

# CDTA BOARD OF DIRECTORS MEETING AGENDA



**Wednesday, June 27, 2018**  
**CDTA Board Room - 110 Watervliet Avenue**  
**Start Time – 12:00 Noon**

<b>Board Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Georgie Nugent	
Ascertain Quorum and Approve Agenda	Georgie Nugent	
Approve Minutes of May 30, 2018	Georgie Nugent	2
<b>Recognition</b>		
<ul style="list-style-type: none"> <li>• Dan Holdsworth – Transit Asset Management</li> <li>• 2018 Bus Roadeo Winners</li> </ul>	<p>Georgie Nugent</p> <p>Georgie Nugent</p>	
<b>Committee Reports: (Action Items Listed)</b>		
Performance Monitoring Committee (Met on 06/20/18)	Denise Figueroa	
<ul style="list-style-type: none"> <li>• Approve Disadvantaged Enterprise Program</li> <li>• Approve Procurement Manual Update</li> <li>• Annual Review of Drug and Alcohol Policy</li> </ul>		<p>15</p> <p>17</p> <p>20</p>
Audit Committee (Met on 06/20/18)	Denise Figueroa	
Investment Committee Report (Met on 06/20/18)	Denise Figueroa	
Board Operations Committee (Met on 06/21/18)	Georgie Nugent	
Strategic and Operational Planning Committee (Met on 06/21/18)	Georgie Nugent	
<b>Chief Executive Officer’s Report</b>	Carm Basile	
<ul style="list-style-type: none"> <li>• Provided at the Meeting</li> </ul>		
<b>Executive Session</b>		
<ul style="list-style-type: none"> <li>• Security Update</li> <li>• Collective Bargaining Update</li> </ul>	<p>Rick Vines</p> <p>Carm Basile</p>	
<b>Good of the Order (Added by Approval of the Chair)</b>		
<b>Announcements</b>		
<b>Upcoming Meetings (110 Watervliet Avenue)</b>		
July 25, 2018		
September 26, 2018		
October 31, 2018		



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

**MINUTES OF MAY 30, 2018 BOARD MEETING**

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MEMBERS PRESENT      Georgeanna M. Nugent, Chairwoman  
                                 Michael J. Criscione, Vice Chairman  
                                 Mark Schaeffer, Secretary  
                                 Jayme B. Lahut, Treasurer  
                                 Corey L. Bixby  
                                 Jaclyn Falotico  
                                 David M. Stackrow

MEMBERS EXCUSED      Denise A. Figueroa

/OTHERS PRESENT      Carmino N. Basile, Chief Executive Officer  
                                 Amanda A. Avery, General Counsel  
                                 Christopher Desany, Vice President of Planning and Infrastructure  
                                 Michael P. Collins, Vice President of Finance and Administration  
                                 Frederick C. Gilliam, Director of Transportation  
                                 Philip C. Parella, Jr., Director of Finance  
                                 Lance Zarcone, Director of Maintenance  
                                 Mark J. Wos, Director of Facilities  
                                 Richard J. Vines, Director of Risk Management  
                                 Thomas G. Guggisberg, Director of Information Technology  
                                 Stacy Sansky, Director of Procurement  
                                 Kelli E. Schreivogl, Director of Human Resources  
                                 Jaime L. Watson, Director of Corporate Communications  
                                 Richard Fantozzi, Software Architect  
                                 Patricia Cooper, Comptroller  
                                 Alphonso Dukes, Bus Operator, Albany Division  
                                 Lorenzo Triblet, Supervisor, Safety and Training  
                                 Nicholas Chenard, Assistant Superintendent, Albany Division  
                                 Sarah A. Matrose, Internal Auditor  
                                 Erika M. Reilly, Marketing Coordinator  
                                 Kathy Colbert, Executive Assistant  
                                 Edward Rich, CDCAT

CALL TO ORDER      At 12:05 p.m., Chairwoman Nugent called the meeting to order.

- Chairwoman Nugent noted that a quorum was present.

**AGENDA APPROVAL**

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

**APPROVAL OF THE APRIL 25, 2018 BOARD MEETING MINUTES**

Motion – Ms. Falotico  
Seconded – Mr. Criscione  
Carried Unanimously

## RECOGNITION

- Chairwoman Nugent presented a 20-year service award to Alphonso Dukes, a Bus Operator in the Albany Division. The members offered their congratulations.

