internal Auditor  
Zachary Stever, President ATU Local 1321  
Vanessa Fox, Executive Assistant

CALL TO ORDER - At 11:59 AM, Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE JANUARY 31, 2024 BOARD MEETING MINUTES

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

RECOGNITIONS

Carm Basile and Chairman Lahut presented the following awards and members offered their congratulations:  
25 Years – Octavia Bryant, Albany Operator

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Committee met on Wednesday, February 14, 2024 at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- We reviewed agendas for the February committee meetings. In general, a quiet month.
- Carm and Lisa Marello have had regular advocacy meetings with legislators and key stakeholders. This is continuing and, in a few weeks, one-house bills will be issued, giving us a better idea of where we stand with state operating assistance.
- Part of our advocacy efforts will be telling the company story at State of CDTA on Tuesday, March 5.

- The West Facility Oversight committee will be hosted in the Strategic & Operational Planning for now. Staff has been continuing their work and studying options for a new facility and property.
- The next meeting of the committee is scheduled for Wednesday, March 13, 2024 at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Peter Wohl

Performance Monitoring Committee met on Wednesday, February 21, 2024 at 12:00 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Audit Committee

- Sarah Matrose provided a quarterly report, which is in your packets. The report included a Prevailing Wage Audit and Attendance & Bonus Review. Sarah's Annual Independence and Objectivity Statement was also reviewed, and a written summary was provided.

Administrative Discussion Items

- Amanda Avery provided a quarterly review on the adequacy of the Risk Management and Workers' Compensation Self-Insurance Account. The Committee determined that both accounts are adequate at this time.
- Mike Collins gave the Monthly Management Report for January. MRT was 1.5% under budget this month; 5.5% for the year. Customer revenue is 12% over budget for the year; rail station revenue is 15% over budget for the year. Wages were 9% over budget in January because of more workdays and two holidays. Year-to-date, wages are 5% *under* budget. Parts were 20% over budget this month due to unexpected repairs to major engine components; Overall, we remain in a good financial position.
- Chris Desany gave the Non-financial Report for December. Fixed route ridership is up 21% this month; STAR ridership is up 6.5% for the month; On-time performance is at 73%; STAR on-time performance was at 76%. We missed 0.21% of all scheduled trips. Preventable accidents were at 30; and non-preventable accidents were at 21.
- The committee went into executive session to discuss pending litigation. No action was taken.
- Next meeting of the Committee is scheduled for Wednesday, March 20, 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, February 22, 2024 at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer reviewed our Marketing Plan for 2024. The plan looks to increase ridership, enhance the CDTA brand, and workforce development.
- Messaging will focus on telling the CDTA story, what we do, who we serve, and why we matter. We will talk about the ways that CDTA connects people to what matters; and how our brand is woven into the lives of the people who live and work in the Capital Region
- Jaime Kazlo provided the Earned Media and Community Relations report. Over the last month we earned 15 media placements in television, newspaper, and radio with an estimated value of \$20,000. Stories

focused on CDTA's ridership rebound, our new on-demand service Flex Plus and expansion of service into Warren County.

- We participated in several local events including transportation for the Dr. Martin Luther King march in Albany, the Future Cities Competition, a visit from UAlbany International students, and the American Heart Association Food Drive.
- Jaime outlined social media engagement for the month. We saw a steady hold on followers across social media channels. Top posts included the Red Line BRT, and Warren County service.
- Looking ahead, we will hold our State of CDTA event next Tuesday, March 5, and we will celebrate Transit Worker Appreciation Day on March 18.
- Next meeting of the Committee will be on Thursday, March 21, 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, February 22, 2024 at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

#### Administration Discussion Items

##### *FY2025 Budget Update*

- Mike Collins provided an update on where we are with the development of next year's budget. In December, we submitted a preliminary budget to the State based on a 7% increase in State Operating Assistance. Since then, the Governor's executive budget proposed an 8% increase. With the addition of Warren County, we are projecting a \$1 million increase to MRT.
- We will increase customer fares by \$1 million. We are forecasting an additional \$400,000 in revenue at the Joe Bruno Rail Station. We are reducing the federal assistance line by \$1 million allowing us to lower the reliance on prior COVID funds.
- We have adjusted the wage line to reflect the addition of the Glens Falls operation, a full year of the Purple Line, and wage increases as called for in our collective bargaining agreement. The professional services line shows a 14% increase for IT Security and Telecommunications; Ambassadors; and operational expenses for DRIVE.
- The maintenance service line is projected to increase by 13% based on facility needs including Glens Falls. Manpower issues continue to drive increases in Purchased Transportation. We are projecting a 6% increase but are in the middle of redesigning some service opportunities. The Parts line will increase by 12%.
- We have a balanced budget that requires a few more tweaks. In March, we will bring the final draft to the committee for review and approval.

