

# Board of Directors Monthly Meeting

Wednesday, March 26, 2025 | 12:00pm  
Board Room at 110 Watervliet Ave.

# CDTA BOARD OF DIRECTORS MEETING AGENDA

**Wednesday, March 26, 2025 | 12:00pm | 110 Watervliet Ave**

<b>Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Jayne Lahut	
Approve Minutes from Wednesday, February 26, 2025		3
<b>Recognition</b> 25 Years – Shirley Leggett, Albany Operator	Michael & Jayme	
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (03/12/25)	Jayne Lahut	
• Resolution 11 – Approve Frank Annicaro as Chief Executive Officer		9
Performance Monitoring/Audit Committee (03/19/25)	Peter Wohl	
• Resolution 12 – Approve Contract for FLEX Vehicles		10
• Resolution 13 – Approve Purchase of FLEX Vehicles		11
• Resolution 14 – Approve Revised Procurement Manual		15
Community & Stakeholder Relations Committee (03/20/25)	David Stackrow	
Strategic & Operational Planning Committee (03/20/25)	Michael Criscione	
• Resolution 15 – Approve FY 2026 Budget & Capital Plan		17
• Resolution 16 – Approve 2025-2028 Title VI Program		23
<b>Interim Chief Executive Officer’s Report</b>	Michael Collins	25
<b>Board Member Comments</b>	All	
<b>Upcoming Meetings</b> April 30, 2025 at 12:00 PM via Microsoft Teams and 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 26, 2025, BOARD MEETING**

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**MEMBERS PRESENT**

Jayne B. Lahut, Chairman  
David M. Stackrow  
Jackie McDonough

Denise A. Figueroa, Treasurer  
Peter D. Wohl  
Georgeanna M. Nugent, Secretary

**MEMBERS PRESENT REMOTELY**

Patrick M. Lance

**MEMBERS NOT PRESENT**

Jaclyn Falotico  
Michael J. Criscione, Vice-Chairman

**OTHERS PRESENT**

Michael P. Collins, Interim CEO  
Amanda Avery, General Counsel  
Chris Desany, VP Planning & Infrastructure  
Lance Zarcone, VP Operations  
Gary Guy, Director of Transportation  
Dave Williams, Director of Maintenance  
Jonathan Scherzer, Director of Business Dev.  
Emily DeVito, Communications Manager  
Jeremy Smith, Director of Facilities  
Stacy Sansky, Director of Procurement  
Patricia Cooper, Director of Finance

Zack Stever, ATU President  
Elide Oyanedel, Communications Coordinator  
Thomas Guggisberg, Director of IT  
Rich Cordero, Director of Service Quality  
Jack Grogran, Director of Risk Management  
Kelli Schreivogl, Director of Human Resources  
Ethan Warren, Senior Planner  
Michael Williams, Director of Planning  
Eric Canales-Ramirez, Assit. Manager of Scheduling  
Calvin Young, Manager of Oper. Performance

**CALL TO ORDER** - At 12:00 PM, Chairman Lahut called the meeting to order and noted a quorum was present.

**APPROVAL OF THE JANUARY 29, 2025, BOARD MEETING MINUTES**

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

**RECOGNITIONS**

Michael P. Collins and Chairman Lahut presented the following awards and members offered their congratulations:  
20 Years – Oscar Gonzalez, Schenectady Operator  
30 years – Mark Miller, Albany Operator

**COMMITTEE REPORTS**

**BOARD OPERATIONS COMMITTEE** - Report from Chairman Lahut

Committee met on Wednesday, February 12, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

**Consent Agenda Item**

*Resolution 6 – 2025 – Approve Designation of Michael P. Collins to Execute FTA Grant Applications*

- It is a requirement by the Federal Transit Administration for the board's authorization designating a signatory for FTA grant awards.
- The resolution before you designates Mike Collins, our Interim CEO, as the person who the Board is naming to execute all FTA grant awards.

- The Authority hereby approves Michael P. Collins to execute all FTA grant awards.

Motion – Ms. McDonough

Seconded – Ms. Nugent

Carried Unanimously

#### Administrative Discussion Items

- We previewed agendas for the February committee meetings and for February’s Board meeting.
- Mike Collins updated us on activities including some meaningful discussions with State legislators about a fee on automobile registrations for upstate residents that would serve as a potential continuing source of revenues in support of upstate transit systems. There is a comparable fee now that helps the MTA. Mike will give us an update on this later.
- We discussed sending a letter to the newly appointed FTA administrator, Mark Molinaro, introducing CDTA to him and offering to meet with him once he gets settled in Washington. As you know, Molinaro is a former Congressman who represented many counties south of the Capital District.
- Mike Collins updated the committee on 2 upcoming audits. One would be undertaken by the State Comptroller’s Office regarding security on the Navigator app; the other audit is the Triennial Review conducted by the Federal Transit Administration. Every three years the FTA reviews 23 areas to ensure federal funds meet statutory and administrative requirements.
- Finally, with respect to the CEO search, later in the meeting I will ask to convene in executive session to have a discussion with the board about where things stand right now.
- Next meeting of the Committee will be on Wednesday, March 12, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

#### PERFORMANCE MONITORING COMMITTEE - Report from Peter Wohl

Performance Monitoring Committee met on Wednesday, February 19, 2025, at 12:00 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

#### Consent Agenda Items

##### *Resolution 7 – 2025 – Approve Contract for Bus Shelter Cleaning*

- We issued an Invitation for Bid for shelter cleaning services.
- Six bids were received, and staff recommends the low bidder Forevergreen, who is the incumbent.
- Staff is pleased with the work they do.
- The Authority hereby approves a three-year contract with two optional years to Forevergreen of Watervliet, NY, for an estimated cost of \$379,000.