## BOARD CHAIR COMMENTS

- Chairwoman Nugent acknowledged fellow Board member, David Stackrow for his outstanding leadership as Chairman of the Board over the last 13 years. She said that Mr. Stackrow is talented and dedicated, and he has worked hard to learn the transit business and understand the organization. He has been a steady hand and powerful voice for transportation, locally for CDTA and on the national stage as his role evolves with APTA. She thanked Mr. Stackrow for his hard work and dedication to the Authority. The members offered their congratulations.
- Chairwoman Nugent also expressed her thanks to the Board members and the nearly 700 employees for their dedication and commitment to the Authority and to the customers they serve.
- Chairwoman Nugent said that during the past several years, the Board's vision has focused on making the Authority the best it can be by expanding the CDTA footprint in the region. That has led us down new paths, taking on new challenges and pursuing new opportunities. She said that CDTA employees are at the center of this work, developing work activities into tangible results:
  - transforming the Authority from a bus company to a community resource, a valued partner, and a component of the engine that drives economic prosperity
  - sharpening the CDTA image, improving its service network, positioning the company in the community and highlighting CDTA's role in the economic development of the Capital Region
  - focusing on convenient access to the system, a route network that is easy to understand and use, cutting-edge technology with seamless connections and payment opportunities
  - building a solid business platform to direct activities, with outstanding financial practices, effective advocacy for better infrastructure systems, universal access arrangements to increase ridership, community outreach and effective marketing

## COMMITTEE REPORTS

### PERFORMANCE MONITORING COMMITTEE

Report from Jayme B. Lahut, Acting Chair

- The Performance Monitoring Committee met at noon on Wednesday, May 23, 2018 at 110 Watervliet Avenue.

### Consent Agenda Items

- The Information Technology Department maintains contracts to support operations for which they do not have expertise to manage themselves. The network engineering support services contract has expired.
- Staff has identified different categories of IT services that the Authority will require and has determined that a term agreement is the best vehicle.

- Staff developed a Request for Proposals (RFP) that included a detailed description of the services required, a response format and pricing templates. Evaluation criteria included experience and references, adherence to requirements, cost effectiveness, and DBE participation. The Committee recommends that the following firms be awarded contracts for IT services:
  - Annese & Associates, Inc. (a ConvergeOne Company) of Clifton Park, NY
  - Janus Associates of Stamford CT
  - Dyntek of Albany, NY (Irvine, CA)
  - SoftHQ of San Diego, CA
- The Authority hereby awards four separate one-year contracts, each with four optional one-year renewals, to the above firms each in an amount not to exceed \$750,000 per year, per vendor. The annual financial value of each contract shall vary and be dependent upon project needs. There is no guarantee of work or minimum contract values.

Resolution No. 21 – 2018

Awarding Contracts for Information Technology Support Services

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

- The Authority launched shuttle services in Albany and Schenectady last year to provide another option to drive tourism, support businesses and connect regional landmarks. A third service operates in Saratoga Springs. Two more trolley vehicles are needed to operate these services.
- Hometown Trolley was the vendor in the last competitive procurement and can deliver trolleys in the required timeframe. Using this vendor allows for continuity in parts and operations. Staff has reviewed pricing and finds it fair and reasonable in comparison to previous trolley purchases.
- The Authority hereby awards a sole-source contract for the purchase of two trolleys from Double K, Inc., DBA as Hometown Trolley of Crandon, Wisconsin for an amount not to exceed \$307,935.
- Mr. Schaeffer noted that the Authority should begin to plan for a transition from fossil fuel vehicles to electric vehicles considering the ongoing climate instability.

Resolution No. 22 – 2018

Awarding a Sole Source Contract for the Purchase of Two Trolleys

Motion – Mr. Criscione  
 Seconded – Ms. Falotico  
 In Favor – 5/ Opposed – 0  
 Abstentions – 1 (Mr. Schaeffer)  
 Carried

- Two Northway Commuter (NX) vehicles have reached the end of their useful life. A Request for Proposals was issued by Connecticut Department of Transportation (CTDOT) for motor coaches. Staff has requested options against this contract that would allow for vehicle purchases while meeting all federal requirements.

- The Authority is using the “piggy back” option to purchase commuter buses from the CTDOT contract. A piggy back procurement allows CDTA to save time and money on this purchase.
- CTDOT has granted the request for the Authority to purchase two buses under this contract. Staff has reviewed the specifications and evaluated the price, which represents a 2% increase from last year and finds it to be fair and reasonable. The Authority will execute its own agreement with Motor Coach Industries (MCI) for the actual purchase.
- The Authority hereby authorizes the execution of an agreement with MCI for the purchase of two 45-foot commuter coaches from Motor Coach Industries of Schaumburg, Illinois at a cost of \$490,689 per vehicle (total of \$981,378), pursuant to an agreement between CTDOT and MCI.
- Mr. Schaeffer reiterated his comments about transitioning from fossil fuel to electric vehicles.