##### *West Facility Update*

- Jeremy Smith provided an update on where we are with the development of a west facility. We reviewed the various studies we conducted over the last few years, several of which pointed to the need to construct a new facility. The challenges that feed into this idea include an increase in ridership, recruiting/retention, expanding partnerships, expanding into new counties, and the basic need for more space.

- We have developed a program evaluation to identify the high level requirements for a new location. This included a service plan, program support needs, and sustainability options. An Alternatives Analysis looked seven options, four of which pointed to a new west location. We are looking at the existing Schenectady site as an option for replacement/expansion as well.
- Going forward, we will narrow down site selections, complete and submit a grant for design work, complete an RFP for design, coordinate with additional stakeholders, and discuss financing/ staffing plans.
- Next meeting of the Committee will be on Thursday, March 21, 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 February 2024.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
  - Wednesday, March 27, 2024 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:38 PM

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

Respectfully submitted,

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Georgeanna M. Nugent, Secretary

Dated: February 28, 2024

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO.: 04 - 2024**

Approve Procurement Manual

**WHEREAS**, the Capital District Transportation Authority (“Authority”) is a New York State Public Authority whose members are appointed by the governor of the State of New York; and

**WHEREAS**, the Public Authorities Law of the State of New York, section 2879, requires that Authority adopt and annually approve by resolution, comprehensive guidelines detailing the operative policy and instructions regarding the use, awarding, monitoring and reporting of procurement contracts for the purchase of goods and services; and

**WHEREAS**, the Authority’s Procurement Manual has undergone annual review with a few changes recommended at this time, based upon FTA guidance, and

**WHEREAS**, the Authority’s Procurement Manual, as revised, has been found to conform to both the needs of the Authority and the requirements set forth in the Public Authorities Law, and

**WHEREAS**, after discussion, the Authority now recommends the approval of the revised Procurement Manual, as attached hereto.

**NOW THEREFORE, BE IT RESOLVED:**

1. The CDTA Procurement Manual, dated March 20, 2024 is approved and adopted.
2. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly elected 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 27th day of March, 2024.

Dated: March 27, 2024

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Georgeanna M. Nugent, Secretary

## Capital District Transportation Authority Agenda Action Sheet

**Subject:** Review and approval of revised CDTA Procurement Manual

**Committee:** Performance Monitoring/Audit

**Meeting Date:** March 20, 2024

**Objective of Purchase or Service:**

The New York Public Authorities Law section 2879 requires that public authorities annually review their procurement guidelines.

**Summary of Staff Proposal:**

The Procurement Manual is utilized by staff, subsidiary employees, sub-grantees, and contractors in procuring goods and services necessary to advance the CDTA mission.

The Procurement Manual is reviewed annually by General Counsel, Internal Audit, Finance and Procurement staff. Last year Board approval thresholds were revised to reflect current pricing. This year there are several changes based upon FTA guidance. The recommended changes are outlined below:

Page/Section	Revision
Pg. 9 “Definitions” Independent Cost Estimate & Page 16 “Independent Cost Estimate”	Update the contract value requiring an Independent Cost Estimate from \$150,000 to \$250,000 to meet Federal requirements.
Pg. 17 “Cost and Price Analysis”	Update the contract value requiring a Cost or Price Analysis from \$150,000 to \$250,000 to meet Federal requirements.
Pg. 22 “Buy America”	Revised to reflect change from Buy America to Build America Buy America (BABA) Act. The requirement adds construction materials such as lumber, drywall, and glass to rolling stock, steel, and iron for domestic content preference.  Specific guidance and certifications to be completed by the Contractors are still forthcoming but CDTA must comply with BABA effective February 2024.

**Financial Summary/Cost:**

No impact

**Proposed Action:**

I recommend the adoption of the revised Procurement Manual.

**Manager:**

Stacy Sansky, Director of Procurement



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 05 - 2024**

Approve Purchase of Revenue Collection Infrastructure

**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 to make various capital purchases authorized by Public Authorities Law section 1306, and

**WHEREAS**, the Authority needs to purchase new fareboxes, vaulting infrastructure, cabling, services, fare media, warranty and support for the Queensbury division, and

**WHEREAS**, it is necessary that the fare collection system be compatible with the Authority’s existing system, competitively procured in 2017 from SPX-Genfare, and

**WHEREAS**, SPX-Genfare is fully familiar with the nuances of our fareboxes and related software, and utilizing them reduces risk and promotes efficiency as these fareboxes require no third-party integration or customization, and

**WHEREAS**, staff recommends a sole source contract be awarded to SPX-Genfare of Elk Grove Village, Illinois, for the purchase of 16 fareboxes and related fare collection infrastructure to support the Queensbury division for an amount not to exceed \$475,617, which has been determined to be both fair and reasonable.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby awards a sole source contract for the purchase of 16 fareboxes, related infrastructure, warranty and support to SPX-Genfare of Elk Grove Village, Illinois, for an amount not to exceed \$475,617, subject to compliance with the contract and related documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding will be from the Capital Plan.
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 27th day of March, 2024.