Motion – Ms. Figueroa

Seconded – Ms. McDonough

Carried Unanimously

##### *Resolution 8 – 2025 – Approve Contract for Electrical Work in Bus Shelters*

- An Invitation for Bid was issued for electrical services at “powered” shelter locations.
- Three bids were received, and staff recommends the low bidder, LaCorte Companies, who is the incumbent.
- Staff is very satisfied with their work.

- The Authority hereby approves a three-year contract with two optional years to LaCorte Companies, Inc. of Albany, NY, for an estimated cost of \$425,000.

Motion – Mr. Stackrow

Seconded – Ms. McDonough

Carried Unanimously

*Resolution 9 – 2025 – Accept State Funding*

- New York State Department of Transportation requires a CDTA board resolution to reimburse for capital expenditures.
- In 2023 we were awarded funding to enhance intersection improvements in the City of Amsterdam.
- The Authority hereby approves a resolution to accept \$589,760 in State Funding for this capital project.

Motion – Ms. Nugent

Seconded – Ms. McDonough

Carried Unanimously

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.
- Patricia Cooper provided the Monthly Management Report for January. Mortgage tax receipts are 17% under budget this month and 1.5% under budget for the year; Customer Fares are trending 1.2% under budget for the year; but Advertising revenue is 14% over budget for the year.
- The wage line for the month is 9.8% over budget because of quarterly attendance bonuses; two large retirement payouts; and it was a long month. Year-to-date, wages are 1.4% over budget. Professional services are 34% under budget this month and 8.3% under budget for the year.
- Although overall January expenses were high, we remain in a satisfactory budget position for the year.
- Chris Desany gave the non-financial report for January. Fixed route ridership was up 2.3%; STAR ridership is up 5%; on-time performance for fixed route service increased to 73%; on-time performance in STAR increased to 79%. We missed 0.14% of all scheduled trips.
- There were 26 preventable accidents and 20 non-preventable accidents.
- Next meeting of the Committee is scheduled for Wednesday, March 19, 2025, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from David Stackrow  
Community and Stakeholder Relations Committee met on Thursday, February 20, 2025, at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

### Administrative Discussion Items

- Kelli Schreivogl provided a presentation on the Human Resources Department focusing on recruitment, retention and employee engagement.
- The recruitment process at CDTA is directed by the HR Department and is one of the most critical areas of the organization. In 2024, the HR Department hired 147 employees, 119 of them were bus operators. The continuing struggle we face is retaining those employees and not losing them to other opportunities.
- Employee Benefits are one of the largest budget items at CDTA and are one of the most important items we provide to our employees. This year we made some strategic changes to our health care plan focused on comprehensive, affordable coverage.
- HR is focused more than ever on employee engagement, or the “employee experience.” With staffing challenges, largely impacted by employee turnover, we now have an experienced HR professional solely dedicated to engaging the workforce. The Engagement Manager meets with employees every day, answering questions and making connections.
- Jaime Kazlo provided the Earned Media and Community Relations report. Last month, CDTA issued 5 press releases, and we earned 10 placements in television, newspaper, and radio both locally and nationally with an estimated value of \$10,000.
- Stories included – CDTA holding a fare hearing in Warren County and our involvement with this year’s American Heart Association’s Glow Red Day and Serve Day.
- We participated in several community activities and events, including Transit Awareness Day, glowing our building red for the month of February for the Heart Association’s Glow Red initiative and giving our employees the opportunity to learn hands only CPR.
- We continue to see increases in followers across our social media channels. Top posts included January service changes and Bus Plus Red Line Highlights.
- Looking ahead, we will attend the New England Parking Council Conference on March 6 and celebrate Transit Worker Appreciation Day on March 18.
- Next meeting of the Committee will be on Thursday, March 20, 2025, at 11:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

### STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Michael Criscione

The Strategic and Operational Planning Committee met on Thursday, February 20, 2025, at 12:07 PM via Microsoft Teams and at 110 Watervliet Avenue.

### Consent Agenda Item

#### *Resolution 10 – 2025 – Approve Warren County Fare Structure*

- Chris Desany provided details for the request to approve the new fare structure (provided) in Warren County. We incorporated the former GGFT operation into our service area in 2024 and did not adjust fares in the immediate term. Now that we have been operating service for a year, it is time to incorporate that fare structure into the structure of the rest of our system.
- Our Title VI program states: “A report of all public comments received will be provided to the Board of Directors. Recommended changes in the proposal as a result of public comment may also be presented. Following completion of this process, the Board of Directors may authorize the implementation of the changes or may direct other action...”
- CDTA received three comments through the survey, one online, and six at the hearing. Some comments were unrelated to the fare change. Others ranged from supporting fares matching across the service area, to impacts

of a fare increase to the poor, outreach effectiveness, appreciation, interest in a community advisory committee, and the paratransit approvals process.