Resolution No. 23 – 2018

Authorizing the Purchase of Two Commuter Buses for NX Service from Motor Coach Industries

Motion – Ms. Falotico  
 Seconded – Mr. Stackrow  
 In Favor – 5/ Opposed – 0  
 Abstentions – 1 (Mr. Schaeffer)  
 Carried

- The Authority’s fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life. Requests for Proposals were issued for 40’ diesel buses in 2016. This contract was awarded to Gillig.
- The Authority hereby approves the purchase of twelve 40’ buses from Gillig, LLC of Hayward, California for a cost of \$481,219 per vehicle (total of \$5,775,228, including extended warranty on the engines). Anticipated delivery is summer of 2019.
- Mr. Bixby said that as the Authority continues to purchase these 40’ vehicles, he would like to again discuss at Committee meetings the issue of barriers for the safety of the bus operators.

Resolution No. 24– 2018

Authorizing the Purchase of Twelve 40’ Transit Buses from the Gillig, LLC Contract

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

- An agreement with the New York State Department of Transportation (NYSDOT) requests the Authority to administer a federal grant for Adirondack Trailways to provide transit services between Albany and the Poughkeepsie-Newburgh area. The Authority is the designated recipient for the region and is the only agency eligible to directly receive federal transportation funds.
- As per the terms of the agreement, the Authority shall annually apply for and administer an FTA Section 5307 Capital Grant where Adirondack Trailways will provide these services. The Authority receives \$150,000 for administering this grant.
- The Authority hereby awards a five-year sole source contract with Adirondack Trailways to provide all service, vehicles and maintenance for the service period January 1, 2016 to December

2021. The Chief Executive Officer is authorized to execute necessary documents. The Authority will reimburse Trailways for eligible incurred expenses up to \$575,000 per year from the FTA Section 5307 Capital Grant, varying year to year depending on eligible expenses, NTD information, and appropriated FTA funding.

Resolution No. 25– 2018  
Awarding a Sole Source Contract to Trailways (Adirondack)

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

Audit Committee Items

- Donna Gonser and Seth Hennard from Lumsden & McCormick, the Authority’s external auditors, presented the draft FY2018 year-end audit, which provided the Authority with a clean opinion. The presentation included the process and various audit reports that were used, required communications, audit approach, observations and recommendations, and the balance sheets.
- The Authority hereby approves the Financial and Compliance Report prepared by Lumsden & McCormick, LLP dated March 31, 2018.

Investment Committee Items

- The monthly investment report provided by Hugh Johnson Advisors was received and reviewed by the Committee.

Administrative Discussion Items

- The Committee reviewed the quarterly report of the risk management and workers’ compensation self-insurance accounts and found them to be adequate at this time.
- The Monthly Management Report was reviewed in Committee. MRT was under budget by 1.4%, and customer fares was under by 1.8%. Workers’ compensation was over budget by 127% (due to four special loss of use awards). Professional services were over budget due to timing issues. The miscellaneous line was over budget due to payments for the annual awards dinner. Liability claims was under budget by 40%.
- The Authority is in a satisfactory cash flow position.
- The Monthly Non-Financial Report was reviewed in Committee. Total ridership was down 9% and STAR ridership was down 2%. On-time performance was 78%, and there were two PMI’s not on time. Missed trips were at 23. Means Distance Between Service Interruptions was at 36,321. Scheduled work was at 87%. There were 12 preventable and 19 non-preventable accidents; 98% of customer complaints were closed within 10 days. Website page views were at 955,397.

Executive Session

- The Committee met in executive session to discuss a personnel matter. No action was taken.

- The next meeting of the Committee will be held at noon on Wednesday, June 20, 2018 at noon at 110 Watervliet Avenue.

#### BOARD OPERATIONS COMMITTEE

Ms. Lussier, Acting Chairwoman, reported in the negative.

- The next meeting of the Committee is scheduled for Thursday, June 21, 2018 at 11:30 am at 110 Watervliet Avenue.

#### STRATEGIC AND OPERATIONAL PLANNING COMMITTEE

Report from Georgeanna M. Nugent, Acting Chair

- The Strategic and Operational Planning Committee met on Thursday, May 24, 2018 at 12:00 noon at 110 Watervliet Avenue.
- Jonathan Scherzer provided an overview on how the Authority conducts customer research. Fact Finders collects and analyzes customer information. They use a questionnaire that includes 30 measurements that are reported on monthly. Interviewers use random, on-board sampling; there is also an online option for customers. About 200 customers are sampled on CDTA's highest volume routes (represents 91% of our ridership).
- Jaime Watson provided an overview of the Authority's Community Engagement and Media Outreach efforts. The presentation looked at planning and execution of community engagement. The pillars of the program are to enhance awareness, build name recognition and improve communication with community leaders. A multi-pronged approach is used to build partnerships, media outreach, and community events.
- Ross Farrell engaged the Committee in a discussion about garage expansion, as capacity at the three bus facilities is nearing. Some of the reasons this is being discussed are:
  - Peak bus requirements have increased by 20% over 5 years
  - Ten 60-foot articulated buses have been added
  - More bus operators have been added and employee parking is not sufficient
  - As BRT plans are advanced, more capacity for buses, operators and technicians is needed.
  - Benefits to expanding and improving existing garages include lower capital costs, an incremental approach, limited land acquisition and little impact to surrounding communities.
- The Committee also discussed a new consolidated garage concept that would be easier to implement but would be very expensive and would take at least 5-10 years to complete.
- This will be discussed at length in the coming months as projects continue to be developed.
- The next meeting of the Committee will be at noon on June 21, 2018 at 110 Watervliet Avenue.

