

Board of Directors Monthly Meeting

Wednesday, October 29, 2025 | 12:00pm
Board Room at 110 Watervliet Ave.

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, October 29, 2025 | 12:00pm | 110 Watervliet Ave

Item	Responsibility	Page
Call to Order	Jayme Lahut	
Approve Minutes from Wednesday, September 24, 2025		3
Recognitions	Frank & Jayme	
25 Years – Roger Thompson, Albany Operator		
25 Years – Jose George, Troy Operator		
Committee Reports: (Action Items Listed)		
Board Operations Committee (10/15/25)	Jayme Lahut	
Performance Monitoring/Audit Committee (10/23/25)	Peter Wohl	
• Resolution 46 – Approve Advocacy Services		9
• Resolution 47 – Approve Auto Physical Damage Insurance Renewal		13
• Resolution 48 – Approve Auto and General Liability Insurance Renewal		17
Community & Stakeholder Relations Committee (10/23/25)	David Stackrow	
Strategic & Operational Planning Committee (10/23/25)	Michael Criscione	
• Resolution 49 – Approve November Service Changes		21
Chief Executive Officer’s Report	Frank Annicaro	24
Board Member Comments	All	
Executive Session	Jayme Lahut	
Upcoming Meetings		
November 25, 2025 at 12:00 PM via Microsoft Teams and at 110 Watervliet Ave.		
Adjourn	Jayme Lahut	

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

MINUTES OF WEDNESDAY, SEPTEMBER 24, 2025, BOARD MEETING

MEMBERS PRESENT

Michael J. Criscione, Vice-Chair
Denise A. Figueroa, Treasurer
Jaclyn L. Falotico, Secretary
David M. Stackrow

Peter D. Wohl
Patrick M. Lance
Georgeanna M. Nugent

MEMBERS PRESENT REMOTELY

MEMBERS NOT PRESENT

Jayne B. Lahut, Chair
Jackie McDonough

OTHERS PRESENT

Frank Annicaro, CEO
Amanda Avery, General Counsel
Chris Desany, COO
Lance Zarcone, VP Operations
Gary Guy, Director of Transportation
Jonathan Scherzer, Director of Business Dev.
Emily DeVito, Communications Manager
Jeremy Smith, Director of Facilities
Stacy Sansky, Director of Procurement
Thomas Guggisberg, Director of IT
Jaime Kazlo, Chief of Staff
Michael Williams, Director of Planning
Kelli Schreivogl, Sr. Director of HR

Calvin Young, Manager of Oper. Performance
Sarah Matrose, Internal Audit
Jeanette Stumbaugh, Comptroller
Dave Williams, Director of Maintenance
Keosha Miles, Executive Assistant
Jeremy Smith, Director of Facilities
Patricia Cooper, CFO
Richard Cordero, Director of Service Quality
Jeanette Stumbaugh, Comptroller
Ethan Warren, Senior Planner
Elide Oyanedel, Communications Coordinator

CALL TO ORDER - At 12:00 PM, Board Vice-Chair Michael J. Criscione called the meeting to order and noted a quorum was present.

APPROVAL OF THE AUGUST 27, 2025, BOARD MEETING MINUTES

Motion – Ms. Figueroa
Seconded – Mr. Stackrow
Carried Unanimously

RECOGNITIONS

Frank Annicaro and Board Vice-Chair Criscione presented the following awards and members offered their congratulations:

35 Years – Kenneth Stager, Maintenance Trainer

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Michael Criscione

Committee met on Thursday, September 11, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

Consent Agenda Item

Resolution 44 – 2025-Approval of CEO Success Plan Phase II

- CDTA would like to retain the consulting firm, TransPro, in support of the CEO's transition with CDTA. The scope of work will collaboratively engage the CEO, Board of Directors, and the leadership team to better recognize the core competencies and characteristics of CDTA and clarify the

operational structure to achieve clear organizational success outcomes. Everyone will be part of this process.

- The capstone will be the Board retreat in November.
- The authority hereby approves a contract with TransPro Consulting of Tampa Florida for \$78,467.

Motion – Ms. Figueroa

Seconded – Mr. Wohl

Abstained – Mr. Stackrow

Carried Unanimously

Administrative Discussion Items

- We previewed the agendas for September committee meetings and September's Board meeting.
- Staff previewed the next phase of the service rebalancing plan starting with the November pick. More to come on this during the October committee meetings.
- Next meeting of the Committee will be on Wednesday, October 15, 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, September 17, 2025, at 12:00 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

August Service Changes

- Chris Desany provided an update on the August Service Realignment.
- Stakeholder outreach was proactive and stop relocations were communicated in advance. Complaints remained low—only 22 in total, with just 12 tied to service changes.
- Field monitoring showed buses operated within capacity, delays were minimal, and increased student demand was handled using articulated buses. On-time performance dipped slightly.
- Looking ahead, schedule adjustments, enhanced operator training, and targeted bus assignments are planned for November. Continued monitoring and engagement will guide the next round of service changes, with Board review scheduled for October.