- We do not recommend any adjustments to the plan based on public engagement. We plan to establish several milestone dates to accommodate exchanging legacy media, discontinuing the sale of legacy media, accepting legacy media, and transitioning half-fare customers. We will also conduct the appropriate outreach, training, and customer education campaigns to facilitate this process.
- The authority hereby approves the integration of the former GGFT fare structure into CDTA's existing Navigator fare structure. The new structure will go into effect on April 1, 2025.

Motion – Ms. Nugent

Seconded – Ms. McDonough

Carried Unanimously

#### Administrative Discussion Items

- Patricia Cooper provided an update on where we are with the development of next year's budget. We expect to finish the year on budget, but it will be tight.
- The composite budget was provided. Since submitting our preliminary budget in December, we have modestly increased advertising (contract increase), and facilities (new lease revenue from the West Facility). We are keeping customer revenue projections flat.
- We increased Federal Assistance by \$3.7 million for FY2026 because we did not use this amount in the FY2025 budget.
- The Governor's Executive Budget was released, and it includes a 3.4% increase to our State Operating Assistance. This is welcome news and the additional \$2.2 million helps to close the original budget gap.
- Health insurance projections are 7.1% higher than last year. Our other benefits line is increasing by 11% mainly due to a contractual pension increase, while professional services are being reduced 10% by eliminating several contracts. Purchased transportation is increasing 5% to accommodate more customers and a CPI increase.
- Our budget deficit is \$5.5 million on an expense projection of \$147.8 million. We continue to work with all departments to lower expenses to provide a balanced budget for review and approval in March.
- Next meeting of the Committee will be on Thursday, March 20, 2025, at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

#### INTERIM CHIEF EXECUTIVE OFFICER'S REPORT – Michael P. Collins

- The Interim Chief Executive Officer provided his report for February 2025.

#### EXECUTIVE SESSION

Entered Executive Session: 12:28 p.m.

Motion – Ms. Figueroa

Seconded – Ms. McDonough

Unanimous Agreement

- An update regarding the CEO search for CDTA.

Exited Executive Session: 1:00 pm

Motion – Mr. Stackrow

Seconded – Ms. Figueroa

Unanimous Agreement

#### UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
  - Wednesday, March 26, 2025, at 12:00pm at 110 Watervliet Avenue.

#### ADJOURNMENT - 12:27 PM

Motion – Mr. Wohl

Seconded – Ms. McDonough

Carried Unanimously

Respectfully submitted,

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Michael J. Criscione, Vice-Chairman

Dated: March 26, 2025



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**RESOLUTION NO. 11 - 2025**

Appointing Frank Annicaro as Chief Executive Officer

**WHEREAS**, the Capital District Transportation Authority (Authority) is empowered by Public Authorities Law section 1306(8) to appoint a General Manager as the Authority may require for the performance of its duties, and

**WHEREAS**, the Authority has conducted an search for qualified candidates and has also considered internal candidates and has determined that Frank Annicaro is the most qualified candidate, and

**WHEREAS**, the Authority has negotiated to establish the terms and conditions of employment for the General Manager/Chief Executive Officer,

**NOW, THEREFORE, IT IS RESOLVED** as follows

1. Frank Annicaro is hereby appointed to the position of Chief Executive Officer and General Manager of the Capital District Transportation Authority and its subsidiaries effective May 12, 2025.
2. The other terms and conditions of employment for Frank Annicaro shall be those set forth in the Employment Agreement to be negotiated between the parties.

**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 26<sup>th</sup> day of March, 2025

Dated: March 26, 2025

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Michael J. Criscione, Vice-Chairman

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY

## RESOLUTION NO. 12 - 2025

### Authorizing a Contract for the Purchase of FLEX Vehicles from Fenton Mobility Products, Inc.

**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 Capital Improvement plan of the Authority calls for the replacement of FLEX vehicles which have reached the end of their useful lives, and

**WHEREAS**, after a duly issued request for proposals for a five-year FLEX vehicle contract, two proposals were received, and

**WHEREAS**, after extensive review and deliberation of the proposals and interviews of both proposers, the highest score was received by Fenton Mobility Products, Inc., and

**WHEREAS**, the price per vehicle during the first year of the contract is \$143,400.

**NOW, THEREFORE, IT IS RESOLVED as follows**

1. The Authority hereby authorizes the award of a five-year FLEX vehicle contract to Fenton Mobility Products, Inc., subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this purchase for year one shall be the Innovative Mobility Initiative Carbon Reduction Program Grant.
4. 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 26th day of March, 2025.

Dated: March 26, 2025

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Michael J. Criscione, Vice-Chairman

# **CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

## **RESOLUTION NO. 13 - 2025**

### **Authorizing the Purchase of Five FLEX Vehicles Pursuant to the Existing Contract With Fenton Mobility Products, Inc.**

**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’s operations require the acquisition of additional FLEX vehicles, to replace existing vehicles that have reached the end of their useful life, and

**WHEREAS**, by way of, the Authority awarded a competitively-bid FLEX vehicle contract to Fenton Mobility Products, Inc., and

**WHEREAS**, the Authority now desires to authorize the purchase of five (5) FLEX vehicles to assist the Authority in meeting service demands and replacing vehicles that have reached the end of their useful life, and

**WHEREAS**, the price per vehicle shall be \$143,400, for a total contract purchase of \$717,000.

### **NOW, THEREFORE, IT IS RESOLVED as follows:**

1. The Authority hereby authorizes the purchase of five (5) FLEX vehicles from Fenton Mobility Products, Inc., for a total cost of \$717,000, subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this purchase shall be the Innovative Mobility Initiative Carbon Reduction Program Grant.
4. 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 26th day of March, 2025.