Dated: March 27, 2024

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Georgeanna M. Nugent, Secretary

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Purchase of Revenue Collection Infrastructure  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** March 20, 2024

### Objective of Purchase or Service:

To purchase new revenue collection fareboxes, infrastructure, and related systems for the Queensbury division.

### Summary of Staff Proposal:

In 2017, CDTA implemented a new fare collection system which was competitively procured and provided by SPX-Genfare. This new system is used throughout the agency for Navigator smart card and cash revenue/ridership reporting, smart card media management, business to business account management, retail and administrative point of sale systems, and customer web portals. It is the most highly utilized hosted application at CDTA.

As part of CDTA's expansion into Warren County, new revenue collection infrastructure is necessary. This purchase includes a new mobile vault and bin, cabling, and services to install and configure the revenue collection software. It also includes 16 fareboxes for all revenue vehicles, retail and administrative point of sale terminals, and smart card media to support the Navigator program.

This recommendation for a sole source purchase is based on several important considerations. Most importantly, the SPX-Genfare vaulting hardware and software are proprietary, which prevents us from pursuing an independent means to replace them through another vendor. In addition, the services including installation, configuration, testing, and issue resolution can only be performed by SPX-Genfare and will require no third-party integration or customization. Staff has documentation on file noting how the cost is justified by SPX-Genfare, which can confirm fair and reasonable pricing for this purchase.

### Financial Summary/Cost:

The cost table below includes new fareboxes, vaulting infrastructure, cabling, services, fare media, warranty and support as follows. This will be funded by the capital plan.

Item	Cost
Mobile Vault/Bin/Cabling/Installation	\$93,952
Fareboxes (Qty 16)	\$224,608
Administrative/Retail Point of Sale Terminals	\$35,819
Fare Media	\$78,000
Contingency (10%)	\$43,238
<b>Total</b>	<b>\$475,617</b>

### Proposed Action:

I recommend that a sole source contract be awarded to SPX-Genfare of Elk Grove Village, Illinois for the purchase of new revenue collection infrastructure and related systems for an amount not to exceed \$475,617.

### Manager:

Thomas Guggisberg, Director of Information Technology



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 06 - 2024**

Approve Operating Budget and Capital Plan for FY2025

**WHEREAS**, the Capital District Transportation Authority (the “Authority”) is required by Public Authorities law sections 1305-a and 1306 to prepare and file an annual budget; and

**WHEREAS**, the proposed FY2025 Budget for the Capital District Transportation Authority provides for an Operating Budget of \$135,695,631 and a 5-year Capital Plan of \$299,542,516; and

**WHEREAS**, said proposed FY2025 Operating Budget and 5-Year Capital Plan have been presented and reviewed; and

**WHEREAS**, the adoption of the proposed FY2025 Operating Budget and 5-Year Capital Plan has been recommended by the CDTA Strategic & Operational Planning Committee;

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby approves and adopts an Operating Budget of \$135,695,631 for FY2025, a copy of which is attached to and made part of this resolution.
2. The Authority hereby approves and adopts a 5-year Capital Plan of \$299,542,516 for FY2025-2029, a copy of which is attached to and made part of this resolution.
3. 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 27th day of March, 2024.

Dated: March 27, 2024

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Georgeanna M. Nugent, Secretary

## Capital District Transportation Authority Agenda Action Sheet

**Subject:** FY2025 Operating Budget and Five-Year Capital Plan  
**Committee:** Strategic and Operational Planning Committee  
**Meeting Date:** March 21, 2024

### **Objective of Purchase or Service:**

Develop a balanced FY2025 Operating Budget and Five-Year Capital Plan

### **Summary of Staff Proposal:**

Over the past few months, we have worked to develop a balanced operating and capital plan for the new fiscal year. We use a bottom-up approach, providing each department with the ability to weigh-in on the plan, to discuss their needs and to explore opportunities to make CDTA better. We also met with board committees to get input and establish a clear direction for the plan and the needs of the company. Two factors have made this work move forward in a beneficial manner – the availability of federal funds, mainly COVID money and flexibility with 5307 funds, and a significant increase in State Operating Assistance (STOA). We are balancing this against the increased cost of doing business (example, significant increases in fleet parts and energy costs) and the impacts of our new collective bargaining agreement, which provides for costly but needed increases in wage rates and benefits.

The proposed operating plan is balanced at \$135.7 million based on revenue and expense assumptions. We also propose to approve a five-year capital plan at \$299.5 million.

Our five-year capital plan is a look forward at improvements and innovations to our system and facilities. We will build more mobility hubs, refurbish our Red Line BRT and invest in Warren County to improve infrastructure as we integrate that system into the CDTA umbrella. We are also beginning the site selection and concept development process for a new facility on the west side of our service network.