Triennial Review Update

- Melissa Shanley provided an update on Triennial Review which was conducted by the DMP Group, a federal contractor, following a site visit in June 2025.
- The review covered 23 areas, 20 of which applied to CDTA. Three findings were identified:
 1. Modification needed in FFR reporting for unliquidated obligations.

2. A separate lease agreement was required for theater service vehicles operated by Upstate Transit.
3. ADA reporting for equivalent Flex service was incomplete.

- All findings were resolved prior to the final report issued on August 25, 2025.

Monthly Management Report

- Patricia Cooper provided the Monthly Management Report for August.
- Mortgage Recording Tax continued to outperform, up 10% for the month and 18% year-to-date.
- Customer fares were slightly below budget but improving, with August less than 1% under and the year-to-date gap narrowing to 5.6%.
- Investment income exceeded expectations by 24%, supported by effective cash management and updated money market policies.
- On the expense side, wages were 8.75% under budget for August and nearly 6% under year-to-date,
- Purchased transportation was slightly over budget in August (2.36%) but remains 9% under for the year, the strongest performance in recent years.
- Overall, total expenses were 3.4% under budget, generating a \$1.7 million year-to-date surplus and \$2.1 million in total YTD savings

Monthly Non-Financial (performance) Report

- Gary Guy provided the non-financial report for August.
- Fixed route ridership increased by 2% compared to July, reflecting the seasonal return of school and university populations. Year-to-date ridership is up 2.6% over the prior year.
- **Accident trends** showed 19 preventable accidents in August, a slight decrease from July, but a 6% increase year-to-date. Non-preventable accidents rose to 23, up 13% year-to-date.
- **STAR paratransit services** saw a 2% ridership increase month-over-month and 8.4% growth year-to-date.
- STAR on-time performance dipped slightly by 0.3% in August but remained up 10.3% year-over-year
- Next meeting of the Committee will be on Thursday, October 23, 2025, at 11:00 AM 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, September 18, 2025, at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

Staff provided reports on internal town hall meetings and our earned media and community engagement report.

- Emily DeVito provided an update on our recent employee town hall meetings that were held in Schenectady, Troy and Albany.
- We held nine Town Hall meetings in August to give employees a chance to hear what our organizational priorities are and how they are contributing to the success of CDTA. The CEO leadership team, Directors and Superintendents were in attendance to hear feedback and answer any questions.
- CEO Frank Annicaro updated employees on current and upcoming initiatives including service rebalancing, employee recognition, fare compliance and bus shelter cleanliness.
- Employees provided feedback on several topics including fare evasion, payment issues and service suggestions. Moving forward, leadership will track action items and communicate progress back to the workforce.
- A meeting will be held in Glens Falls after trolley season wraps up to engage with employees in that division.
- Jaime Kazlo provided the Earned Media and Community Relations report. Over the last month we sent 4 press releases and earned 15 placements from television, newspapers, and radio with an estimated value of \$15,000.
- Stories included – our new bus route connecting Glens Falls to Saratoga, the launch of our pilot scooter program in Albany and our Fare Compliance Campaign, called “Respect the Ride.”
- We held a 9/11 ceremony on September 11th to mark the 24th anniversary of the attacks on the world trade center. Albany Fire Chief Joe Gregory and members from his department participated along with our Troy Superintendent Joe Landy who was deployed to New York City after the attacks. Dozens of employees attended as well.
- Our social media channels continue to increase in followers. Our largest increase was on Linked In. The top posts for this reporting period were about the Nature Bus and the recent visit by FTA Administrator Marc Molinaro to CDTA.
- Looking ahead, we will participate in the 10th anniversary of the American Cancer Society’s Men Wear Pink campaign where we will unveil a new bus design to commemorate the milestone, host the annual Pink Bus Pull on October 17 and participate in the New York State Public Transportation Association Conference.
- Next meeting of the Committee will be on Thursday, October 23, 2025, at 1:00 PM 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, September 18, 2025, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

Consent Agenda Item

Resolution 45 –2025- Approve 2025 Transit Development Plan

- Chris Desany provided an update on the 2025 Transit Development Plan (TDP). The TDP sets out CDTA's vision for improving transit service quality, reliability, and accessibility over the next 5–10 years.
- Building on the 2013 plan, this updated TDP incorporates lessons learned, community feedback, and evolving mobility needs. The multi-year planning process included data-driven analysis of existing conditions, infrastructure, and demographics, as well as extensive stakeholder outreach.
- Key challenges identified were high costs for STAR/FLEX services, seasonal limitations of Cycle!, workforce shortages, and the need for service and infrastructure updates. Public input emphasized priorities such as increased fixed-route frequency, expanded FLEX and DRIVE service, and high satisfaction with Cycle!.
- Recommendations include service realignment, new FLEX models, expanded STAR dispatch, year-round Cycle! service, and improved DRIVE vehicle availability, all guided by clear performance standards.
- The authority hereby approve the CDTA 2025 Transit Development Plan.