Dated: March 26, 2025

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Michael J. Criscione, Vice-Chairman

# **Capital District Transportation Authority**

## **Agenda Action Sheet**

**Subject:** Contract Award for FLEX Vehicles  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** March 19, 2025

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

CDTA issued a Request for Proposals (RFP) for FLEX On-Demand Transit vehicles. The scope of work was developed using the American Public Transportation Association (APTA) Standard Bus Procurement Guidelines.

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

CDTA received two proposals. An evaluation team of Maintenance and Transportation employees was assembled. Proposals were evaluated on technical specifications, warranty, price, and past performance.

After staff reviewed proposals both vendors were invited to interviews. The interviews focused on a company overview, financial stability, and technical and performance metrics of the proposal. They also included a test drive and visual inspection / tour of the proposed vehicle.

After interviews, the team re-scored the offerings. The vehicle proposed by Fenton Mobility Products, Inc. most closely aligned with CDTA's needs. The vehicle is a gas-powered Ford Transit-350 that has two wheelchair positions and can seat eight ambulatory passengers.

### **Financial Summary/Cost:**

The total cost of the five vans will not exceed \$717,000.

This purchase is funded through the Innovative Mobility Initiative (IMI) Carbon Reduction Program (CRP) Grant.

### **Proposed Action:**

Staff is recommending the following:

- 1) Award a three-year contract with optional two one-year extensions for up to twenty-five Ford Transit On-Demand vans from Fenton Mobility Products, Inc., of Randolph, NY.
- 2) Place an initial order for five vans from this contract for a cost of \$143,400 per vehicle. These vans will replace an equal number of vehicles that have reached the end of their useful life. Staff will obtain Board approval for any future purchases from this contract.

### **Manager:**

David Williams, Director of Maintenance

**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:**

\$717,000 (NTE-Year 1)      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 # 10      or      Advertised  
Number of Proposals/Bids Received # 2

Attach Summary of Bids/Proposals

**7. Disadvantaged/Minority Women's Business Enterprise (D/MWBE) involvement**

Are there known D/MWBEs that provide this good or service?	Yes	<u>No</u>
Number of D/MWBEs bidding/proposing		<u>0</u>
D/MWBE Certification on file?	Yes	No
Was contract awarded to a D/MWBE?	Yes	<u>No</u>
Number of D/MWBE Subcontractors		<u>0</u>

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Fenton Mobility Products, Inc.**

26 Center Street

Randolph, NY 14772

**8. SOURCE OF FUNDS: Innovative Mobility Initiative (IMI) Carbon Reduction Program (CRP) Grant**

**9. COMPLIANCE WITH STATE AND FEDERAL RULES:**

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

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

Stacy Sansky, Director of Procurement      DATED: March 19, 2025

Cummulative CDTA Maint 206-3000 FLEX Vehicles		
	Model 1 - Indianapolis, IN	Fenton Mobility - Randolph, NY
<b>Price 160 Points</b> -The Price Proposal presented to CDTA.	113	135
<b>Technical 100 Points</b> - The Proponent's compliance with the Technical Specification and the content of the Technical Proposal.	70	68
<b>Delivery Schedule 60 Points</b> - The tentative dates for vehicle delivery of the base contract.	54	47
<b>Warranty 40 Points</b> - The warranty offering presented to CDTA.	32	34
<b>Proponent's Past Performance 40 Points</b> - The degree to which the Proponent has worked with procuring agencies regarding bus manufacture, adherence to production and delivery schedules, resolution of warranty issues and fleet defects. CDTA will utilize the client reference as well as history.	32	26
<b>Total (Out of 400 points)</b>	<b>301</b>	<b>310</b>

# **CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

## **RESOLUTION NO. 14 - 2025**

### 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** as follows:

1. The CDTA Procurement Manual, dated March 26, 2025, 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 26th day of March, 2025.

Dated: March 26, 2025

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Michael J. Criscione, Vice-Chairman

# Capital District Transportation Authority

## Agenda Action Sheet

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

**Committee:** Performance Monitoring/Audit

**Meeting Date:** March 19, 2025

**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 the Board approval several changes based upon FTA guidance. There are minimal changes recommended for the annual revision.

Page/Section	Revision
Entire Document	Update references to <i>Federal Transit Administration (FTA) Circular 4220.1<u>E</u>, Third Party Contracting Guidelines</i> To <i>Federal Transit Administration (FTA) Circular 4220.1<u>G</u>, Third Party Contracting Guidelines</i> . The new circular will be issued March 20, 2025.
Pg. 13 “Board of Directors Approvals & Responsibilities”	Change final bullet point to state “ <i>Annually review all Sole Source awards under \$75,000.</i> ” This change allows for differentiation from the first bullet point. This final point refers to annual review of sole source contracts that do not meet the approval threshold. These sole sources are included in the annual Procurement Report each January.
Pg. 34 “Procurement Card”	Update the per transaction limits to reflect the current costs of goods and services. Senior Buyer-from \$1,000 to \$2,000 Director of Procurement-from \$3,000 to \$4,000
Pg. 38 “Procurement Checklist”	Insertion of the updated Procurement Checklist. Checklist is updated as needed throughout the year based on current guidance. Revised checklist includes updating the number of newspapers CDTA advertises in from four (4) to six (6) and removing duplications.