### **Revenue Forecast**

We project that revenue will grow by \$6.7 million in FY2025 to \$135.7 million; the major revenue driver is State Operating Assistance (STOA).

- STOA is increasing 8.1% based on two factors; the state proposed increasing STOA for most transit properties by 5.4%; and the state is providing a separate increase of 2.7% (\$1.6 million) for our work in Warren County. This will result in a total increase of \$4.8 million. Note - these assumptions are based on the Governor's Executive Budget Request. One house bills were recently released and the three sides are negotiating the final state budget.
- With the addition of Warren County, we are projecting a \$1 million increase in Mortgage Recording Tax (MRT), bringing our total MRT line to \$12.6 million. We are hopeful for a decrease in interest rates to fuel a rebound in the real-estate market.

- Customer revenue continues to outperform budget forecasts, mainly due to our successful Universal Access Program. We are proposing an 6.3% increase (\$1.2 million) for the year, which is on top of a 30% increase in FY2024. We remain cautiously optimistic about customer fares but anticipate a slow down at some point.
- We are reducing the amount of federal assistance that we will draw on during the year; this includes federal 5307 funding and COVID funding. We will reduce our reliance on COVID funding by \$1 million, reducing the line to \$28.9 million.

### **Expense Forecast**

A major part of our expenses is for wages and benefits of our employees that operate and maintain equipment for our customers. It totals about 70% of the budget and is the principal driver of the budget plan; everything revolves around wage. The remaining expenses include things such as, utilities, energy, and services.

- The wage line reflects increases as called for in our collective bargaining agreement, along with the addition of the Glens Falls operation, a full year of the Purple Line BRT (this is offset by a federal grant that pays for this).
- Professional Services shows a 14% increase for IT Security and Telecommunications; an expansion of our ambassador pilot program; and operational expenses for DRIVE. The maintenance service line is projected to increase by 13%; most of this comes from facility needs including Glens Falls.
- Purchase Transportation is increasing 6.2% as manpower issues remain and continue to drive operational increases. Most of this cost is for providing STAR service and we are redesigning service strategy and execution, which should provide for operational efficiencies.
- The Parts line is increasing 12% due to inflation, lingering supply chain issues, and a larger fleet of buses due to service expansions. Specifically, it includes an additional \$400,000 for parts, \$180,000 for tires, and \$170,000 for oil & lubricants.

### **Capital Plan**

As is traditional, the first year of our capital plan is funded and supported by grants and federal assistance. It contains funding for mobility hubs at Manning Boulevard and at Washington/Allen Street in Albany, and in the Little Italy section of Troy; upgrades to the Red Line BRT between Schenectady and Albany, along with a new Blue Line BRT station on Broadway in Menands. It also includes a continuation of our fleet replacement plan (we will purchase 30 vehicles) and the purchase of a heavy-duty wrecker, to replace a 15-year-old wrecker. We have also incorporated new vehicles for our Glens Falls division.

The five-year capital plan outlines a vision to enhance and diversify our service network and improve mobility for people in the Capital Region. We continue to explore zero emission technology for buses and facilities which is supported by federal and state grants. The plan also includes opportunities for research, design, and construction of a new facility.

The capital plan is a forecast with only the first year fully funded. Years two through five contain some funding for projects, but not all. We continue to pursue funding possibilities for future projects.

**Proposed Action**

I recommend that the committee advance to the board our FY2025 Operating Plan of \$135,695,631 and the Five-Year Capital Plan, which totals \$299,542,516.

**Manager:**

Mike Collins, VP of Finance & Administration

**Note:**

Staff will provide a presentation to support the budget recommendation.