Motion – Ms. Nugent

Seconded – Ms. Falotico

Carried Unanimously

Administrative Discussion Items

Review November Realignment Changes

- Chris Desany provided a review of the next phase of changes for the realignment campaign. We continue to monitor the progress of the August changes, which, based on initial feedback, are going very well. At the same time, we are designing additional enhancements for the next pick.
- The ongoing themes are adjustments to service levels and coverage, while reinvesting some of those savings to improve service reliability and address operator feedback. We will also seek opportunities to implement FLEX to provide a higher quality of service where warranted.
- A detailed recommendation to be considered for adoption will be provided at the October meeting.
- Next meeting of the Committee will be on Thursday, October 23, 2025, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER'S REPORT – Frank Annicaro

- The Chief Executive Officer provided his report for September 2025.

EXECUTIVE SESSION

Entered Executive Session: 12:26 pm

Motion – Mr. Stackrow

Seconded – Ms. Figueroa
Carried Unanimously

- An update on an internal investigation.

Exited Executive Session: 12:41 PM

Motion – Mr. Stackrow

Seconded – Ms. Figueroa

Carried Unanimously

UPCOMING MEETINGS

- Subject to the call of the Chair, Vice-Chair Criscione announced the following meeting date:
 - Wednesday, October 29, 2025, at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:42 PM

Motion – Ms. Figueroa

Seconded – Mr. Wohl

Carried Unanimously

Respectfully submitted,

Jaclyn L. Falotico, Secretary

Dated: October 29, 2025

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 46 - 2025**

Approve Contract for Advocacy Services

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged with the continuance, development, and improvement of transportation facilities and services, requiring certain professional services, and

WHEREAS, the Authority is empowered by N.Y. Public Authorities Law section 1306 (8) to retain or employ such private consultants to serve on a contract basis, and

WHEREAS, the Authority has solicited proposals for advocacy services, with two proposals received and evaluated, and

WHEREAS, after deliberation, staff has determined that the superior proposal was provided by Park Strategies, LLC of Albany, New York, the incumbent provider of advocacy services, and

WHEREAS, Authority staff now recommends the award of a three-year advocacy services contract, with two optional one-year renewals, to Park Strategies, LLC of Albany, NY for an annual cost of \$84,800 and a total amount not to exceed \$424,000 over the five-year contract term.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority hereby awards a three-year advocacy services contract with two optional one-year renewals to Park Strategies, LLC of Albany, NY for an amount not to exceed \$424,000 over the five-year contract term, subject to compliance with the proposal and contract documents.
2. The Chief Executive Officer is authorized to sign a contract in return for the charges and fees set forth in the request for proposal and contract documents.
3. The source of funding for these services shall be Executive Department Annual Operating Budget.
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 29th day of October, 2025.

Dated: October 29, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Contract Award for Advocacy Services
Committee: Performance Monitoring/Audit
Meeting Date: October 23, 2025

Objective of Purchase or Service:

Contract award for advocacy services to Park Strategies, LLC of Albany, New York.

Summary of Staff Proposal: CDTA uses a professional firm to help us advocate at the state level. The current contract is set to expire in November, and a new one is required to maintain services. A Request for Proposals (RFP) was issued outlining CDTA's need for advocacy services and expected outcomes of a partnership with an advocacy firm. The RFP requested firm qualifications including their transportation experience and familiarity with the Capital Region landscape. Two proposals were received, based on proposal reviews, consideration of the work required, and the work of the incumbent, staff recommends that we contract with Park Strategies.

Financial Summary/Cost:

Annual Cost: \$84,800

Five Year Cost: \$424,000

Proposed Action:

I recommend a three-year contract with two optional one-year renewals for Advocacy Services be awarded to Park Strategies, LLC of Albany, NY for an amount not to exceed \$424,000 over the contract term.

Prepared by:

Jaime Kazlo, Chief of Staff

Manager:

Frank Annicaro, Chief Executive Officer

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:**

\$84,800 Annually (NTE) 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 # 26 or Advertised
Number of Proposals/Bids Received # 2

Attach Summary of Bids/Proposals

7. **Disadvantaged/Minority Womens Business Enterprise (D/MWBE) involvement**

Are there known D/MWBEs that provide this good or service?	<u>Yes</u>	No	
Number of D/MWBEs bidding/proposing	<u>0</u>		
D/MWBE Certification on file?	Yes	No	<u>Not Applicable</u>
Was contract awarded to a D/MWBE?	Yes	<u>0</u>	
Number of D/MWBE Subcontractors	<u>0</u>		