**Financial Summary/Cost:**

No impact

**Proposed Action:**

I am recommending the adoption of the revised Procurement Manual.

**Manager:** Stacy Sansky, Director of Procurement



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**RESOLUTION NO. 15 - 2025**

Approve Operating Budget and Capital Plan for FY2026

**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 FY2026 Budget for the Capital District Transportation Authority provides for an Operating Budget of \$147,030,233 and a 5-year Capital Plan of \$253,552,974; and

**WHEREAS**, said proposed FY2026 Operating Budget and 5-Year Capital Plan have been presented and reviewed; and

**WHEREAS**, the adoption of the proposed FY2026 Operating Budget and 5-Year Capital Plan has been recommended by the CDTA Strategic & Operational Planning Committee;

**NOW, THEREFORE, IT IS RESOLVED** as follows:

1. The Authority hereby approves and adopts an Operating Budget of \$147,030,233 for FY2026, 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 \$253,552,974 for FY2026-2030, 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 26th day of March, 2025.

Dated: March 26, 2025

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Michael J. Criscione, Vice-Chairman

## Capital District Transportation Authority Agenda Action Sheet

**Subject:** FY2026 Operating Budget and Five-Year Capital Plan  
**Committee:** Strategic and Operational Planning Committee  
**Meeting Date:** March 20, 2025

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

Develop a balanced FY2026 Operating Budget and Five-Year Capital Plan

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

We have developed a spending plan for Fiscal Year 2026. We have had discussions at the Strategic and Operational Planning Committee meetings since December 2024, we have met with a smaller group of the board, and we have had meetings with staff. We will make common sense improvements to our service network while balancing challenging revenue sources. We will continue to work to support our communities and plan to both improve and connect service from Warren County to Saratoga this fall.

Increasing expenses continue to impact the overall budget from inflationary pressures, along with effects tied to wage increases in last year's collective bargaining agreement. We have budgeted remaining COVID funds into our operation this year, but with the flexibility of 5307 funds and an anticipated increase to State Operating Assistance (STOA), we will propose a balanced budget to the board of \$147 million, a 5.7% increase over last year's budget. We also propose to advance a five-year capital plan that totals \$253 million.

### **Revenue Forecast**

We project total revenue to grow by \$8 million in FY2026 to \$147 million, with the major revenue drivers being State Operating Assistance (STOA) and Federal Assistance (5307 funding).

- STOA is anticipated to grow by 9% (\$5.9 million) based on legislative assumptions. The state proposed increasing STOA for upstate transit properties by 3.4%; The Senate and Assembly one house bills are 15% and 7%, respectively. The three sides are negotiating the final state budget and hope to have a final budget adopted by April 1, 2025.
- The federal assistance line includes two funding sources: federal 5307 funds total \$21.9 million and the remaining \$8,750,000 of COVID funds.
- We do not plan to change our MRT assumptions or customer revenue projections. As interest rates continue to be high and the current ups and downs of an unpredictable market continue, we do not recommend increasing last year's MRT budget forecast. In the fall, we approved a budget adjustment that increased the customer revenue line by 8% (\$1.6 million) based on ongoing increases. That trend has slowed over the past few months, and we do not recommend changing this line.

- We proposed to increase our facilities revenue by 10.7% (\$390,000) due to the recent purchase of our West Facility, including several active tenants.

### **Expense Forecast**

The core asset of our organization is our employees, and they make up the majority of expenses in our budget. Wages and benefits account for 70% of the budget and remain the principal driver of the budget plan. The remaining 30% of our budget includes things such as purchased transportation, utilities, professional services and insurance.

- The wage line reflects increases as called for in our collective bargaining agreement, along with the second year of Glens Falls operations, Purple Line BRT, and FLEX services. In addition, we need to adjust wages for additional attendance incentives and sick leave modifications that were not appropriately budgeted last year.
- The other benefits lines are increasing 9.9% due in part to a contractual increase for pension contributions, while professional services are decreasing 14.7% as a result of several expiring contracts. The miscellaneous line is increasing because of market research (the bulk of the increase), and smaller items supporting day-to-day operations.
- Maintenance services are increasing due to more outsourcing of maintenance due to lower staffing levels in maintenance; and an increase in our information technology services for technical support. Our overall utilities line is decreasing by almost 7%, but embedded in this line is an increase of \$275,000 for West Facility utilities.
- Purchase Transportation is increasing 5.1%, which includes a CPI increase. People issues remain and continue to drive operational increases. Most of this is for providing STAR service and we are redesigning service strategy and execution to provide for operational efficiencies.
- The Parts line is increasing 9.6% due to inflationary costs, and a growing fleet of buses due to recent service expansions. For example, it includes an additional \$200,000 for parts in our Glens Falls division.

### **Capital Plan**

The first year of our capital plan is funded at \$29.9 million and supported by grants and federal assistance. It contains funding for designing potential mobility hubs at Crossgates Mall and Hudson Valley Community College; expanding and replacing a portion of our CDPHP *Cycle!* bike fleet; and implementing phase two of our pilot program to install video mirrors on 25 of our buses. It also includes a continuation of our annual fleet replacement plan to purchase 33 vehicles.

