

Board of Directors Monthly Meeting

Wednesday, February 25, 2026 | 12:00pm
Board Room at 110 Watervliet Ave.

**CDTA BOARD OF DIRECTORS
MEETING AGENDA**

Wednesday, February 25, 2026 | 12:00pm | 110 Watervliet Ave

Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes from Thursday, January 28, 2026	Jayne Lahut	3
Committee Reports: (Action Items Listed)		
Board Operations Committee (02/11/26)	Jayne Lahut	
Performance Monitoring/Audit Committee (02/18/26)	Peter Wohl	
• Resolution 4 – Approve Heavy Duty Engine Oil Contract		9
• Resolution 5 – Accept State Funding		13
Community & Stakeholder Relations Committee (02/19/26)	Jaqueline McDonough	
Strategic & Operational Planning Committee (02/19/26)	Michael Criscione	
• Resolution 6 – Approve Success Outcomes		17
Chief Executive Officer’s Report	Frank Annicaro	20
Board Member Comments	All	
Upcoming Meetings		
March 25, 2026, at 12:00 PM via Microsoft Teams and at 110 Watervliet Ave.		
Adjourn	Jayne Lahut	

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

MINUTES OF WEDNESDAY, JANUARY 28, 2026, BOARD MEETING

MEMBERS PRESENT

Jayme B. Lahut, Chair
Michael J. Criscione, Vice-Chair
Jaclyn L. Falotico, Secretary

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

MEMBERS PRESENT REMOTELY

Denise A. Figueroa, Treasurer

MEMBERS NOT PRESENT

David M. Stackrow
Jaqueline McDonough

OTHERS PRESENT

Frank Annicaro, Chief Executive Officer
Amanda Avery, General Counsel
Chris Desany, Chief Operating Officer
Patricia Cooper, Chief Financial Officer
Jaime Kazlo, Chief of Staff
Lance Zarcone, VP Operations
Sarah Matrose, Internal Audit
Gary Guy, Director of Transportation
Jonathan Scherzer, Director of Business Dev.
Emily DeVito, Communications Manager
Jeremy Smith, Director of Facilities
Dave Williams, Director of Maintenance
Keosha Miles, Executive Assistant

Stacy Sansky, Director of Procurement
Thomas Guggisberg, Director of IT
Michael Williams, Director of Planning
Calvin Young, Manager of Oper. Performance
Jack Grogan, Director of Safety & Training
Kelli Schreivogl, Sr. Director of HR & Risk Mgmt.
Richard Cordero, Director of Service Quality
Elide Oyanedel, Communications Coordinator
Katarina Mozes, Warranty Manager
Jeanette Stumbaugh, Comptroller
Zach Stever, ATU

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

APPROVAL OF THE DECEMBER 12, 2025, BOARD MEETING MINUTES

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

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Jayme Lahut

Committee met on Wednesday, January 14, 2026, at 9:14 AM via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Item

- We previewed January committee agendas in preparation for January’s Board meeting.
- Lisa Marrello and her colleague, Kevin Bronner, joined us and updated the committee on Governor Hochul’s State of the State message highlighting issues with insurance costs, utility costs, and childcare among other things. Lisa also previewed the Governor’s budget regarding transit, which has proposed a 5.8 percent increase in STOA funding.

- We reviewed the Board and committee meeting calendar for 2026 and talked about housekeeping issues with respect to committee meetings and agenda setting. I also announced that I have appointed Jaqueline McDonough to chair the Community and Stakeholder Relations Committee.
- Next meeting of the Committee will be on Wednesday, February 11, 2026, 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, January 21, 2026, at 12:04 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution 1 - Approve Purchase of Scheduling Services

- CDTA utilizes the HASTUS scheduling system (GIRO Inc.) for fixed-route scheduling, operations, payroll, and service planning.
- Courval Scheduling, Inc. provides specialized professional services and proprietary expertise supporting full HASTUS optimization.
- Proposed contract supports a comprehensive review of CDTA’s scheduling design, business rules, and operating parameters to ensure efficient use of the system amid ongoing service realignment.
- The authority hereby approves a three-year contract with Courval Scheduling, Inc., of Laval, Quebec, for the purchase of professional scheduling services in an amount not to exceed \$325,000.