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Park Strategies, LLC
111 Washington Ave, Suite 600
Albany, NY 12210

8. **SOURCE OF FUNDS:** Operating Budget

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	(Yes, No, <u>N/A</u>)

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

Stacy Sansky, Director of Procurement DATED: October 22, 2025

Cummulative Scorecard for CDTA Exec 03-12000 Advocacy Services

	Park Strategies, LLC Albany, NY	Soundwear Streamline LLC Albany, NY
Qualifications & Experience of Firm (105 points)	105	23
Experience/Knowledge of Mobility & Transportation Issues in Capital Region & New York State (90 points)	90	5
Approach to Scope of Services (45 points)	44	15
Price Proposal (45 points)	43	35
MWBE Participation 15 points	4	9
TOTAL (300 Points)	286	87

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 47 - 2025

Approve Purchase of Auto Physical Damage Insurance

WHEREAS, the Capital District Transportation Authority (“Authority”) is exposed to various risks of loss associated with its property and transit operations, and

WHEREAS, New York Public Authorities Law section 1306 (15) empowers the Authority to insure its property or operations as the Authority may deem advisable, and

WHEREAS, the Authority, by Resolution No. 19-2007 has embarked upon a strategy of contracted insurance brokerage services where the broker shops the coverage, and

WHEREAS, the Authority desires to insure its fleet of vehicles at a value of Ninety Six Million Dollars (\$96,000,000.00) with a maximum of Sixty Million Dollars (\$60,000,000.00) per occurrence with deductibles ranging from Two Thousand Five Hundred Dollars (\$2,500.00) for service vehicles to Twenty Thousand Dollars (\$20,000.00) for buses;

WHEREAS, three quotes were received for three coverage layers providing \$60,000,000 in total coverage, and

WHEREAS, Lexington Insurance Company of Boston, MA proposed for the first \$25,000,000 layer of coverage at a total annual premium of \$307,030.48, and

WHEREAS, Ascot Insurance Company of New York, NY proposed for \$15,000,000 of excess coverage at a total annual premium of \$98,958.00, and

WHEREAS, Starr Surplus Lines Insurance Company of New York, NY proposed for an additional \$20,000,000 of excess coverage at a total annual premium of \$75,956.42, and

WHEREAS, the proposed premiums are all fair and reasonable.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby authorizes the purchase of automobile physical damage insurance for the policy period covering November 10, 2025 to November 9, 2026 from Lexington Insurance Company of Boston, MA, for the first \$25 million of coverage, for a total annual premium cost of \$307,030.48, subject to compliance with the terms and conditions of the contract.
2. The Authority hereby authorizes the purchase of \$15 million excess automobile physical damage insurance for the policy period covering November 10, 2025 to November 9, 2026 from Ascot Insurance Company of New York, NY for a total annual premium cost of \$98,958.00 subject to compliance with the terms and conditions of the contract.

3. The Authority hereby authorizes the purchase of \$20 million excess automobile physical damage insurance for the policy period covering November 10, 2025 to November 9, 2026 from Starr Surplus Lines Insurance Company of New York, NY for a total annual premium cost of \$75,956.42, subject to compliance with the terms and conditions of the contract.
4. Authority Staff is authorized to execute all necessary documents.
5. The source of funds for this insurance shall be the FY2026/27 Operating Budgets.
6. 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 29th day of October, 2025.

Dated: October 29, 2025

Jaclyn L. Falotico Secretary

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Agenda Action Proposal

Subject: Auto Physical Damage Insurance
Committee: Performance Monitoring/Audit
Committee Meeting Date: October 23, 2025

Objective of Purchase or Service: Auto Physical Damage provides insurance for vehicles in the event of fire, theft, vandalism, collision and natural perils and is rated and priced based on the dollar value of our fleet. The current value of our fleet is about \$96 million with our fleet garaged at four separate locations. We currently have a \$60,000,000 per occurrence limit with deductibles ranging from \$2,500 dollars for service vehicles to \$20,000 for buses.

Summary of Staff Proposal: NFP Property & Casualty Services Corp (NFP) approached several markets and received one proposal from our incumbent, Lexington Insurance, one quote from Ascot Insurance and one quote from Starr Surplus Lines. Exhibit A summarizes the program components.

We received three proposals with three insurance layers that will, in conjunction, provide \$60 million in coverage. Lexington Insurance proposed a 4.5% decrease to the rate per \$100 of value, from \$0.31035 to 0.2965. Lexington's occurrence limit is \$25 million for a premium of \$307,030, which includes the increase in fleet value of +1.5%. Ascot Insurance Company is quoting the \$15 million excess of \$25 million limit layer for \$98,958. Starr Surplus Lines Insurance Company has quoted the \$20M limit layer excess of \$40M limit for \$75,956.