#### CHIEF EXECUTIVE OFFICER'S REPORT

- The Chief Executive Officer provided his report May 2018, which included a summary of Performance Indicators for April, 2018. A copy of the report is attached to these minutes.

ANNOUNCEMENTS

- None

FOR THE GOOD OF THE ORDER

- None

EXECUTIVE SESSION

- None

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairwoman Nugent announced the following meeting dates:

June 27, 2018

July 25, 2018

September 26, 2018

ADJOURNMENT – 12:45 PM

Motion – Mr. Stackrow

Seconded – Ms. Falotico

Carried Unanimously

Respectfully submitted,

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Mark Schaeffer, Secretary

May 30, 2018



## CHIEF EXECUTIVE OFFICER'S REPORT

This has been a busy month at CDTA with activities and events that highlight what we do and how we connect the region. Bike sharing is back, construction activities have resumed, and services are being added and adjusted for the summer season.

With a great report from our external auditors, the budget season is in our rear-view mirror. Preparing the budget and working through its execution stretches over 6 months. As that period ends, the team from Lumsden and McCormick arrives to close the books for the year and complete their annual examination of our accounting practices, internal controls and business models. They affirmed our financial position and indicate that we have positive cash flow. They noted no material weaknesses in our financial procedures and found areas of improvement, most notably in how we track and record grants. This is no small matter given the size of our capital program and the amount of grant funds that flow through the organization. Hats off to Mike Collins and his team for their outstanding efforts.

Along a similar line, the Federal Transit Administration audits our performance every three years in a process called the Triennial Review. A review team is led by a contract reviewer who began work a few months ago looking at more than 20 functional areas. The intent of the triennial review is to ensure that we spend federal funds on the things we said we would spend them on, that we are making our best effort to advance programs and services associated with the funds, and that we manage the money in accordance with all federal regulations. The reviewer began work on site today and will continue for the next two days. He will interview staff members and review our procedures and practices. He will prepare a detailed report, which is sort of a report card from our partners at the federal government. Bridget Beelen is our contact for this work and she has done a great job preparing the company and our staff for this intensive effort. Details to follow.

Earlier this month, we began the collective bargaining process with an exchange of proposals. Once that was completed, negotiating teams for the ATU and the company began discussion on the various components of the contract. Focus areas for us are wages, benefits and working conditions for our employees. These discussions are continuing and the negotiating teams are hopeful of a successful outcome. The current contract expires on June 15. We will update board members periodically on these developments. Please let me or Mike Collins know if you have questions.

We have engaged Doug Eadie to assist us with implementing the High Impact Governance recommendations that were adopted by the board. He is working with the strategic implementation committee, with me, and with our staff to ensure that we get maximum benefit from this work. Our timetable is aggressive and we hope to have all this work done in about 6 weeks. More details to follow.

We continue to work on state advocacy with Lisa Marrello and her team. With the state budget work behind us, we are focused on CDTA specific projects that we can highlight and develop. Many of our projects and plans are unique and different from other transit systems across upstate New York. We are talking with elected officials and state agencies about ways that we can integrate this work with other efforts and with innovative funding mechanisms. These efforts will continue throughout the summer and fall. It is part of our messaging and positioning work as we develop our role in the regional economic development process.

On a beautiful and very sunny May 8 day at Mohawk Harbor in Schenectady, we kicked off Season 2 for CDPHPCycle! Georgie Nugent provided the vision for bike sharing and how we are connecting it to improved regional mobility. Dr. John Bennet provided comments about the great partnership that we have developed with his staff at CDPHP, our title sponsor. David Buicko from the Galesi Corporation was our gracious host and he proudly highlighted the eye-catching mixed-use development that is almost complete in downtown Schenectady. Several other partners spoke glowingly about the role that bike share plays in the development and promotion of the region. Several of them called it one of the final pieces in making the region a more exciting place to live and work. We continue to add new stations and bikes to the network. In the coming weeks, we will be at 75 stations and 350 bicycles. Ridership is already surpassing last year's totals and we will integrate this into our regular monthly reports.