Motion – Mr. Criscione

Seconded – Ms. Falotico

Carried Unanimously

Resolution 2 - Approve Annual Procurement Report

- Annual disposition of surplus assets conducted in compliance with procurement policy.
- Surplus vehicles sold primarily via public auction; unsold items scrapped or donated where appropriate.
- Total proceeds of \$101,810 returned to the operating budget; applicable sales tax remitted.
- The authority hereby approves the Annual Procurement Surplus Report.

Motion – Ms. Falotico

Seconded – Ms. Nugent

Carried Unanimously

Resolution 3 - Approve Safety Management System Plan

- FTA requires annual Board approval of the SMS Plan.
- Updates reviewed and approved by the Safety Committee.
- Plan was reviewed and approved by the FTA during the 2025 Triennial Audit.

- The authority hereby approves the SMS plan in accordance with FTA requirements.

Motion – Mr. Criscione

Seconded – Ms. Nugent

Carried Unanimously

Audit Committee: Presented by Sarah Matrose

- Internal Audit affirmed compliance with IIA Standard 1100, including independence, objectivity, and freedom from interference.
- Functional reporting to the PM/A Committee and administrative reporting to the CEO continue to reinforce audit independence.
- The Internal Audit Charter confirms authority, scope, and adherence to the IIA’s International Professional Practices Framework.

Together, the Annual Independence and Objectivity Statement and the Internal Audit Charter reinforce the integrity, transparency, and accountability of CDTA’s governance framework.

Administrative Discussion Items

Monthly Management Report

Revenue Summary

- Patricia Cooper provided the Monthly Management Report for January.
- MRT is 32.5% over budget for the month and 23.6% over budget YTD.
- Fares are 11.2% or \$202k under budget, which is in line with the last December fares. YTD customer fares are down 6.1 %
- Facilities Income is over budget 12.7% for the month and 7.2% YTD driven by parking revenue and West Facility rents.

Expense Summary

- Wages are under budget 1.2% for the month and 5.3% YTD. Phase 2 of our realignment went into effect Nov 30th and December had a reduction of 5,500 paid operator hours compared to last December.
- Health Benefits are over budget 7% for the month due to health insurance buy back going out in December. YTD is under budget by 0.7%.
- Purchased Transportation is under budget 0.83% for the month but 5.5% over budget YTD.
- Maintenance Services is 21.5% over budget in December and 1.8% YTD due to work that needed to be completed at the West Facility.

Overall, we are in a satisfactory budget position, with a surplus of \$3.7 million.

Monthly Non-Financial (performance) Report

- Lance Zarcone provided the non-financial report for January.
- **Ridership:** Down 1.7% YTD; fixed-route reductions offset by micro transit usage.
- **On-Time Performance:** Continued improvement (+7.0% YOY; +1.9% YTD).

- **Vehicle Reliability:** Preventive maintenance remains strong; MDBSI within acceptable range.

STAR Paratransit:

- **Ridership** growth continues (+7.4% YTD).
- **Missed trips** increased due to process/reporting changes, monitoring ongoing.
- **Customer comments** increased, requiring continued focused oversight.
- Next meeting of the Committee will be on Wednesday, February 18, 2026, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Jaqueline McDonough
Community and Stakeholder Relations Committee met on Thursday, January 22, 2026, at 11:18 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

Staff provided updates on the refreshed vision and values initiative, along with the monthly Earned Media and Community Engagement report.