Finance Summary and Source of Funds: The one-year cost of the Auto Physical Damage Insurance is \$481,944 and is included in our annual operating budget. This represents a 2.5% decrease and are effective for one year starting on November 10, 2025.

Proposed Action:

I recommend the following one-year contracts to:

- 1) Lexington Insurance Company of 99 High Street, 23rd Floor - Boston, MA for the first \$25 million layer for Auto Physical Damage coverage for \$307,030 effective November 10, 2025.
- 2) Ascot Insurance Company of 55 W 46th Street – New York, NY for the \$15 million excess of \$25 million layer of Auto Physical Damage coverage for \$98,958 effective November, 10, 2025.
- 3) Starr Surplus Lines Insurance Company of 399 Park Avenue – New York, NY for the \$20 million excess of \$35 million layer of Auto Physical Damage coverage for \$75,956 effective November 10, 2025.

Project Manager:
Kelli Schreivogl

EXHIBIT A
Auto Physical Damage Insurance

2025-26 Lexington Insurance Program
(Insurance Rating A – Non-Admitted)

Program Components	Insurance Coverage
Per Occurrence Limit	\$25,000,000
Loss per Vehicle	\$980,000
Service Vehicle Deductible	\$2,500
Bus Deductible	\$20,000
Rate per \$100 of Value	\$0.2965
Premium	\$307,030.48

2025-26 Ascot Insurance Company (Part two)
(Insurance Rating A – Admitted)

Program Components	Insurance Coverage
Excess Auto Property Limit	\$15,000,000 Excess of \$25,000,000
Premium	\$98,958.00

2025-26 Starr Surplus Lines Insurance Company (Part three)
(Insurance Rating A – Non-Admitted)

Program Components	Insurance Coverage
Excess Auto Property Limit	\$20,000,000 Excess of \$40,000,000
Premium	\$75,956.42

Total Premium = \$481,944.90

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 48 - 2025

Approve Purchase of Auto and General Liability Insurance Excess Coverage

WHEREAS, the Capital District Transportation Authority (“Authority”) is exposed to various risks of loss associated with its property and transit operations, and

WHEREAS, New York Public Authorities Law section 1306 (15) empowers the Authority to insure its property or operations as the Authority may deem advisable, and

WHEREAS, the Authority, by Resolution No. 19-2007 has embarked upon a strategy of contracted insurance brokerage services where the broker shops the coverage, and

WHEREAS, the Authority has resolved to self-insure to the extent of Two Million Dollars (\$2,000,000) and to secure Thirteen Million Dollars (\$13,000,000) of excess coverage at an annual premium for the coverage that Authority deems necessary and appropriate for its needs; and

WHEREAS, as the result of the efforts to shop the desired coverage levels, only one quote was received and it has been determined that it is in the best interests of the Authority to accept the quote for Five Million Dollars of excess Automobile and General Liability damage coverage from American Alternative Insurance Corporation of Princeton, NJ, with a proposed annual premium of \$442,000, and the quote for an additional Three Million Dollars of excess Automobile and General Liability damage coverage from Gemini Insurance Company of Scottsdale, AZ, with a proposed annual premium of \$177,308.75, and the quote for an additional Five Million Dollars of excess Automobile and General Liability damage coverage from Allied World Assurance of New York, NY, with a proposed annual premium of \$202,312.50, and the Non-Certified Acts of Terrorism coverage from Lloyd’s of London Insurance Company of New York, NY for a proposed annual premium of \$16,473.43, for a total annual premium cost not to exceed \$838,094.68, that will take effect November 10, 2025 through November 9, 2026.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby authorizes the purchase of five million dollars of Automobile and General Liability excess insurance for the policy period covering November 10, 2025 to November 9, 2026 from American Alternative Insurance

Corporation of Princeton, NJ, at a cost of \$442,000, subject to compliance with the terms and conditions of the contract.

2. The Authority hereby authorizes the purchase of three million dollars of additional Automobile and General Liability excess insurance for the policy period covering November 10, 2025, to November 9, 2026, from Gemini Insurance Company of Scottsdale, AZ, at a cost of \$177,308.75, subject to compliance with the terms and conditions of the contract.
3. The Authority hereby authorizes the purchase of five million dollars of additional Automobile and General Liability excess insurance for the policy period covering November 10, 2025, to November 9, 2026, from Allied World Assurance of New York, NY, at a cost of \$202,312.50, subject to compliance with the terms and conditions of the contract.
4. The Authority hereby authorizes the purchase of Non-Certified Acts of Terrorism coverage from Lloyd's of London Insurance Company for \$16,473.43, subject to compliance with the terms and conditions of the contract.
5. The total annual premium for thirteen million dollars of excess Automobile and General Liability coverage, including Non-Certified Acts of Terrorism coverage, shall not exceed \$838,094.68.
6. Authority Staff is hereby authorized to execute all necessary documents.
7. The source of funds for this insurance shall be FY2026/27 Operating Budgets.
8. 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 29th day of October, 2025.