**Capital District Transportation Authority**  
**FY2025 Operating Budget**  
**March 21, 2024**

Revenue Item	2024 Budget	Budget to Budget Change	FY2025 Budget	% change
Mortgage Tax	\$11,650,000	\$1,000,000	\$12,650,000	8.6%
Customer Revenue	\$18,924,456	\$1,193,243	\$20,117,699	6.3%
Advertising	\$1,720,827	\$54,173	\$1,775,000	3.1%
RRS and Facilities Income	\$3,012,908	\$410,000	\$3,422,908	13.6%
Other	\$158,500	\$31,000	\$189,500	19.6%
Federal Assistance	\$29,905,923	(\$1,000,000)	\$28,905,923	-3.3%
State Operating Assistance	\$59,161,500	\$4,833,600	\$63,995,100	8.2%
State Operating Assistance - NX	\$400,000	\$0	\$400,000	0.0%
County Assistance	\$1,917,001	\$0	\$1,917,001	0.0%
Grants	\$2,128,006	\$194,494	\$2,322,500	9.1%
<b>Total Revenue</b>	<b>\$128,979,121</b>	<b>\$6,716,510</b>	<b>\$135,695,631</b>	<b>5.2%</b>
Expense Item	FY2024 Budget	Budget to Budget Change	FY2025 Budget	% change
Wages	\$61,671,462	\$2,466,858	\$64,138,320	4.0%
Payroll Taxes	\$4,203,904	\$210,195	\$4,414,100	5.0%
Health Benefits	\$12,750,871	\$637,544	\$13,388,415	5.0%
Workers' Compensation	\$2,986,718	\$0	\$2,986,718	0.0%
Other Benefits	\$4,865,487	\$149,998	\$5,015,485	3.1%
Professional Services	\$6,125,162	\$850,000	\$6,975,162	13.9%
Materials and Supplies	\$1,994,023	\$61,000	\$2,055,023	3.1%
Miscellaneous	\$974,853	\$125,030	\$1,099,883	12.8%
Maintenance Services	\$4,271,804	\$531,827	\$4,803,631	12.4%
Purchased Transportation	\$12,065,995	\$750,005	\$12,816,000	6.2%
Utilities	\$1,653,210	(\$104,210)	\$1,549,000	-6.3%
Fuel	\$7,635,007	\$100,002	\$7,735,009	1.3%
Parts Tires Oil	\$6,278,025	\$753,000	\$7,031,025	12.0%
General Insurance	\$1,102,600	\$110,260	\$1,212,860	10.0%
Claims	\$400,000	\$75,000	\$475,000	18.8%
<b>Total Expenses</b>	<b>\$128,979,121</b>	<b>\$6,716,510</b>	<b>\$135,695,631</b>	<b>5.2%</b>
<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	



**Capital District Transportation Authority**

**FY2025 Capital Plan**

3-21-24

<b>Project Name</b>	<b>Purpose</b>	<b>Type</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
LOW/NO electrification and buses	System Improvement	Facilities	\$10,956,941	\$10,980,000	\$0	\$0	\$0	\$21,936,941
Street Amenities (Shelter Program)	State of Good Repair	Facilities	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Facilities Maintenance and Engineering	State of Good Repair	Facilities	\$410,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,810,000
Buildings State of Good Repair	State of Good Repair	Facilities	\$900,000	\$700,000	\$500,000	\$300,000	\$300,000	\$2,700,000
Mobility Hubs	System Improvement	Facilities	\$590,000	\$0	\$0	\$0	\$0	\$590,000
RRS Enhancements	State of Good Repair	Facilities	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Lift Replacements	State of Good Repair	Facilities	\$0	\$660,000	\$0	\$0	\$0	\$660,000
Maintenance Training Room	System Improvement	Facilities	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Downtown Albany Intermodal	System Improvement	Facilities	\$0	\$0	\$10,000,000	\$15,000,000	\$0	\$25,000,000
West Facility Design	System Improvement	Facilities	\$0	\$7,500,000	\$0	\$0	\$0	\$7,500,000
West Facility Construction	System Improvement	Facilities	\$0	\$0	\$25,000,000	\$50,000,000	\$25,000,000	\$100,000,000
Glens Falls Capital Investments	System Improvement	Facilities/IT	\$1,395,000	\$1,250,000	\$500,000	\$200,000	\$200,000	\$3,545,000
Information Technology	Normal Replacement	IT	\$1,080,475	\$600,000	\$600,000	\$600,000	\$600,000	\$3,480,475
Flex Plus Operations	System Improvement	Transportation	\$460,000	\$0	\$0	\$0	\$0	\$460,000
Mid-Sized Infrastructure	System Improvement	Planning	\$200,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,200,000
Transit Development Plan/Route Restructuring	System Improvement	Planning	\$150,000	\$250,000	\$0	\$0	\$0	\$400,000
Red Line Upgrade	System Improvement	Planning	\$9,293,600	\$453,500	\$0	\$0	\$0	\$9,747,100
80 Broadway Station	System Improvement	Facilities	\$2,323,000	\$0	\$0	\$0	\$0	\$2,323,000
Fluid Management System	System Improvement	Maintenance	\$0	\$970,000	\$200,000	\$0	\$0	\$1,170,000
Vehicle Predictive Maintenance Software	System Improvement	Maintenance	\$0	\$400,000	\$0	\$0	\$0	\$400,000
Bus Operator Barriers	System Improvement	Maintenance	\$125,000	\$125,000	\$0	\$0	\$0	\$250,000
Fleet Financing 2022	Normal Replacement	Rolling Stock	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$7,775,000
Bus Replacement Program - Rolling Stock	Normal Replacement	Rolling Stock	\$12,875,000	\$10,000,000	\$13,800,000	\$14,400,000	\$13,800,000	\$64,875,000
NX Commuter Bus Replacement	Normal Replacement	Rolling Stock	\$0	\$0	\$0	\$1,200,000	\$0	\$1,200,000
Flex Vehicles	System Improvement	Rolling Stock	\$540,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,140,000
STAR Buses	Normal Replacement	Rolling Stock	\$590,000	\$600,000	\$600,000	\$600,000	\$600,000	\$2,990,000
Non-Revenue Vehicles	Normal Replacement	Rolling Stock	\$440,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,640,000
Trolleys	System Improvement	Rolling Stock	\$425,000	\$215,000	\$430,000	\$430,000	\$0	\$1,500,000
Heavy Duty Wrecker & Medium Duty Wrecker	Normal Replacement	Rolling Stock	\$1,750,000	\$0	\$0	\$0	\$0	\$1,750,000
Engine Overhaul	State of Good Repair	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Alternate Fuel Vehicle Pilot	System Improvement	Rolling Stock	\$0	\$1,500,000	\$2,000,000	\$0	\$0	\$3,500,000
Zero Emission Bus Replacement Program	System Improvement	Rolling Stock	\$0	\$0	\$4,000,000	\$10,000,000	\$10,000,000	\$24,000,000
<b>Total Expense</b>			<b>\$46,959,016</b>	<b>\$40,458,500</b>	<b>\$61,385,000</b>	<b>\$96,485,000</b>	<b>\$54,255,000</b>	<b>\$299,542,516</b>