- Emily DeVito outlined the approach for updating CDTA’s vision statement, building on the ongoing refresh of our organizational values. Over the next two months, we will develop a revised vision that clearly articulates CDTA’s identity and long-term aspirations for the Capital Region.
- Emily will engage both the Board and employees throughout this process to ensure broad alignment. The updated vision will be introduced in coordination with the rollout of our refreshed values on April 1, 2026, across internal and external audiences.
- Jaime Kazlo presented the earned media and community engagement report. In the past month, CDTA issued six press releases, generating nine media stories across multiple outlets. Coverage highlighted the stroller pilot program, new QR codes on shelters for reporting issues, and holiday activities at the Joseph L. Bruno Rail Station in partnership with Questar BOCES 3.
- Social media engagement continues to grow across all platforms. High-performing content featured two CDTA operators as part of a broader campaign to elevate and recognize our workforce.
- CDTA hosted several internal events, including a maintenance breakfast and luncheon. We also welcomed the NYPTA Leadership Class for its January session, hosted Goff Middle School students for a career day, and celebrated the retirement of long-time Rail Station Manager John Rich.
- CDTA participated in multiple community events this month. Highlights included the annual Morning of Kindness with the Mohawk Hudson Humane Society and providing transportation for the inauguration of incoming Albany Mayor Dorcey Applyrs (UH-Pleers)
- Upcoming engagements include Transit Equity Day, the Capital Region Glows Red campaign with the American Heart Association, and Transit Worker Appreciation Day in March.
- Next meeting of the Committee will be on Thursday, February 19, 2026, at 11:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione
The Strategic and Operational Planning Committee met on Thursday, January 22, 2026, at 12:01 PM via Microsoft Teams and at 110 Watervliet Avenue.

Administrative Discussion Items

Disadvantaged Business Enterprise Program Review

- Stacy Sansky provided an update on federal changes to the Disadvantaged Business Enterprise (DBE) Program and their implications for CDTA. The DBE Program, established in 1983 to promote participation of disadvantaged small businesses in federally funded transportation contracts, was substantially revised by the U.S. Department of Transportation effective October 2025 following recent court rulings.
- Key changes eliminate race- and sex-based presumptions of disadvantage and require all firms to individually demonstrate disadvantage through narrative and documentation. All currently certified DBEs must seek recertification under newly developed state certification processes. During this transition period, contract-level DBE goals, participation tracking, and related reporting are suspended, and federal funding recipients face no penalties for non-compliance.
- The shorter operational impact on us is minimal. We do not use race-conscious contract goals, do not certify DBEs, and are not responsible for administering the new certification program. Current and upcoming procurements are unaffected.
- Stacy noted several areas of uncertainty, including the absence of a clear Federal timeline or uniform guidance for recertification and concerns that the new, highly subjective eligibility process may discourage participation over time. As a result, the long-term impact on DBE participation and program viability remains unclear.
- We will continue monitoring developments through the APTA, FTA guidance, and industry working groups, and will update leadership and the Board as additional clarity becomes available.
- Next meeting of the Committee will be on Thursday, February 19, 2026, 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 January 2026.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, February 25, 2026, at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:29 PM

Motion – Mr. Wohl

Seconded – Ms. Falotico

Carried Unanimously

Respectfully submitted,

Jaclyn L. Falotico, Secretary

Dated: February 25, 2026

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION No. 4 - 2026

Approve Contract for Heavy Duty Engine Oil

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

WHEREAS, the Authority is authorized to make purchases and enter into contracts providing for purchases designed to meet the needs of its omnibus transportation operations, and

WHEREAS, the Authority has solicited competitive bids for heavy duty engine oil and two bids were received, and

WHEREAS, Authority staff recommends that a one-year contract with one optional renewal year be awarded to Safety-Kleen Systems, Inc. of Norwell, Massachusetts, the lowest responsive bidder, for the purchase of heavy duty engine oil with an estimated first-year cost of \$345,758, with year two pricing changed based on the Producers Price Index for Lubricating Oils and Greases Made in a Refinery, with the final cost determined by actual usage.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards a one-year heavy duty engine oil contract, with one optional renewal year to Safety-Kleen Systems, Inc. of Norwell, MA, for an estimated year-one cost of \$345,745, with year two pricing to be determined based on the Producers Price Index for Lubricating Oils and Greases, with the final cost determined by actual usage, subject to compliance with all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be from the Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 25th day of February, 2026.

Dated: February 25, 2026

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Purchase of Heavy-Duty Engine Oil
Committee: Performance Monitoring/Audit
Meeting Date: February 18, 2026

Objective of Purchase or Service:

Engine oil is used in the CDTA bus fleet as part of regular maintenance, and the current contract is set to expire.