With full integration of *Navigator*, our smart card/mobile ticketing system, we are focused on increasing the number of customers using prepayment. More than 35,000 *Navigator* cards have been distributed throughout our system. Not all cards are being used, but the objective is to get them in the hands of customers and convince them of the benefits of this technology. Over time, we will introduce new features that add value to *Navigator* and increase its use on our buses.

As we have discussed, the *Navigator* transition has been at the center of a drop in boarding counts. This has continued, but slowed in recent weeks. We may have underestimated the impact of converting our full slate of fare products (Swiper cards, day cards, trip tickets and reduced fare cards) to the *Navigator* platform (card and mobile). In addition, the timing of our implementation may also be driving some of the ridership changes – terrible weather in the last quarter of the year and a national trend that shows a slowing of transit ridership adds complexity of this matter.

We will add seasonal services to our route network in the coming weeks. This includes downtown shuttle services in the major cities of our region, and services to parks and summer activity centers. They are part of our extended network and we are looking to develop them and make them part of our regular route compliment. In addition, minor adjustments were made to services last week; this is part of our regular maintenance of the network, which is constantly adjusted to customer demand and to employee input.

Construction updates – work continues on the deck repair at Rensselaer Rail Station. Phase two and three will be complete this summer and all phases complete by the end of 2018. Work has resumed at Lark and Washington and we are coordinating this with infrastructure improvements being done by National Grid. We are looking at an early summer completion and are planning an event to open the new BRT station. Shelters continue to be upgraded and new ones added to the system to make waiting for buses more convenient for customers. Installation of hardware and software for our CAD/AVL system also continues. IT staff is working closely with operations staff to insure a smooth transition on this important initiative.

### **Key Performance Measures**

Performance measures for the company are included in monthly reports. Data is for April and is compared to April 2017. The data provides a snapshot about what we do and how we do it. As this is the first month of the fiscal year, there is little year-to-date data; month over month comparisons continue to be helpful to us.

Total ridership for April was 1.31 million, down 9% from last April (1.43 million). We continue to look at categories of ridership to better understand what is causing our drop off. The transition to

*Navigator* continues to be a principal driver of this change but we have noticed a slowing in the decline. STAR ridership was down 2% from last April (about 500 less boardings). Boarding counts on Northway Xpress (NX) buses were up at 8% from last April (16,605 v 13,468 last April). NX ridership tracks closely to the price of gas; prices have quietly crept to \$3/gallon.

As discussed in the Performance Oversight Committee meeting, our financial condition is strong. It is driven by several factors including, increased State Operating Assistance (STOA) and capital funding, increases in revenue generated by Universal Access agreements, and the solid performance of other revenue sources like facility advertising and Rensselaer Rail Station parking and tenant lease revenue.

Total revenue was almost 1% under budget for the month with no concerning items to note. Expenses were almost 4% over budget for the month. Most of this is a result of timing – for example, expenses for our annual awards dinner were booked in April causing the miscellaneous line to be over budget and several large payments made to vendors moved the professional services line over budget. This will normalize over time. On the flip side, the wage and benefit lines were under budget by 2%; almost 70% of our expenses fall into these categories. Staff will provide more trend analysis as we move deeper into the fiscal year.

As reported in non-financial reports, we missed 23 trips on the fixed route system; last April, we missed 25 trips. There were no trip denials in STAR. We reported 31 accidents in April with 12 categorized as preventable. Last April, we reported 32 accidents with 9 preventable. 98% of preventative maintenance inspections were done on time; last April, 99% of PMI's were done on time. Scheduled maintenance work is at 87%; last April, it 82%. Fixed route timeliness was at 78%; last April, it was 71%. Our goal is to operate within a 0-5 minute late window at least 80% of the time. Over the past two years, there has been continuous improvement in maintenance performance and schedule adherence. CDTA employees are committed to improvement and have responded to the challenges involved with making the changes to get there.

Our call center processed 174 comments, compared to 235 last April. Response time to close inquiries was at 98%; the highest it has been since we began tracking this. There were 955,000 page views at [www.cdta.org](http://www.cdta.org). Last April, there were just over 1 million views. New tools help us communicate with customers and the public. We are devoting more attention to these tools and how they can be used to maximize their effect.

### **Activity Report**

As you can see in my report, I spend a good deal of time on external relationships. This helps to expand our partnership base and position the company as a conduit for economic opportunity. Our staff is very active in these efforts, allowing us to be in many places at one time, engaging with multiple audiences.

- On April 26, Jon Scherzer and I met with Melanie Beam, Executive Director of Capital Car Share. This is a local group, which operates in the City of Albany. We pass through federal funds from CDTC to support this work. We talked about ways to strengthen their program. Mike Franchini from CDTC joined us.
- On April 27, we held an all Authority staff meeting. These are held every 6-8 weeks to get everybody up to speed on the projects we are advancing for CDTA.