## Memorandum

March 27, 2024

To: Chairman of the Board  
Board Members

From: Chief Executive Officer

Subject: CEO Report for March

### Overview

As we watch winter and spring battle for seasonal supremacy, we are ready to close one fiscal year and start a new one on April 1. The surest sign of the approach of a new fiscal year is our budget preparation work. On the surface this looks like a finance effort, but it is really a company-wide activity with lots of tentacles and deep impact. For CDTA, it is a comprehensive effort that involves all departments and their employees.

This is also a time for advocacy and telling the CDTA story – what we do, how we do it, and why it matters. Our advocacy efforts extend deep into our community with dozens of partners who we work with to make CDTA bigger and better. Our advocacy is a critical part of the CDTA story as we promote how we move the Capital Region, its people, and its economy.

An advocacy staple is our annual State of CDTA event, which we held earlier this month. It was great to have nearly 100 partners in our Albany garage. Thanks to the work of Jaime Kazlo, Emily DeVito, Vanessa Salamy and their team, the garage was transformed into an event center with CDTA collateral on display. This striking visual was the perfect backdrop for a report on our activities and a discussion about the way we connect communities. The keynote speaker was Roger Ramsammy, President of Hudson Valley Community College who provided an energetic update on workforce development and the need for a focused investment in employees. We are engaged with HVCC in the development of a curriculum for maintenance technicians. State of CDTA showcases our organization, facilities, equipment, and people. It provided our partners with a clear picture of who we are and what we do. With a good deal of media attention, it also gave the community a glimpse into what we do and what our plans are for the future.

It is great to see the board approve our operating and capital plan for the new fiscal year. This is our most important planning activity for the year, providing clear direction for company activities. The budget forecasts customer revenue along with state and federal operating assistance. It projects service levels and translates that into wages and benefits. The most difficult projections are about the cost of materials, supplies and services that we need. This is driven by economic conditions and increased costs of doing business. The plan assumes level service deployment with modest growth in FLEX services, CDPHP *Cycle!* and our DRIVE car share program. We hope to close the gap between budgeted and actual head counts with a renewed focus on hiring, retention, and workforce development. Our capital plan includes mobility hubs, new buses, and funding for site and concept development for a West Facility. Development of the budget plan is led by the Strategic and Operational Planning committee in partnership with our finance team led by Mike Collins and Trish Cooper. This is excellent work.

As we approach April 1, elected leaders are in final discussions regarding the state budget for fiscal year 2024-25. During the past two months, we have forcefully advocated for the needs of our industry and for CDTA. This involves meetings where we tell the transit story that centers around the importance of mobility for a healthy economy, especially across the I-90 corridor from Albany to Buffalo. We do this work in partnership with our state association, and it is now a key part of our outreach efforts. It puts us in front of elected leaders, agency officials, staff and others who are involved with funding matters for transit systems. We are pleased to see additional STOA appropriations in both the Senate and Assembly one house bills; this is consistent with the Governor's Executive Budget Request, which calls for a 5.4% increase in state operating assistance for upstate systems, and it lines out the Warren County STOA contribution for CDTA. It also specifies significant increases for the MTA in the New York City metropolitan area. A final state budget is expected in early April, and we are continuing our outreach under the guidance of Lisa Marrello.

As I reflect on the past month, I am so proud of CDTA and the work we do. I am pleased that our community sees the value in what we do. It started with a great turnout at our State of CDTA event. Our partners came out in force to hear about everything CDTA. They support our work, and they are involved with us as Universal Access partners, as advertising partners and as funding and program partners. It continues with our community work that extends our reach to organizations like the Center for Economic Growth, Workforce Development Boards, Industrial Development Agencies, area not-for-profits and others. And it is supported by the attention we receive from media partners who illustrate the value of CDTA to the region and to the people who live and work here.