Summary of Staff Proposal:

An Invitation for Bids (IFB) was issued that provided estimated annual usage of each type of oil as well as required composition to ensure compatibility with CDTA's fleet. CDTA uses synthetic oils for the non-revenue and paratransit fleets and a non-synthetic for the fixed route vehicles. Eleven (11) vendors downloaded the IFB and two (2) bids were received. The bid from Safety-Kleen was the lowest responsive and responsible bidder. This represents a 45% decrease from the current price.

Proposed Action:

I recommend a one-year contract with one optional renewal year for the purchase of Heavy-Duty Engine Oil be awarded to Safety-Kleen Systems, Inc of Norwell, MA for an estimated cost of \$345,758. Year 2 pricing will change based on the Producers Price Index for Lubricating Oils and Greases Made in a Refinery (PPI # 3241103241107) Final costs will be determined by actual usage.

Manager:

David Williams, Director of Maintenance



Bid Summary



Contract Name: Heavy Duty Engine Oil

Contract No: CDTA Maint 216-3000

Date/Time of Opening: February 4, 20226 1:00PM

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- FULL SYNTHETIC	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Brentag Lubricants Address: 1064 Goffs Falls Road, Manchester, NH 03103 Contact: Jose Bonilla Email: blnebids@brenntag.com Phone: 603.222.2900	Multigrade SAE 15W-40 \$9.15/gal Multigrade SAE 5W-20 \$7.51/gal Multigrade SAE 5W-30 \$7.51/gal	Multigrade SAE 5W-40 \$16.35 Multigrade SAE 5W-20 \$8.66 Multigrade SAE 5W-30 \$8.66	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Safety-Kleen Systems, Inc. Address: 42 Longwater Drive Norwell, MA 02061 Contact: Benjamin Nolan Email: bps.government@safety-kleen.com Phone: 331.322.5284	Multigrade SAE 15W-40 \$7.80/gal Multigrade SAE 5W-20 \$6.80/gal Multigrade SAE 5W-30 \$6.80/gal	Multigrade SAE 5W-40 \$18.75 Multigrade SAE 5W-20 \$8.25 Multigrade SAE 5W-30 \$8.25	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Frank Annicaro Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION No. 5 - 2026

Accept State Funding

WHEREAS, the purposes of the Capital District Transportation Authority (“Authority”) as set forth in Public Authorities Law Section 1304 include the continuance, further development and improvement of transportation and other services related thereto within the Capital District Transportation District, and

WHEREAS, the Authority was awarded funds by NYSDOT through the Zero-Emission Transit Transition Program (ZETT) for advancement of the West Facility project and a pilot program to demonstrate how effectively Hydrogen Fuel Cell Buses perform, and

WHEREAS, the ZETT funds are provided at a 100% NYS share with National Grid providing \$4,000,000 in costs for utility construction and installation as match, using those funds to leverage future Federal funding to support the complete construction of the West Facility, and

WHEREAS, the New York State Department of Transportation has agreed to provide the Authority with \$17,500,000 in funding under NYSDOT Contract K007669, and

NOW, THEREFORE, by action of the Capital District Transportation Authority Board, duly convened it is hereby

RESOLVED, that the Authority Board hereby authorizes the acceptance of the aforementioned funds from NYSDOT Contract K007669 in the amount of Seventeen Million Five Hundred Thousand Dollars (\$17,500,000), and it is hereby further

RESOLVED, that a certified copy of this resolution shall be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the project, and it is further

RESOLVED, 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 25th day of February, 2026.

Dated: February 25, 2026

Jaclyn L. Falotico, Secretary

STATE OF NEW YORK)
) SS.:
COUNTY OF ALBANY)

On this _____ day of February, 2026 before me personally came _____ to me known, who, being by me duly sworn did depose and say that he/she resides at _____; that he/she is the _____ of the Municipal/Sponsor Corporation described in and which executed the above instrument; and that he/she signed his/her name to thereto by like order.

Notary Public, State of New York

Capital District Transportation Authority Agenda Action Sheet

Subject: Resolution to Accept State Funding
Committee: Performance Monitoring/Audit
Meeting Date: February 18, 2026

Objective of Purchase or Service:

New York State Department of Transportation (NYSDOT) requires a CDTA Board resolution prior to being reimbursed for expenses incurred as part of this agreement. The resolution allows us to execute an agreement with NYSDOT to accept \$17,500,000.