- On April 27, Chris Desany and I met with Ray Gillen, Metroplex and staff from Adirondack Trailways to continue discussion about a transit center in Schenectady. We are focused on the bus station at the base of State Street and are talking about ways to develop it.
- On April 30, Fred Gilliam, Lance Zarcone and I met with Bob and Steve Brown. The Browns operate Northway Express service under contract to CDTA. We meet periodically to talk about the service, the equipment they use and issues that may need attention.
- On May 1, I met with Mike Fleisher. Mike was the Chief Executive Officer at the NYS Thruway; he also held several senior positions at NYSDOT. He is now a consultant working on his own. We get together periodically to talk about infrastructure and funding issues.
- On May 1, I attended a media event to spotlight our work with the Spotted Zebra School. We donated a retired shuttle bus to Spotted Zebra for their work with children with autism. The bus transports the school's sensory equipment throughout the region.
- On May 1, I attended a meeting at the NYS Office of General Services with Chris Desany and Ross Farrell to talk about transportation issues.
- On May 2, Chris Desany, Ross Farrell and I provided a presentation on the River Corridor BRT to the Capital Region Economic Development Council. We have submitted a \$7.3 million request for funding as part of the Upstate Revitalization Initiative (URI).
- On May 3, I appeared on the Spectrum News 9 morning show with Dr. John Bennett from CDPHP. We spoke about Season 2 of CDPHP*Cycle!*. Jaime Watson organized this interview as part of our *Cycle!* outreach efforts.
- On May 8, I emceed our media event to kick-off Season 2 of CDPHP*Cycle!* at Mohawk Harbor in Schenectady. Georgie Nugent was our featured speaker; she was joined by Dr. John Bennett from CDPHP. A long list of partners attended and spoke about the program, its popularity and prospects for expansion. Jackie Falotico and Mike Criscione joined Georgie to represent the Board.
- On May 8, I attended The Independent Living Center's 24<sup>th</sup> annual Dessert Spectacular. Jon Scherzer, Jaime Watson, Amanda Avery and Mike Collins also attended. A great job by Denise Figueroa and her staff. They outdo themselves every year.
- On May 9, we began contract negotiations with the Amalgamated Transit Union. Our agreement expires on June 15 and we have meetings scheduled for the next two months so that the teams from CDTA and the ATU can work towards a successful resolution. We will provide periodic updates on this important topic.
- On May 9, I attended meeting of the United Way Executive Committee. I am a board officer and this committee is akin to our Operations/Governance committee.
- On May 9, I attended a meeting of the NYPTA Board of Directors, which we hosted at CDTA. We talked about our advocacy work, ways to expand the PTLI program for emerging professionals, and programs to serve small members from rural communities.

- On May 10, I spoke at the Run, Bike, Hike Trails Summit sponsored by Assemblywoman Patricia Fahy. About 100 people attended this event at the Capitol where speakers talked about the economic and community impact of our trail system. I spoke about our transit services and highlighted CDPHP *Cycle!*
- On May 10, I attended the Kidney Foundation Annual Dinner with my wife Sheila at the Capital Center. Jon Scherzer and his wife Monica also attended.
- On May 11, close to 30 CDTA employees attended the 40 Under 40 luncheon at the Capital Center. We were there to support Jaime Watson, who is a member of this year's class. This is a special achievement and we are very proud of Jaime. Thanks to Georgie Nugent and Mike Criscione who represented the Board.
- On May 14, I spoke with our newest class of 14 bus operators. The class will be ready for service in late June and I talked with them about our expectations and the potential rewards that are ahead of them as they embark on a successful career at CDTA.
- On May 14, we were a presenting partner of the Rensselaer County Chamber of Commerce's roundtable discussion with Congressman Paul Tonko and John Faso. Georgie Nugent introduced the program and we listened to a spirited discussion about developments in Washington. We were joined by Denise Figueroa, Jaime Watson, Jon Scherzer, Phil Parella, Rick Vines and Allie Schreffler.
- On May 15, we were presented with a community partner award at the Albany Police Department's annual awards ceremony. The award is given to organizations that demonstrate a commitment to community. My wife Sheila and Jaime Watson joined me at the College of St. Rose. It was great to listen to the internal recognition awards given to APD officers who perform above and beyond expectations.
- On March 16, I attended a meeting of the United Way Board of Directors. I have been a member of this board for several years and am impressed by the work that the United Way does throughout the community.
- On March 17, I participated in the CDPHP Workforce Challenge in downtown Albany. Our group of 25 people ran/walked alongside 10,000 participants in this annual event. Great job by Mike Collins who coordinates this – another nice way for employees to get together in a social activity; and to get some needed exercise.
- On March 18, I was invited to the City of Albany's Bike to Work event. Mayor Sheehan was the host and there were several elected officials and community supporters there. I was happy to see that the Mayor chose to ride a CDPHP*Cycle!* bike.
- On March 18, I met with staff from Capital Region Gondola. They provided a project update, which is moving forward. We are working with them as appropriate; if this develops, it will be another mobility options for travel between Rensselaer and Albany.
- On March 18, I attended an open house at the United Way offices. The event was deigned to introduce the new United Way CEO Peter Gannon and to thank Interim CEO Wally Altes for