Without a doubt, the icing on the cake was receiving the Changemaker Award from the Capital Region Chamber. This was the first time the Chamber recognized a public sector company with this prestigious award, making this a notable accomplishment. Receiving the award in front of 1200 people, many of whom are leaders in our community, was significant and it shows how far we have come and the position we have achieved. Thank you to everyone at CDTA and I hope you are as proud as I am of the work we do and our employees who deliver outstanding results every day.

I would be remiss if I did not mention a few performance statistics. Through the end of February, total boardings on all CDTA services was just over 15 million; 20% higher than last year at this time. Through the first three weeks in March, we are on pace for another solid month and will close the year with more than 16 million boardings. Ridership is up across the board - on BRT lines, trunk and neighborhood routes, on STAR, FLEX, and in Montgomery County. This shows the reach of CDTA. Couple that with outstanding community value ratings and solid customer service scores and it is clear that our Changemaker Award was well-earned.

I mention the work of CDTA people constantly. Everything we achieve comes from the collective efforts of the 750 men and women who are CDTA. I never take that for granted and I aim to put them in the spotlight they deserve. A few weeks ago, we held one of my favorite CDTA events – our Exemplary Attendance Luncheon. The event is relaxed, void of fanfare and lots of attention. However, their achievement is remarkable. These are 80 CDTA employees who come to work every day regardless of how they feel, what Mother Nature is dispensing and without concern for the season or the work environment that day. They are the cream of the crop, and they are the backbone for everything that happens at CDTA. I am proud of them and the work that they do to make CDTA go!

## **Performance Measures**

Key Performance indicators are reviewed at CDTA committee meetings. The data for these reports covers February, and it is compared to data from February 2023.

As we approach the end of our fiscal year, we do so with confidence that our financial condition is strong. This comes from a commitment by our board of directors that the company must stand on a solid financial base. This allows us to introduce products and services that are best in class. It provides customers with high quality services and choices that drive ridership, customer approval ratings, and community value scores. Couple that with strong financial support from New York State and our company continues to connect the Capital Region.

Total operating revenue is being fueled by increased ridership and a return to near capacity parking levels at the Joseph L. Bruno Rail Station. This month, customer fare revenue was 13% over budget projections. Facility revenue was 15% over budget, and receipts from the mortgage recording tax were 2% ahead of our projections (the first time that this has happened this year).

Expenses were 1.2% under budget this month. Wages were 1% under budget for the month and 5% under for the year. We continue to monitor the parts/supplies line, which have been over budget for most of the year. This comes from the increased size of our fleet and higher prices for parts that we need to maintain our facilities and equipment. New costs associated with our Glens Falls merger are spread through the budget; this will normalize in the FY 24-25 budget.

### **Revenue:**

- Operating revenue was 9% over budget.
- MRT receipts were \$999,000, 2% over budget.
- Customer revenue was \$1.78 million, 13% over budget.
- Facility revenue was \$288,000, 15% over budget.

### **Expenses:**

- Total expenses were 1% under budget.
- Salaries and wages were 1% under budget.
- Parts, tires, and oil was 10% over budget.

### **Ridership Statistics:**

- Total ridership was 1.41 million; 30% higher than last February.
- STAR ridership was 28,860; 12% higher than last February.
- FLEX ridership was 10,760; 29% higher than last February.
- NX ridership was 5,600; 3% higher than last February.

### **Maintenance/Transportation Statistics:**

- We missed .4% of all trips (trip cuts were 284; they were 123 last February).
- There were 58 accidents with 28 categorized as preventable.
- Scheduled maintenance work was at 84%.
- On time performance for fixed route service was 75%. STAR operated within our 10-minute scheduling window 77% of the time.

### **Customer Service:**

- Our call center processed 173 comments. There were 54 comments about STAR service.
- There were 749,000 page views at [www.cdta.org](http://www.cdta.org).

## Activity Report

We work to be part of the community, to be a partner and to help those who need us most. This is a constant work in progress, and it requires cooperative efforts of many people at CDTA. The following is a short list of the things we were involved in during the past month.