Summary of Staff Proposal:

CDTA was awarded competitive funding by the New York State Department of Transportation through the Zero-Emission Transit Transition Program (ZETT) for advancement of the West Facility project and a pilot program to prove how effective Hydrogen Fuel Cell Buses perform. These funds are provided at a 100% NYS share with National Grid providing \$4,000,000 in costs for utility construction and installation as match. The intention of the ZETT program is to use the funding to leverage future Federal funding to support the complete construction of the West Facility.

Financial Summary and Source of Funds:

NYSDOT Contract K007669 will fund a total of \$17,500,000, as detailed below.

Project Phase / Component	ZETT Funding	National Grid Funding
Planning / Conceptual Design	\$100,000	
Engineering / Design – Preliminary to Final	\$7,500,000	
Other Project Development – NEPA/SEQR	\$100,000	
Infrastructure / Utility Construction	\$6,000,000	\$4,000,000
Two (2) Hydrogen Fuel Cell Electric Buses & Portable Hydrogen Fueling	\$3,800,000	

Proposed Action:

I recommend that we provide a Board resolution to NYSDOT to execute an agreement to accept \$17,500,000 in funding.

Manager:
 Melissa Shanley, Grants Manager

Capital District Transportation Authority

Comptroller's Contract #: **K007669** Contract period: **10/1/2025 to 9/30/3035**

AGREEMENT PURPOSE: Main Agreement Supplemental Schedule Administrative Correction

GENERAL PROJECT DESCRIPTION

Zero Emission Transit Transittion

PROJECT LOCATION/JURISDICTION or SERVICE AREA

Capital District Transportation District

PIN	Project	Award ID:	DOT Rev	Estimated Project Cost	Federal Share	Admin/ Direct - **	%	*State Share	%	Local Share	%	Source State Approp	Project End Date	Useful Life
ZETT.CD.001	Planning / Conceptual Design	ZETT-CDT-00	0 - 0	\$100,000.00	\$0.00	Direct	0	\$100,000.00	100	\$0.00	0	Omnibus	12/2027	40
ZETT.CD.002	Engineering/Design - Preliminary to Final	ZETT-CDT-00	0 - 0	\$7,500,000.00	\$0.00	Direct	0	\$7,500,000.00	100	\$0.00	0	Omnibus	12/2029	40
ZETT.CD.003	Other Project Dev (NEPA/SEQR)	ZETT-CDT-00	0 - 0	\$100,000.00	\$0.00	Direct	0	\$100,000.00	100	\$0.00	0	Omnibus	12/2029	40
ZETT.CD.004	Infrastructure/Utility Construction	ZETT-CDT-00	0 - 0	\$10,000,000.00	\$0.00	Direct	0	\$6,000,000.00	60	\$4,000,000.00	40	Omnibus	12/2031	40
ZETT.CD.005	Revenue Vehicle Acquisition	ZETT-CDT-00	0 - 0	\$3,800,000.00	\$0.00	Direct	0	\$3,800,000.00	100	\$0.00	0	Omnibus	12/2029	12

Agreement Total: \$21,500,000.00⁶ \$0.00 \$17,500,000.00 \$4,000,000.00

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION No. 6 - 2026

Approval of Success Outcomes

WHEREAS, the Capital District Transportation Authority (“Authority”) desires to update the organizational Success Outcomes that reflect the Authority’s mission and the expectation of the communities it serves, and

WHEREAS, the Success Outcomes are intended to serve as a clear, consistent framework to guide strategic decision-making, performance measurement and organizational priorities, and

WHEREAS, the Success Outcomes are: *Financial Stability* - ensures that the Authority remains a responsible steward of public resources, capable of sustaining operations, investing in our system and navigating economic uncertainty while maintaining long-term viability; *Customer Engagement* - reflects our commitment to delivering reliable, accessible and high-quality service while actively listening to and responding to the needs and experiences of our riders; *Community Value* – recognizes the Authority's broader role in supporting regional mobility, economic development, equity and environmental sustainability, and underscores our responsibility to deliver value beyond traditional service metrics; and *Employee Engagement* – acknowledges that a motivated, supported and empowered workforce is foundational to operational excellence, safety, innovation and customer satisfaction.