Dated: October 29, 2025

Jaclyn L. Falotico, Secretary

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Agenda Action Proposal

Subject: Auto & General Liability Insurance
Committee: Performance Monitoring/Audit
Committee Meeting Date: October 23, 2025

Objective of Purchase of Service: Auto & General Liability provides insurance protection for claims of injury and damage to people and property of others caused by the operation of our business. NFP Corp, formally Rose & Kiernan (R&K), pursued several markets to obtain competitive proposals for this insurance. We have a \$2 million self-insured retention (SIR) policy with \$13 million in excess coverage above our SIR. The SIR is similar to a deductible, and we pay the first \$2 million of any claim.

Excess coverage is typically purchased in two layers above our \$2 million SIR. The first layer is an excess policy of \$8 million, and the second layer is a \$5 million policy, for total excess coverage of \$13 million. This year, however, we are proposing three levels.

Summary of Staff Proposal: NFP approached 33 markets but received only one proposal for our primary excess layer (\$5 million), one proposal for second excess layer (\$3 million) and one proposal for our third excess layer (\$5 million). Our primary excess layer carrier, American Alternative, had a reduction in capacity this year resulting the need for a third layer excess layer to obtain \$13 million in limit excess of our \$2 million self-insured retention.

American Alternative (incumbent) provided a renewal quote of \$442,000 for the first \$5 million layer of excess insurance. Last year American Alternative provided the first \$8 million layer of excess insurance, however due to change in capacity available they can only offer \$5 million. They remain the most competitive carrier for the first layer of excess. Gemini Insurance Company will provide the second layer of excess limit at \$3,000,000 for \$177,308. Allied World Assurance will provide the third layer of excess limit at \$5 million for \$202,312. We also purchase coverage for Non-Certified Acts of Terrorism with Lloyds of London for \$16,473. This policy covers both the Liability and our Auto Physical Damage insurance program.

Finance Summary and Source of Funds: The one-year cost of Auto & General Liability Insurance is \$838,094 and is included in our annual operating budget. The premiums represent an 11% increase and are effective for one year starting on November 10, 2025.

Proposed Action:

I recommend a contract for the first \$5 million layer of excess coverage to American Alternative for \$442,000; a contract for the second layer of excess coverage of \$3 million to Gemini Insurance Company for \$177,308; a contract for the third layer of excess coverage of \$5 million to Allied World Assurance for \$202,312; and a contract for Non-Certified Acts of Terrorism coverage to Lloyds of London Insurance at a cost of \$16,473.

Project Manager:
Kelli Schreivogl

Note: The insurance carrier's addresses are on page two.

Carrier Addresses:

Lead Excess Liability - \$5,000,000:

American Alternative Insurance Corporation
555 College Road East
Princeton, NJ 08543

Excess Liability - \$3,000,000 above the \$5,000,000:

Gemini Insurance Company
7233 East Butherus Drive
Scottsdale, Arizona 85260-2410

Excess Liability - \$5,000,000 above the \$8,000,000:

Allied World National Assurance Company
199 Water Street
New York, New York 10038

Non-Certified Acts of Terrorism – Excess General Liability and Auto Liability:

Lloyd's of London
520 Madison Avenue 32nd Floor
New York, New York 10022

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 49 - 2025

Approval of November Service Changes

WHEREAS, the Capital District Transportation Authority (the “Authority”) is authorized by New York Public Authorities Law Section 1305 to formulate action plans and make any necessary amendments, including modification of routes and schedules, and

WHEREAS, the Authority currently operates a system of fixed route and flexible services in the Authority’s service area, and

WHEREAS, the temporary funding associated with the Federal COVID-19 relief has ended, resulting in budgetary challenges, and

WHEREAS, principles of financial stewardship now require the Authority to improve operational efficiencies to align resources with long-term sustainability goals, and

WHEREAS, the Authority is now initiating a comprehensive service realignment plan, which will revolve around the effective and efficient deployment of mobility services, and

WHEREAS, in August, the Authority began the service realignment plan, and has now planned a second set of service changes scheduled to begin with the November pick of work, and

WHEREAS, those service changes have been reviewed and discussed, and it has been determined to be in the best interests of the Authority to implement them during the November pick of work.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority shall implement the service changes during the November pick of work.
2. 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 29th day of October, 2025.

Dated: October 29, 2025

Jaclyn L. Falotico, Secretary

Memorandum

October 23, 2025

To: Strategic and Operational Planning Committee

From: Christopher Desany, Chief Operating Officer

Subject: Approval of November Pick

Background

Staff have developed the November 2025 pick and are seeking the Board's approval to move forward. The November 2025 pick continues the service rebalancing effort begun in August, with similar operational savings anticipated. This pick includes a near-total replacement of Routes #451 and #452 with a new FLEX zone. The Saratoga Springs FLEX change is expected to save approximately 2,100 hours a year and to provide better service. The November pick is planned to run from November 30, 2025 to May 24, 2026.

