

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, October 31, 2018
CDTA Board Room - 110 Watervliet Avenue
12:00 Noon



Board Item	Responsibility	Page
Call to Order	Georgie Nugent	
Ascertain Quorum and Approve Agenda	Georgie Nugent	
Approve Minutes of September 27, 2018	Georgie Nugent	2
Recognition/Updates		
<ul style="list-style-type: none"> • Michele A. Gaudet-Heaton – 25 Years of Service • Michelina Perez – 25 Years of Service • Maintenance Roadeo Winners • Update from APTA 	Carm Basile	
	Dave Stackrow	
Committee Reports: (Action Items Listed)		
Performance Monitoring Committee (10/23/18)	Jayne Lahut	
<ul style="list-style-type: none"> • Auto and General Liability Insurance Renewal • Auto Physical Damage Insurance Renewal • Operations Department Renovation Award • Accept 10% State Portion of Federal Grants 		12 17 22 28
Audit Committee (10/23/18)	Jayne Lahut	
Investment Committee Report (10/23/18)	Denise Figueroa	
Board Operations Committee (10/17/18)	Georgie Nugent	
Strategic and Operational Planning Committee (10/25/18)	Michael Criscione	
Community and Stakeholder Relations Committee (10/29/18)	Jaclyn Falotico	
Chief Executive Officer’s Report	Carm Basile	32
Executive Session		
<ul style="list-style-type: none"> • Discuss Collective Bargaining 	Carm Basile	
Good of the Order		
Upcoming Meetings (110 Watervliet Avenue)		
December 12, 2018		
January 30, 2018		



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

MINUTES OF SEPTEMBER 27, 2018 BOARD MEETING

MEMBERS PRESENT Michael J. Criscione, Vice Chairman
Mark Schaeffer, Secretary
Jayme B. Lahut, Treasurer
Corey L. Bixby
Denise A. Figueroa
David M. Stackrow

MEMBERS EXCUSED Georgeanna M. Nugent, Chairwoman
Jaclyn Falotico

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
Lance Zarcone, Director of Maintenance
Stacy Sansky, Director of Procurement
Jonathan E. Scherzer, Director of Marketing
Kelli E. Schreivogl, Director of Human Resources
Sarah A. Matrose, Internal Auditor
Steven E. Wacksman, Superintendent, Albany Maintenance
Jaime L. Watson, Director of Corporate Communications
Philip C. Parella, Director of Finance
Erika M. Reilly, Marketing Coordinator
Thomas Guggisburg, Director of Information Technology
Brian Greene, Superintendent, STAR
Joseph Landy, Superintendent, Albany Transportation
Richard Nasso Jr, Assistant Superintendent, Albany Maintenance
Robert Sears, Director of Risk Management
Suzanne Bissaillon-Feliciano, Bus Operator, Albany Division
Thomas Alesandrini, Supervisor, STAR
Christine Lucey, Scheduler, Access Transit
Theodore Roes, Bus Operator, Albany Division
Vanessa Salamy, Executive Assistant
Stephen Williams, The Daily Gazette
Nancy Benedict, Citizens for Transportation

CALL TO ORDER At 12:07 p.m., Vice Chairman Criscione called the meeting to order.

- Vice Chairman Criscione noted that a quorum was present.

AGENDA APPROVAL

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

APPROVAL OF THE JULY 25, 2018 BOARD MEETING MINUTES

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

RECOGNITION

- Vice Chairman Criscione and Mr. Basile presented the following service awards:
 - 20-years of service to Christine Lucey, Access Transit Scheduler
 - 25-years of service to Suzanne Bissailon-Feliciano, Albany Bus Operator
 - 25-years of service to Thomas Alesandrini, STAR Supervisor
 - 25-years of service to Richard Nasso, Jr., Assistant Superintendent of Maintenance
 - 30-years of service to Theodore Rores, Albany Bus Operator
 - 30-years of service to Joseph Landy, Albany Transportation Superintendent
- The members offered their congratulations.

COMMITTEE REPORTS

PERFORMANCE MONITORING COMMITTEE

Report from Jayme Lahut, Chair

- The Performance Monitoring Committee met on Wednesday, September 19, 2018 at 12:00 pm at 110 Watervliet Avenue.