WHEREAS, the Authority staff recommends approval of the Success Outcomes as the Authority’s guiding framework for measuring organizational performance and progress.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby approves and adopts the Authority’s Success Outcomes: Financial Stability, Customer Engagement, Community Value, and Employee Engagement.
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 25th day of February, 2026.

Dated: February 25, 2026

Jaclyn L. Falotico, Secretary

Memorandum

February 19, 2026

To: Strategic and Operational Planning Committee
From: Jaime Kazlo, Chief of Staff
Subject: Approval of Updated Organizational Success Outcomes

Background

The purpose of this memo is to recommend formal adoption of CDTA’s updated organizational success outcomes: Financial Stability, Customer Engagement, Community Value, and Employee Engagement.

As CDTA continues to evolve in a dynamic operating and funding environment, it is important that we align around a shared definition of what success looks like, one that reflects both our mission and the expectations of the communities we serve. These outcomes are intended to serve as a clear, consistent framework to guide strategic decision-making, performance measurement, and organizational priorities.

Financial Stability ensures that CDTA remains a responsible steward of public resources, capable of sustaining operations, investing in our system, and navigating economic uncertainty while maintaining long-term viability.

Customer Engagement reflects our commitment to delivering reliable, accessible, and high-quality service, while actively listening to and responding to the needs and experiences of our riders.

Community Value recognizes CDTA’s broader role in supporting regional mobility, economic development, equity, and environmental sustainability, and underscores our responsibility to deliver value beyond traditional service metrics.

Employee Engagement acknowledges that a motivated, supported, and empowered workforce is foundational to operational excellence, safety, innovation, and customer satisfaction.

Together, these success outcomes provide a balanced and comprehensive view of organizational performance. They connect financial responsibility with service delivery, workforce wellbeing, and community impact, and they will inform future goal setting, performance reporting, and accountability across the organization.

Proposed Action

I recommend that the Board formally adopt these success outcomes as CDTA’s guiding framework for measuring organizational performance and progress.



Memorandum

February 26, 2026

To: Chairman of the Board
Board Members

From: Frank Annicaro, Chief Executive Officer

Subject: CEO Report for February 2026

As we hopefully enter the homestretch of winter, there is a great deal of progress underway and much to look forward to across the organization. February has been a month of strategic advancement and continued advocacy at the state level.

On February 25, CDTA officially launched its “CDTA Ambassador Program,” marking Phase Two of our Fare Compliance Campaign. This initiative builds on the education and awareness efforts of Phase One, including our “Respect the Ride. Pay Your Fare.” campaign. Phase Two introduces a passive, presence-based approach to fare compliance. Our ambassadors from Tech Valley Security provide visibility, assistance, and positive customer engagement, reinforcing expectations while maintaining a welcoming and supportive environment.

We continue to see measurable success from Phases One and Two of our service realignment initiative. Key outcomes include minimal customer disruption, improved on-time performance for fixed-route service, and significant reduction in overtime reliance. These improvements demonstrate the effectiveness of our strategic planning and prepared implementation of these changes.

While our customer satisfaction scores remain strong, we are not complacent. We are committed to improving our STAR performance even further and making customer satisfaction higher. As part of that effort, we have begun evaluating our call center operations to ensure we are measuring what truly matters and aligning resources with customer expectations.

We are fully engaged in building the FY2027 budget while continuing strong advocacy efforts with our elected officials. CDTA remains focused on securing a 15% increase in State Operating Assistance (STOA) and advocating for a dedicated, predictable funding stream for all non-MTA transit properties. On Wednesday, March 11, we will host our annual State of CDTA at our headquarters. This event will serve not only as an opportunity to share our vision, performance, and future priorities, but also as a platform for advocacy with state and local officials in attendance.

There is positive news at the federal level. The THUD Appropriations Act of 2026 has been signed into law, securing \$21.1 billion for critical public transit projects nationwide. This

significant investment helps us to continue delivering safe, reliable, and affordable service while advancing capital improvements and system enhancements.