Details

Saratoga Springs FLEX

A three square mile FLEX zone will cover every location currently served by Routes #451 and #452, except for Wilton Mall, which will require a transfer to Route #450. Operating hours will be 6 AM to 9 PM six days a week, and 8 AM to 7 PM Sundays. Pickup and dropoff points will primarily consist of existing bus stops. After 9 PM Thursday through Friday, the #452 Skidmore/Downtown loop will continue to operate as it does today.

Service Level and Coverage Changes, and Runtime Changes

- 18 Weekday Reduce mid-day frequency from 30 to 45
- 18 Saturday Reduce frequency from 30 to 45
- 22 Weekday Reduce frequency from 20 to 30
- 22 Saturday Reduce frequency from 20 to 35
- 100 Weekday
 - Reduce evening frequency from 20 to 30
 - Reduce late night frequency from 30 to 35
 - Reduce mid-day frequency from 15 to 20
 - Reduce AM peak frequency from 20 to 25
 - Reduce PM peak frequency from 12 to 15
 - Increase run times for all above timeframes
- 100 Saturday Reduce frequency from 20 to 30, increase run times
- 100 Sunday Reduce frequency from 20 to 35, increase run times
- 106 Weekday
 - Reduce mid-day/PM peak frequency from 20 to 30
 - Reduce AM peak frequency from 30 to 40, increase run times
- 106 Saturday Reduce frequency from 40 to 60 minutes, increase run times
- 106 Sunday Reduce frequency from 40 to 60 minutes, increase run times
- 190 Weekday Eliminate service
- 352 Weekday Eliminate service

- 354 Weekday Eliminate service
- 602 Weekday Eliminate service
- 605 Weekday Route replaces #602 and #354 on weekdays.
- 370 Weekday Adjust run times
- 451 All Eliminate service
- 452 All Eliminate service except for late night trips on Thu/Fri/Sat
- FLEX All Add new FLEX service in Saratoga Springs
- 540 Weekday Adjust run times
- 560 Weekday Adjust run times
Eliminate 8:09a, 12:05p trips (EB)
Eliminate 1:40p, 5:12p, 5:57p trips (WB)
- 713 Weekday Reduce frequency to 90 minutes, increase run times
- 737 Weekday Eliminate 7:50a, 4:52p, 8:15p trips (EB)
Eliminate 6:50a, 7:55a, 5:10p trips (WB)
- 922/923 Weekday Reduce mid-day frequency from 12 to 15
Reduce peak frequency from 10 to 12
- 922/923 Saturday Reduce frequency from 15 to 20

Proposed Action

I am recommending approval of the November service changes.



Memorandum

October 24, 2025

To: Chairman of the Board
Board Members

From: Frank Annicaro, Chief Executive Officer

Subject: CEO Report for October 2025 Board Meeting

I am pleased to present this month's CEO Report as we are moving well into the second half of our fiscal year. The CDTA team has been fully engaged over the past several weeks preparing for the next phase of our service rebalancing initiative, proposed to begin on **Sunday, November 30, 2025**. Our focus remains on ensuring that these changes are driven by **data, equity, customer experience, and system clarity**—both in how we design our services and how we communicate updates to our riders.

We continue to make strong progress on our **key priorities** through focused work streams and dedicated working groups. Following our recent employee town halls—concluding with the final session at our Glens Falls location on **October 15**—we have incorporated valuable feedback into our ongoing initiatives.

Last month, we launched the **“Respect the Ride, Pay Your Fare”** campaign across our network. Early results have been encouraging, with employees reporting a notable increase in fare compliance and a reduction in fare disputes. We are now preparing for the next phase of this campaign, which includes:

- Installing new bus shelter signage.
- Partnering with DSS to develop equitable fare programs.
- Launching “Fairness in Fares Ambassadors” on targeted routes.

Simultaneously, we continue developing CDTA's **Organizational Success Plan**. Draft success outcomes and core values have been completed, and the team is now defining the specific actions and ownership measures tied to each success area. We look forward to showcasing this work at the **Board Retreat on Friday, December 12, 2025**.

As we pass the midpoint of the fiscal year, we have also begun our **due diligence for the FY2027 budget**. A key part of this process included our participation in the **APTA Fly-In on October 22, 2025**, where I joined board members **Denise Figueroa and David Stackrow** in meetings with federal representatives in Washington, D.C. This advocacy is vital to ensure adequate **federal transportation funding** in the upcoming appropriations cycle and in preparation for the **Surface Transportation Reauthorization**, set to expire in **September 2026**.

Looking ahead, we are scheduling meetings with the **NYS Chamber**, as well as members of the **State Senate and Assembly**, to advocate for **S.T.O.A. funding** levels in the FY2027 budget.