his work over the past few months. Several CDTA staff members attended as did ATU Business Agent Corey Bixby.

- On May 22 and 23, the negotiating teams for CDTA and the ATU met to continue discussions about a new collective bargaining agreement.
- On May 23, I attended a meeting of the Equinox Board of Directors. I have been on this board for many years and am impressed by the work the organization does for people with mental illness, for young people who need support services, and for victims of domestic violence. Many of their clients and staff use CDTA services.
- On May 23, I attended the annual board meeting and employee recognition ceremony at the Colonie Senior Service Center. As a resident of the Town, I am happy to give time to this organization. CDTA has a great relationship with CSSC and seniors in the town.
- On May 24, Chris Desany, Ross Farrell and I met with staff from Capitalize Albany and the Albany Parking Authority to talk about issues of common concern, most notably the need for an intermodal center in the downtown area.
- On May 25, I met with Kate Manley, President and CEO of the Rensselaer County Regional Chamber of Commerce to talk about our partnership and things we can do to help each other.
- On May 30, an FTA contract reviewer arrived at CDTA to begin the triennial review. This review looks at a variety of our functional areas that we spend federal funds on. We expect a draft report next week.

### **Final Thoughts**

As we begin to transition to the summer season, our work continues to make CDTA bigger and better. We have opportunities surrounding us and it is important to understand what is best for CDTA and what is best for improved mobility throughout the region. We are having more conversations at the committee level to help us make informed policy decisions and to set the company on the right course. Not all projects and activities can be taken on given the size and scope of our company. And not all of them are appropriate for CDTA; however, we will give them the attention they deserve with discussion in our stronger committee structure.

Copy: Senior Staff  
Director of Corporate Communications  
Director of Marketing

**RESOLUTION NO. 27 – 2018**

Approve Disadvantaged Enterprise Program

## **Capital District Transportation Authority Agenda Action Proposal**

**Subject:** Approval of Disadvantaged Business Enterprise (DBE) Goal Plan for FFY2019-2021.

**Committee:** Performance Oversight  
**Committee Meeting Date:** June 20, 2018  
**Board Action Date:** June 27, 2018

**Background:**

The Federal Transit Administration (FTA) requires grantees to comply with the regulations contained within 49 CFR, part 26. These regulations require the promulgation of a DBE Program. DBE Program requirements are intended to “level the playing field” by affording qualifying DBE businesses the opportunity to compete for federally funded CDTA contracts. The CDTA DBE Program closely follows the DBE Program format provided to grantees by the FTA.

**Purpose:**

CDTA is required to establish new goals every three years. A new goal plan must be filed with FTA no later than August 1, 2018.

**Summary of Action:**

Staff recommends a goal of 5.41% for federal fiscal years (FFY) 2019-2021 for the estimated \$89 million in federal dollars slated to be spent (non-vehicle) over the reporting period.

The goal is calculated by identifying what procurement opportunities exist, by business segment (e.g. engineering, construction) for the reporting period and then calculating the relative number of DBE’s available in those segments using the North American Industry Classification System (NAICS) County Business Patterns data. That calculation is then adjusted to reflect with the greatest accuracy possible, the expected participation of DBE’s. The adjustment of this base figure is based on CDTA’s recent history of DBE participation and analysis of upcoming contract work.

During the most recent reporting period CDTA exceeded its participation goals in all but the last year. Per FTA requirements a shortfall analysis was completed for that year which examines the reasons for not meeting the goals and how CDTA can work to better achieve those goals. In this circumstance the goal was primarily not met due to circumstances outside of CDTA’s control-project delays due to funding and governmental approvals.

Staff utilizes minority and trade publications, small business events and direct outreach to encourage participation. Staff recommends a goal of 5.41% participation for the FFYs 2019-2021 for the Disadvantaged Business Enterprise Program. The goal for FFYs 2016-2018 was 5.44%.

**Financial Summary and Source of Funds:**

There are no financial implications to the Authority.