Our work to create a strategic organizational framework, which will guide CDTA's success continues to move forward. As part of that work, the Board formalized an updated vision statement. This work represents months of thoughtful collaboration and strategic alignment, clearly articulating where we see CDTA's future. In addition, the Board adopted new Success Outcomes as a guiding framework for the organization. These outcomes will shape strategic decision-making, performance measurement, and organizational priorities: Financial Stability, Customer Engagement, Community Value, and Employee Engagement. Together, they provide a balanced and comprehensive view of organizational performance and reinforce our commitment to accountability and continuous improvement.

Governor Kathy Hochul recently announced the Championing Albany's Potential (CAP) initiative — a \$200 million investment aimed at revitalizing downtown Albany in partnership with local stakeholders. A key component of this initiative includes the development of a multimodal transit center. CDTA expects to play an active role in this transformative project. We have already engaged in preliminary discussions and are preparing to support planning efforts.

To guide our strategy, members of the CDTA team did a site visit to Centro in Syracuse, including tours of its downtown transit hub and the William F. Walsh Regional Transportation Center. This visit yielded significant insights regarding facility design and multimodal integration.

January 2026 Performance Summary

Revenue:

- Customer fares are 13.8% under budget for January and 6.8% under budget YTD.
- MRT is over budget 21.6% 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 5.2% under budget YTD
- Workers' Compensation is 20.4% under budget YTD
- Maintenance Services are 14.1% over budget YTD.
- Overall Expenses: 3.08% under budget YTD

Overall, CDTA remains in a satisfactory budget position as we continue to drive efficiency and service rebalancing in alignment with our TDP and in response to the FY2027 budget challenges.

Ridership:

- Total Ridership (January 2026): 1.312M (-7.2% vs. January 2025)
- YTD Ridership: 15.146M (- 2.2% vs. YTD 2025)
- STAR (January 2026): 30,659 riders (+1.2%) vs. January 2025)
- FLEX (January 2026): 8,508 riders (-27.5%) vs. January 2025)
- NX (January 2026): 6,768 riders (-3.6%) vs January 2025)

Operations:

- Trip Completion Rate: 99.93%
- Accidents: 42 total; 21 preventable
- Scheduled Maintenance Compliance: 79.8%
- Preventive Maintenance Inspections (PMI): 99.41% on-time
- MDBSI: 19,836 miles
- Employee Availability: 90.3%
- On-Time Performance:
 - Fixed Route: 75.7%
 - STAR: 69.1% (within 10-minute window)

Customer Experience:

- Customer Comments: 234 total (65 related to STAR)
- Fixed Route Complaints: 154
- Other Complaints: 15
- Website Traffic: 803,073 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.

January 28, 2026

I attended the Saratoga, Warren, Washington Workforce Development Board meeting to meet with stakeholders and discuss CDTA services offered in those counties.

January 29, 2026

I, along with several CDTA employees, attended the Albany Business Review’s State of the Region event to engage with community leaders, heard from newly elected City of Albany Mayor Dorcy Appliers, and discussed growth in the region.

February 3, 2026

I met with Assembly Member Carrie Woerner to continue to advocate for an increase in STOA funding.

February 4, 2026

I did an interview with the Daily Gazette about my vision for CDTA as part of its “Business Outlook 2026” edition.

February 5, 2026

I attended the American Heart Association’s Glow Red press conference at Maria College.

February 9, 2026

CDTA hosted the Capital Region Chamber’s Leadership Class, and I presented an overview of CDTA to the group and answered questions they had about the authority.

February 11, 2026

I met with Albany City School District Superintendent Joseph Hochreiter and other school district employees to discuss CDTA’s partnership with them.

February 17, 2026

I, along with several CDTA employees, visited Centro in Syracuse to tour the downtown transit hub and the William F. Walsh Regional Transportation Center.

February 18, 2026

I met with Assembly Member Gabriella Romero to continue to advocate for an increase in STOA funding.

February 23, 2026

I met with Assembly Member Phil Steck to continue to advocate for an increase in STOA funding.

February 23, 2026

I attended the NYPTA Board of Directors meeting.

February 24, 2026

I attended NYPTA's Transit Awareness Day at the New York State Capitol. We met with state leaders to educate them about the industry's operational and capital needs, workforce development, and training concerns.