September 2025 Performance Summary

Revenue:

- Customer fares are 6.44% under budget for September; 5.71% under budget YTD.
- MRT is over budget 22.92 YTD.
- New York State Operating Assistance is 3.78% under budget YTD due to the variance between our 9% budgeted projection and the actual 4.88% enacted in the final state budget.

Expenses:

- Wages are 5.96% under budget YTD
- Professional Services are 13.2% under budget YTD
- Purchased Transportation is 8% over budget, improved from the last report.
- Overall Expenses: 3.58% under budget YTD

Overall, CDTA remains in a satisfactory budget position as we drive efficiencies and service rebalancing to meet the FY2027 known challenges.

Ridership:

- Total Ridership (September 2025): 1.638M (-4.3% vs. September 2024)
- YTD Ridership: 9.378M (+1.4% vs. YTD 2024)
- STAR (September 2025): 33,605 riders (+11.1% vs. September 2024)
- FLEX (September 2025): 5,521 riders (-50% vs. September 2024)
- NX (September 2025): 7,684 riders (+21% vs September 2024)

Operations:

- Trip Completion Rate: 99.3%
- Accidents: 39 total; 12 preventable
- Scheduled Maintenance Compliance: 80.2%
- Preventive Maintenance Inspections (PMI): 98.8% on-time
- MDBSI: 17,870 miles
- Employee Availability: 90.2%
- On-Time Performance:
 - Fixed Route: 67.6%
 - STAR: 78.7% (within 10-minute window)

Customer Experience:

- Customer Comments: 293 total (77 related to STAR)
- Fixed Route Complaints: 206
- Other Complaints: 10
- Website Traffic: 815,072 page views

CEO Activity:

I continued my outreach across the Capital Region, meeting with elected officials, community leaders, and partners to strengthen relationships and explore collaboration opportunities.

September 25, 2025

I attended the Capital Region Chamber Regional Development Coordinating Council meeting with several community leaders.

September 25, 2025

I had a virtual meeting with Governor Hochul's Deputy Secretary for Transportation, David Ullman. We discussed CDTA and our partnership with the governor's office.

September 26, 2025

I kicked off the American Cancer Society's Men Wear Pink Campaign at CDTA and unveiled the new pink bus design for the 10th anniversary of the campaign. Board members, community leaders and partners attended as well as many CDTA employees.

October 8, 2025

I met with the Ronald McDonald House Charities of the Capital Region CEO Kimmy Venter to talk about our partnership and how we can expand it. I was given a tour of the houses they have in Albany.

October 8, 2025

I, along with members of NYPTA, met with the state Department of Budget to begin advocating for state funding.

October 9, 2025

I met with Assembly Member Steck's office to discuss STAR service in the Capital Region.

October 14, 2025

I met with Saratoga Mayor John Safford to discuss the upcoming implementation of FLEX in the City of Saratoga Springs. We look forward to working closely with the city on this change.

October 15, 2025

I attended the United Way of the Greater Capital Region's Annual Breakfast with several CDTA employees. Congratulations to CDTA's Employee Engagement Manager Justin Gregaydis, who won "Employee Campaign Manager of the Year."

We hosted a town hall in Glens Falls for CDTA employees. This concluded our town hall series that began in August. We will now start working on action items.

October 17, 2025

I attended the Center for Economic Growth (CEG) leadership board meeting with several community leaders.

I attended CDTA's 9th Annual Bus Pull to raise money for the American Cancer Society's Men Wear Pink Campaign. We had a record 22 teams, with the Albany Fire Department holding on to its title as Bus Pull Champions.

October 20, 2025

I attend Governor Hochul's press conference near the Joseph L. Bruno Rail Station announcing the Metro-North Railroad will run its first-ever trains between Albany and New York City starting in Spring 2026. Amtrak will also be restoring one daily round-trip between Albany and Penn Station starting on December 1.

October 21-22, 2025

I attended APTA's Legislative Advocacy Fly-in conference with board members David Stackrow and Denise Figueroa. We met with staff members of several lawmakers and Congressman Paul Tonko to lobby for several important topics.

October 24, 2025

I attended the Schenectady Division's event to raise money for the American Cancer Society's Men Wear Pink Campaign. Thank you to all the employees there for organizing a great event that builds camaraderie and support.

Upcoming Items & Events:

- Organizational Success Plan – We will have our second CEO leadership workshop with TransPro. The board retreat will be held Friday, December 12, with the location to be announced.
- We will be hosting a Veterans Luncheon for current and retired employees who are veterans on Monday, November 10 at the Italian American Community Center. We look forward to having board members present if your schedule allows.
- Next Phase of Service Rebalancing – We have put the service changes out to the public and are answering questions from customers. The changes will take place on Sunday, November 20. We will be hosting a FLEX informational session at the Saratoga Public Library on Wednesday, November 12, at 5:30 p.m.