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 have several exciting projects that we are exploring, including zero emission technology for buses and facilities which is supported by

federal and state grants. The plan contains the recent West Facility purchase, which includes the annual expense and projected expenses of opportunities for design and construction.

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

**Proposed Action**

I recommend that the committee advance to the board our FY2026 Operating Plan of \$147,030,233 and the Five-Year Capital Plan, which totals \$253,552,974.

**Manager:**

Mike Collins, Interim Chief Executive Officer

**Note:**

Staff will provide a presentation to support the budget recommendation.

<b>Capital District Transportation Authority</b> <b>FY2026 Operating Budget</b> <b>April 1, 2025</b>				
<b>Revenue Item</b>	<b>FY2025 Adjusted Budget</b>	<b>Budget to Budget Change</b>	<b>FY2026 Budget</b>	<b>% change</b>
Mortgage Tax	\$12,650,000	\$0	\$12,650,000	0.0%
Customer Revenue	\$21,717,699	\$0	\$21,717,699	0.0%
Advertising	\$1,775,000	\$50,000	\$1,825,000	2.8%
Facilities Income	\$3,647,908	\$389,016	\$4,036,924	10.7%
Other	\$189,500	\$80,000	\$269,500	42.2%
Federal Assistance	\$28,905,923	\$1,750,000	\$30,655,923	6.1%
State Operating Assistance	\$65,975,400	\$5,937,786	\$71,913,186	9.0%
County Assistance	\$1,917,001	\$0	\$1,917,001	0.0%
Grants	\$2,322,500	(\$277,500)	\$2,045,000	-11.9%
<b>Total Revenue</b>	<b>\$139,100,931</b>	<b>\$7,929,302</b>	<b>\$147,030,233</b>	<b>5.7%</b>
<b>Expense Item</b>	<b>FY2025 Adjusted Budget</b>	<b>Budget to Budget Change</b>	<b>FY2026 Budget</b>	<b>% change</b>
Wages	\$67,093,620	\$4,629,460	\$71,723,080	6.9%
Payroll Taxes	\$4,864,100	\$335,824	\$5,199,923	6.9%
Health Benefits	\$13,388,415	\$953,863	\$14,342,278	7.1%
Workers' Compensation	\$2,986,718	(\$250,000)	\$2,736,718	-8.4%
Other Benefits	\$5,015,485	\$497,000	\$5,512,485	9.9%
Professional Services	\$6,975,162	(\$1,024,762)	\$5,950,400	-14.7%
Materials and Supplies	\$2,055,023	\$146,027	\$2,201,050	7.1%
Miscellaneous	\$1,099,883	\$197,985	\$1,297,868	18.0%
Maintenance Services	\$4,803,631	\$645,094	\$5,448,725	13.4%
Purchased Transportation	\$12,816,000	\$660,000	\$13,476,000	5.1%
Utilities	\$1,549,000	(\$104,500)	\$1,444,500	-6.7%
Fuel	\$7,735,009	\$301,957	\$8,036,966	3.9%
Parts Tires Oil	\$7,031,025	\$671,975	\$7,703,000	9.6%
General Insurance	\$1,212,860	\$269,380	\$1,482,240	22.2%
Claims	\$475,000	\$0	\$475,000	0.0%
<b>Total Expenses</b>	<b>\$139,100,931</b>	<b>\$7,929,303</b>	<b>\$147,030,233</b>	<b>5.7%</b>
<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

Capital District Transportation Authority								
FY2026 Capital Plan								
April 1, 2025								
Project Name	Purpose	Type	2026	2027	2028	2029	2030	Total
LOW/NO electrification and buses	System Improvement	Facilities	\$10,980,000	\$0	\$0	\$0	\$0	\$10,980,000
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	\$0	\$350,000	\$350,000	\$350,000	\$350,000	\$1,400,000
Buildings State of Good Repair	State of Good Repair	Facilities	\$700,000	\$500,000	\$300,000	\$300,000	\$300,000	\$2,100,000
Mobility Hubs	System Improvement	Facilities	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000
RRS Enhancements	State of Good Repair	Facilities	\$500,000	\$600,000	\$300,000	\$300,000	\$300,000	\$2,000,000
Lift Replacements	State of Good Repair	Facilities	\$750,000	\$0	\$0	\$0	\$0	\$750,000
West Facility Purchase	System Improvement	Facilities	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
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	\$0	\$500,000	\$400,000	\$0	\$0	\$900,000
Information Technology	Normal Replacement	IT	\$205,000	\$400,000	\$600,000	\$600,000	\$600,000	\$2,405,000
MMIS Replacement	Normal Replacement	IT	\$0	\$5,000,000	\$0	\$0	\$0	\$5,000,000
FMIS/HCM Replacement	Normal Replacement	IT	\$0	\$0	\$8,000,000	\$0	\$0	\$8,000,000
IMI Mobility Capital Project	System Improvement	IT	\$725,000	\$400,000	\$0	\$0	\$0	\$1,125,000
Mid-Sized Infrastructure	System Improvement	Planning	\$100,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,100,000
Red Line Upgrade	System Improvement	Planning	\$0	\$6,110,239	\$0	\$0	\$0	\$6,110,239
BRT Concept Design	System Improvement	Planning	\$0	\$250,000	\$250,000	\$0	\$0	\$500,000
Video Mirror 25 Vehicle Pilot	System Improvement	Maintenance	\$302,750	\$0	\$0	\$0	\$0	\$302,750
Fluid Management System	System Improvement	Maintenance	\$0	\$970,000	\$200,000	\$0	\$0	\$1,170,000
Vehicle Predictive Maintenance Software	System Improvement	Maintenance	\$250,000	\$250,000	\$0	\$0	\$0	\$500,000
Bus Operator Barriers	System Improvement	Maintenance	\$200,000	\$200,000	\$0	\$0	\$0	\$400,000
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	\$9,042,072	\$13,800,000	\$14,400,000	\$13,800,000	\$16,050,000	\$67,092,072
NX Commuter Bus Replacement	Normal Replacement	Rolling Stock	\$0	\$0	\$1,200,000	\$0	\$1,200,000	\$2,400,000
Flex Vehicles	System Improvement	Rolling Stock	\$900,000	\$400,000	\$400,000	\$500,000	\$200,000	\$2,400,000
STAR Buses	Normal Replacement	Rolling Stock	\$897,913	\$600,000	\$600,000	\$300,000	\$600,000	\$2,997,913
Non-Revenue Vehicles	Normal Replacement	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Trolleys	Normal Replacement	Rolling Stock	\$430,000	\$430,000	\$430,000	\$0	\$230,000	\$1,520,000
Engine Overhaul	State of Good Repair	Rolling Stock	\$0	\$300,000	\$0	\$300,000	\$0	\$600,000
Cycle! bike	Normal Replacement	Rolling Stock	\$325,000	\$250,000	\$100,000	\$250,000	\$100,000	\$1,025,000
Alternate Fuel Vehicle Pilot	System Improvement	Rolling Stock	\$0	\$2,000,000	\$2,000,000	\$0	\$0	\$4,000,000
Total Expense			\$29,962,735	\$44,965,239	\$58,685,000	\$70,855,000	\$49,085,000	\$253,552,974