- On Thursday, February 29, I attended a Center for Economic Growth leadership board meeting. We heard an interesting presentation from National Grid on the state of our regional infrastructure and their power capacity. National Grid is one of our partners and we are working through the issues for us to consider as we move forward in a transition to zero emission vehicles.
- On Thursday, February 29, Jaime Kazlo and I met with Harry Hechehouche, the Governor's Capital Region representative. Harry visited CDTA to talk about the work we are doing and ways that we can work with the executive chamber. Harry is an Albany native, current resident and a CDTA customer; we had a great conversation.
- On Friday, March 1, Amanda Avery provided required NYS Ethics training for several of us. She is certified to do this; let us know if anyone needs to complete this training.
- On Monday, March 4, Lisa Marrello and I met with Assemblymember Carrie Woerner. We talked about our work in Saratoga County and in Warren County. We also talked about state operating assistance and the formula used to provide funding for Warren County services.
- On Monday, March 4, Lisa Marrello and I met with staff from Senator Jake Ashby's office. We talked about state operating assistance and the need for support of the senate one house bill.
- On Tuesday, March 5, we held our State of CDTA event in the Albany maintenance facility. This was one of our best efforts with nearly 100 partners and friends joining us. HVCC President Roger Ramsammy provided remarks about workforce development and the partnership we are developing with the college. Thanks to everyone who orchestrated the many details involved with this great show.
- On Tuesday, March 5, Jon Scherzer and I met with a group representing the Saratoga/Warren/Washington workforce development board. We talked about our service in Warren County and opportunities to connect employees and employers to locations in northern Saratoga County. These discussions will continue.
- On Wednesday, March 6, Jayme Lahut, Jeremy Smith, Chris Desany and I toured the Gazette building in Schenectady. This property is adjacent to our Schenectady facility on Maxon Road. There are a few possibilities to consider with this property as we advance a West Facility concept.
- On Wednesday, March 6, Lisa Marrello and I met with Assemblymember Phil Steck. We talked about our work and the success of our network of services and programs. We discussed state operating assistance and the need to strengthen funding streams that support the program.

- On Thursday, March 7, I attended our annual Exemplary Attendance luncheon at the Italian American Community Center in Albany. Close to 80 employees achieved this award, setting themselves ahead of others by coming to work every day. It is always great to recognize these dedicated CDTA employees.
- On Thursday, March 7, I attended a meeting of the CRTC Policy Board. The board received several updates on regional projects and activities. We acted on a number of TIP amendments, including our project to refresh the Red Line BRT corridor. All federal transportation funding flows through the CRTC.
- On Friday, March 8, we hosted the Public Transit Learning Institute and more than a dozen participants (including three CDTA staff members). PTLI is a year-long program that provides participants with information about public transit. It offers insight into leadership for transit executives. I provided a CEO perspective and Dave Stackrow provided a board member perspective. Dave also talked about issues in Washington (the APTA perspective).
- On Monday, March 11, I met with 10 new bus operators on their first day of training. We talked about the work we do at CDTA and their role in connecting people to our community. They should be ready for service by mid-April.
- On Monday, March 11, I attended a meeting of the Colonie IDA/LDC board. I have been a member of the board for several years and I'm proud of the work we do to attract businesses and projects to the town. This was our annual organization meeting; we approved resolutions required by New York State to verify the work of the board and its organizational practices.
- On Wednesday, March 13, I attended a meeting of the United Way Executive Committee. We heard staff reports and spent time finalizing the process for selling our property at 1 United Way in Albany. The sale completes the development of the Blake Annex facility in downtown Albany.
- On Thursday, March 14, I attended an awards ceremony at Albany High School. Two students who are in the college level business class that I have visited with several times won a competition that is organized by Junior Achievement. Emily DeVito accompanied me; we are proud to be part of this.
- On Thursday, March 14, Lisa Marrello and I met with Senator Jeremy Cooney. The Senator is a transit supporter; we talked about the work we do and the success that CDTA is having. The Senator represents the Rochester area.
- On Thursday, March 14, my wife Sheila and I joined board members and staff at the Capital Region Chamber Annual Dinner. CDTA was recognized with the Changemaker Award for the impact we have throughout the region. This was one of the biggest honors we have received. The Chamber also recognized Mona Golub for her work to promote Chamber activities.
- On Tuesday, March 19. I participated in a panel discussion at the Quebec/New York Transportation Rendezvous in Plattsburgh. This was sponsored by the North Country

Chamber of Commerce. Our panel consisted of representatives from the MTA, Watertown Transit, and transportation consultants. We talked about the state of our industry and trends of mutual concern, especially the transition to zero emission vehicles. Jaime Kazlo arranged this and accompanied me.

- On Wednesday, March 20, I attended a meeting of the Board of Trustees for Christian Brothers Academy. The board was provided with reports on finances, facilities, enrollment, and development. All of which are in very good shape.
- On Tuesday, March 26, Jaime Kazlo and I attended a meeting, at HVCC hosted by President Roger Ramsammy. President Ramsammy provided an update on the college's work to develop their Applied Technology Center and workforce development efforts.

### **Final Thoughts**

This has been an incredible month. Putting our company on full display at our State of CDTA event is a featured part of what we do. It helps us communicate with our partners and keep them informed of the things we do to connect their employees, their students, and their customers. Receiving the Changemaker award from the Capital Region Chamber showcased our work in the business community. This award validates the work we have been doing for 15 years to position CDTA as a valued member of the community, a resource, and a thought partner. Thank you to everyone for doing your part to get our company to such a great place.

***CDTA Provides Mobility Solutions that Connect the Region's Communities***