Consent Agenda Items

Resolution No. 37– 2018

Awarding a Sole-Source Contract for Scheduling Software Maintenance

- In 2000, CDTA purchased a fixed route scheduling system (HASTUS) from GIRO. The software is proprietary and requires a sole source procurement for a new maintenance contract. The maintenance contract includes software updates, configuration, consulting services and issue resolution that can only be performed by GIRO. This is a single year renewal and next term we will pursue a multi-year agreement which will help minimize the annual increases. The price has been determined to be fair, and it is in the best interest of CDTA to enter into an agreement with GIRO.
- The Authority hereby awards a one-year maintenance contract to GIRO for the Scheduling Software System (HASTUS) for an amount not to exceed \$78,878.

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

Resolution No. 38– 2018

Award Sole Source Contract for Microtransit Pilot Program to TransLoc of Durham, North Carolina

- Ford Smart Mobility is offering a partner program that allows us to engage a microtransit pilot through their subsidiary, TransLoc. 44 pilot programs have been made available, of which 35 have been awarded.

- Microtransit is a combination of technology and service delivery to offer flexible routing of trips enabling real-time matching of demand and supply, extending the accessibility of transit service. TransLoc provides service development (data analysis), simulation, software system testing, training, a pilot analysis and final report. Staff recommends a two-year contract with TransLoc of Durham, North Carolina for a microtransit pilot.
- The project will be developed in a phased approach, the first, justifying the execution of a pilot with which to begin, and the second being the operation of the pilot itself. There is no requirement for any permanent commitment to operating microtransit service.
- The Authority hereby awards a two-year agreement with TransLoc of Durham, NC for microtransit services, software, and pilot support for an amount not to exceed \$25,000 (additional \$160,000 pilot cost paid for by Ford Smart Mobility).

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

Audit Committee Items

- No items were scheduled.

Investment Committee

- The Investment Committee met on September 27 and the report has been distributed to all members.
- The monthly investment report provided by Hugh Johnson Advisors was received and reviewed by the Committee.
- The next meeting will be held just before the October Board meeting.

Administrative Discussion Items

- The Committee reviewed the quarterly report of the risk management and workers' compensation self-insurance accounts. The workers' compensation account is now funded at 87% due to a projected liability increase based on the annual actuarial report and the Authority's external auditor's recommendation. The Committee has determined that the accounts are adequate at this time, despite the change in the workers' compensation account.
- The Monthly Management Report was reviewed in Committee. Mortgage Recording Tax exceeded budget by 11%; we are on budget for the year. Customer fares exceeded budget by 6.5% (primarily due to two more weekdays in the month); we are 3.2% over budget for the year. Advertising revenue exceeded budget because of Lamar sales, our bike share sponsorship and a one-time \$25,000 payment from Schenectady businesses for trolley service. Wages are over budget by 3%; 1.3% for the year. Workers' Compensation expenses are 14% over budget; 26% for the year. Purchased Transportation is over budget by 11%; 9.5% for the year.
- The Authority is in a satisfactory cash flow position at this time.
- The Monthly Non-Financial Report was reviewed in Committee. Total ridership was down 6% for the month; 6% for the year. STAR ridership was down 9% for the month; 2% for the year. On-time performance was at 72.4% and there was one Preventive Maintenance Inspection not on

time. There were 32 missed trips this month. Mean Distance Between Service Interruptions was at 30,580. Scheduled work was at 83%. There were 17 preventable and 35 non-preventable accidents; 89% of customer complaints were closed within 10 days. Website page views were at 637,498.

- The next meeting of the Committee is scheduled for Tuesday, October 23, 2018 at 11:30am at 110 Watervliet Avenue.

BOARD OPERATIONS COMMITTEE

Report from Georgie Nugent, Chairwoman

- The Board Operations Committee met on Thursday, September 20, 2018 at 11:30 am at 110 Watervliet Avenue.
- High Impact Governance strategic planning is finished. This is the first month the board has operated under the new committee structure. New committee chairs as well as Chief Staff Liaisons have met and will continue to ensure the committees function smoothly. This governance model will help CDTA move forward as a cohesive board.
- The next meeting of the Committee is scheduled for Wednesday, October 17, 2018 at 7:45 am at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE

Report from Mike Criscione, Chair

- The Strategic and Operational Planning Committee met on Thursday, September 20, 2018 at 12:00 pm at 110 Watervliet Avenue.