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 16 - 2025**

Approve 2025-2028 Title VI Program

**WHEREAS**, the Capital District Transportation Authority (Authority) is charged with providing transit services within the Capital District Transportation District, and

**WHEREAS**, the Authority is subject to a number of state and federal statutes and regulations, including those found at 42 U.S.C. §2000 *et seq.* and 49 C.F.R. 21, and is further subject to the oversight of the United States Federal Transit Administration, and

**WHEREAS**, the Authority is required to develop and approve a comprehensive Title VI Program, to be submitted to the Federal Transit Administration for review every three years, and

**WHEREAS**, the Authority has reviewed and updated the Title VI Program, and after extensive review and discussion, now recommends the approval and submission of the 2025-2028 Title VI Program to the Federal Transit Administration.

**NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:**

1. The Authority hereby approves the 2025-2028 Title VI Program and directs its submission to the Federal Transit Administration.
2. This Resolution will not require any significant direct expenditure of public funds or result in any revenue.
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 26<sup>th</sup> day of March, 2025.

Dated: March 26, 2025

\_\_\_\_\_  
Michael J. Criscione, Vice-Chairman

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Title VI Update  
**Committee:** Strategic and Operational Planning  
**Meeting Date:** March 20, 2025

### Background

CDTA follows its Title VI Program to make certain that decisions put our customers on a level playing field and do not unfairly favor or disfavor one demographic over another. According to FTA Circular 4702.1B, Chapter 3: “...FTA requires that all direct and primary recipients document their compliance with DOT’s Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA...”

and the Title VI Program must include:

*“...a copy of the recipient’s plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance.”*

In summary, the program contains:

- General requirements, including a copy of Title VI notifications and a report of investigations
- Service monitoring standards that include level and quality of service
- An analysis of our adherence to service monitoring standards (we do comply)
- The definition of a “major service change”
- The definition of a “disparate impact”
- The definition of a “disproportionate burden”
- A Public Participation Plan that describes customer and stakeholder outreach procedures
- A Limited English Proficiency Language Assistance Plan that describes our strategy for addressing customers who do not read, write, or speak English well

The latest version of our program was approved by the Board in 2023. Due to the recent changes in our service footprint, the Planning Department has completed an update of the Title VI Program (including the Language Assistance Plan). The most noteworthy changes to the program include:

- The addition of Warren County;
- An increase of the Disparate Impact threshold from 25% to 30%, based on demographic data;
- Summaries of Title VI analyses, including:
  - Purchase of the Daily Gazette (52% minority, no viable alternatives, impact minimal)
  - Warren County Fare Change (65% low income, 18% minority from rider survey, change will proceed as planned)
  - Purple Line “Major” Service Change (45.8% minority, 18.7% low income, service increases do not require alternatives analysis)
- Updates to all data and maps, including service monitoring, which found no concerns

### Proposed Action

I am recommending approval of the 2025-2028 Title VI Program and corresponding Language Assistance Plan, and consent to submit them to the FTA.

### Manager

Christopher Desany, Vice President of Planning and Infrastructure





## Memorandum

March 26, 2025

To: Chairman of the Board  
Board Members

From: Interim Chief Executive Officer

Subject: CEO Report for March

### Overview

The spring season always brings with it a sense of renewed optimism and hope as we look forward to warmer weather and a renaissance of all that we missed during winter. This time of year, also signifies a new fiscal year as we get ready to close the books on 2025 and welcome a new fiscal start on April 1.