**Prepared by:**

Stacy Sansky, Director of Procurement & Disadvantaged Business Enterprise Liaison Officer

**Project Manager:**

Stacy Sansky, Director of Procurement & Disadvantaged Business Enterprise Liaison Officer



**RESOLUTION NO. 28 – 2018**

Approve Procurement Manual Update

## **Capital District Transportation Authority Agenda Action Proposal**

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

**Committee:** Performance Oversight  
**Committee Meeting Date:** June 20, 2018  
**Board Action Date:** June 27, 2018

**Background:**

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

**Purpose:**

Staff reviews the procurement manual annually to ensure it still meets CDTA's needs. The procurement manual requires further updates this year as a result of suggestions received during the Triennial Review in May.

**Summary of Proposal:**

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

During the Triennial Review, several minor clarifications and additions to the procurement manual were requested by FTA's on-sight reviewer and are outlined in the attached memo. All of these revisions further clarify processes already in place and do not result in any change the CDTA procurement process.

**Financial Summary and Source of Funds:**

No impact

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Stacy Sansky, Director of Procurement



## Memorandum

June 11, 2018

To: Members, Performance Oversight Committee  
From: Stacy Sansky, Director of Procurement  
CC: Mike Collins, Vice President of Finance & Administration  
Re: FY19 Procurement Manual-Revisions

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Revisions to the Procurement Manual include

- Updates to Buy America
  - To clarify that Buy America provisions apply to all operating and capital contracts regardless of the dollar value if federal funds are involved. (p. 22)
  - To add language referencing newly created Appendix 8 to list certifications, reports and forms required for Rolling Stock procurements. (p. 22)
  - To specifically reference the Pre-Award/Post-Delivery Buy America Audit requirements (p. 22)
  - Addition of Appendix 8 as noted above (p. 64)
- Organization Conflicts of Interest (p. 27)
  - This language was added to strengthen the penalties that could be imposed for conflict of interest violations.

**RESOLUTION NO. 29 – 2018**

Annual Review of Drug and Alcohol Policy

## **Capital District Transportation Authority Agenda Action Proposal**

**Subject:** Annual Review of Drug and Alcohol Policy

**Committee:** Performance Monitoring

**Committee Meeting Date:** June 20, 2018

**Board Action Date:** June 27, 2018

**Background:**

An annual review of the Drug and Alcohol Policy is required according to 49 CFR Parts 40 & 655 regulations.

**Purpose:**

The policy must be available to all employees and specifically to employees performing safety-sensitive functions. The policy ensures that all regulations are up to date and followed to remain in compliance with the Federal Transit Administration (FTA).

**Summary of Proposal:**

There are two regulatory changes required to be added for compliance with 49 CFR Part 40 and Part 655 as described below.

1. Prescription (Rx) and recreational use of Marijuana is prohibited
2. Testing positive for prescribed medication(s)
3. Additional wording for Follow-Up testing – Internal Audit.

The recommended changes are highlighted in the Drug and Alcohol Policy on pages 5,7,8 and 33. Copies of the Drug & Alcohol Policy changes will be available at the committee meeting.

It is recommended that the committee adopt the new FTA regulations and internal audit recommendations and approve the 2018 Drug and Alcohol Policy.

**Financial Summary and Source of Funds:**

No impact

**Prepared by:**

Rich Cordero, Manager of Safety & Training

**Project Manager:**

Rich Cordero, Manager of Safety & Training

**To:** Chairman, Performance Oversight Committee  
Members, Performance Oversight Committee  
**From:** Rich Cordero – Manager of Safety and Training  
**Re:** Approve Changes to the CDTA Drug & Alcohol Policy  
**Date:** June 15, 2018

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**Background:**

Each year the CDTA Safety Department is responsible for making changes and/or updates to the Drug and Alcohol policy and bringing those updates to the Board of Directors for approval. There are several reasons why a change might be made, some of which might be:

- A DOT regulatory change that must be incorporated
- Altering the language in any way to make it easier and more clear for employees to follow
- A procedural or policy change made by CDTA Management to improve our overall Drug and Alcohol program or as a response to a specific issue

**Justification:**

To keep the policy compliant with 49 CFR Part 40 and Part 655 the following changes were made:

**Regulatory Changes**

- Rx and recreational use of Marijuana prohibited
- Changes to the regulations concerning synthetic drugs and testing panels
- Language added for Follow-Up testing

**Reason for changes**

- Regulation requires language which includes the prohibition of both Rx and recreational use of Marijuana.
- The term Opioid will replace Opiate to include synthetic drugs such as Oxycodone, Hydrocodone, hydromorphone and Oxymorphone to the testing panel. (See Appendix J)
- Regulation requires language which includes that follow-up alcohol testing is only permissible just before/during/just after actual performance of safety-sensitive functions

**Staff Recommendation**

Staff is recommending that these regulatory changes be incorporated into the Drug and Alcohol Policy.