There is a lot of budget preparation work that has been done over the last several months to present a balanced budget and a thoughtful five-year Capital plan to the Board of Directors. It is a company-wide initiative that requires a lot of attention by all departments, led by our team in Finance. It is great to see the Board approve the most important planning activity of the year, providing a clear roadmap and direction for our company activities. Great work by our Director of Finance, “Trish” Cooper and her team.

At the same time, we are busy sharing the CDTA story with our elected leaders at the Capitol as we approach the April 1 deadline. Elected leaders are in final discussions regarding the state budget for fiscal year 2025-26. During the past two months, we have advocated for the needs of our industry and for CDTA. We do this work in partnership with our state association, and it is a key part of our outreach efforts. 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 3.4% increase in state operating assistance for upstate systems. It also specifies significant increases for the MTA in New York City. A final state budget is expected in early April, and we are continuing our outreach with the help of our lobbyist Lisa Marrello.

We are pleased that our Board of Directors approved the appointment of Frank Annicaro as our new Chief Executive Officer. Mr. Annicaro joins CDTA with more than 30 years of experience in public transportation. Most recently, he served as Senior Vice President, New York City Transit Department of Buses and MTA Bus Company. He led critical operational improvements and service innovations across one of the country’s most complex transit systems. Mr. Annicaro’s extensive experience, forward-thinking leadership style, and strong commitment to public service will greatly benefit CDTA and the residents of the Capital Region. We are excited about this new chapter for CDTA. Mr. Annicaro is slated to begin on May 12, 2025.

### Performance Measures

Key Performance measurements were reviewed at the committee meetings. Revenue and expense data are compared to budget, while ridership and operational statistics compare February 2025 to February 2024. Overall, February revenues were close to budget projections, but mortgage tax receipts and customer revenue were both under budget this month. February is the shortest month of the year for service days during the week.

Total expenses were 6.5% under budget. The primary reason we are under budget is because wages were 10% under budget due to the short month. Professional services were significantly under budget, and although utilities were 23% over budget this month due to seasonal timing, for the year, they are 32% under budget.

Our monthly performance report remains strong. On-time performance improved for fixed route this month and our percent of missed trips is down to 0.08%.

**Revenue:**

- Total operating revenue was 3.9% under budget, but just 1% under budget YTD.
- MRT receipts were \$813,113, 22% under budget.
- Customer revenue was \$1.5 million, 16% under budget.
- Facility revenue was \$335,000, 10% over budget.

**Expenses:**

- Total expenses were 6.5% under budget, but just 1% over budget YTD.
- Salaries and wages were 10% under budget.
- Workers Compensation payments were 65% under budget.
- Purchased Transportation was 2% over budget.

**Ridership Statistics:**

- Total ridership was 1.37 million; 4% less than last February.
- STAR ridership was 27,496; 5% less than last February.
- FLEX ridership was 11,454; 6% more than last February.
- NX ridership was 6,724; 21% more than last February.

**Maintenance/Transportation Statistics:**

- We missed .08% of all trips.
- There were 37 accidents with 22 categorized as preventable.
- Scheduled maintenance work was at 80%.

**Activity Report**

Below is a look at the events and activities that I have participated in over the last month. You can see many of the activities focus on advocacy and telling the CDTA story.

- On Wednesday, March 5, 2025, I met with Senator Fahy along with NYPTA to advocate for a 15% increase in State Operating Assistance (STOA). We talked about a funding solution to offset the proposed STOA increase by increasing the motor vehicle registration fee by \$10 per year. The twelve-county area around New York City has had a \$25 per year fee for the past several years.

- On Wednesday, March 5, 2025, I attended my first Capital Region Transportation Council Policy Board Meeting. The board approved safety and pavement condition performance targets; approved several amendments to the Transportation Improvement Program (TIP); and approved the 2025-2030 TIP to release for public review.
- On Thursday, March 13, 2025, I met with several members of the NYPTA lobbying team to discuss strategy and follow up on our transit advocacy work.
- On Friday, March 14, 2025, I kicked off a meeting with several staff from around the organization to begin developing core values for CDTA. I anticipate this to take a few months to socialize internally, before any recommendations are made. More to follow with this initiative.
- On Monday, March 17, 2025, I met with 10 new bus operators who started training to begin their careers. They seem very professional and are excited to join CDTA.
- On Tuesday, March 18, 2025, CDTA hosted NYPTA's Public Transit Leadership Institute (PTLI) class. This class is made up of a dozen mid and senior-level professionals from across the state including Justin Gregaydis and Jessica Rucinski from CDTA. I spoke to the class about leading an organization through a leadership transition. Dave Stackrow also spoke to the group about leading the industry from a federal perspective.
- On Wednesday, March 19, 2025, I attended the New York League of Conservation Voters annual spring event. This event showcases the work being done in the green space across NYS. Congressman Paul Tonko was the featured speaker. for his work in this space. Assemblyman John McDonald also attended, and I was able to speak to him about the need to increase our STOA. Jaime Kazlo attended this event with me.
- On Friday, March 21, 2025, I met with Pastor Daniel Quinn and several associates about the possibility of school service for Blessed Sacrament, Mater Christi and All Saints schools within the city of Albany. Jonathan Scherzer attended with me.
- On Monday, March 24, 2025, I met with Stephanie Valle, the CEO of KIPP Capital Region Public Schools; it's a new High School opening on Northern Boulevard in Albany. They are looking for transportation solutions for their students. Jonathan Scherzer attended with me.

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