Consent Agenda Items

- No items scheduled.

Administrative Discussion Items

- Staff presented the route performance report for FY 2017-18. The route network remains strong, with trunk routes performing best with high frequency and transit propensity.
- Ridership continues to track along the national curve, yet still outperforming many similar size properties. Navigator customers' reaction to change, operator behavior, technology, and enforcement of half fare policies has all contributed to our modest decrease in boarding counts.
- Additionally, weather, ridesharing, telecommuting, and low gas prices had an effect on ridership. Seven of the top ten most productive routes in the system had service increases in the past two years, underscoring the importance of investment in more service on all seven productive lines.
- 2018-2019 recommendations include a microtransit pilot, continued service adjustments, planning for a possible expansion in Montgomery County, and a continued analysis of the ridership trends.
- The next meeting of the Committee will be on Thursday, October 25, 2018 at 12:00 pm at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER'S REPORT

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

ANNOUNCEMENTS

- None

FOR THE GOOD OF THE ORDER

- None

EXECUTIVE SESSION

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

- Discussion of Collective Bargaining Matters took place.
- Motions were made to come out of executive session, which motions carried. No action was taken during the executive session.

UPCOMING MEETINGS

- Subject to the call of the Chair, Vice Chairman Criscione announced the following meeting dates:
October 31, 2018 - 12:00 PM
November/December - TBD

ADJOURNMENT – 01:05 PM

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

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: September 27, 2018

CHIEF EXECUTIVE OFFICER'S REPORT

I am providing my monthly report on the activities and development at CDTA. The report summarizes our operating statistics, gives you an update on projects that are underway, and provides a recap of our work in the community.

I want to thank board members and the extended senior staff for your work on High Impact Governance. We had a successful wrap up meeting a few weeks ago where we talked about the work we do and how important a functional governance structure is to our success. Most of the changes to our structure are fine-tuning and they will help us make CDTA better. I look forward to supporting our new committee chairs and introducing our Stakeholder and Community Relations committee.

Negotiating teams for CDTA and the Amalgamated Transit Union met last week as we work towards a new collective bargaining agreement. This important work covers wages, benefits and working conditions for more than 600 CDTA employees. While discussions continue, the terms and conditions of the current contract (expired on June 15) remain in place. Our focus continues to be on wages and employee benefits and we remain confident that we can achieve a workable resolution. We will provide an update in executive session.

With the fiscal year approaching its halfway point, we have begun budget planning work for Fiscal Year 2019-2020 (yes, 2020!). It is arguably our most important work of the year as the budget sets the course for all company activities. Development of the budget components will be coordinated by the Strategic and Operational Planning Committee. The current year budget and its line items will serve as the basis for projections in the new plan as will any changes brought about by the collective bargaining process. Details to follow.

As we start budget work, we are also beginning advocacy efforts. We partner with NYPTA on message development for the broader transportation issues we want to articulate at the state capitol. This includes a guaranteed allocation of state operating and capital assistance. We are also working with our partners at Jackson Lewis to highlight our efforts to position CDTA as the mobility manager throughout the Capital Region. With this role has come the development of unique products, opportunities and markets – which require appropriate funding. This work differentiates us from other transit systems in New York. All these elements will be incorporated into our advocacy messaging.

As shown in our monthly reports, ridership is 5-6% lower than last year. We have talked about this in committee and zeroed in on the reasons for the changes. With people taking advantage of new mobility choices, some of this is to be expected. This makes our work challenging, but we are well positioned to respond. Despite the ridership slowdown, our network performs above average for a midsize transit system, and many products, like our popular Universal Access program are growing. Our staff is examining the changes that are occurring and evaluating options that are available to us. A good deal of this work is evident in our annual Route Performance report, which was discussed at last week's Strategic and Operational Planning Committee meeting. Most of our trunk routes perform above capacity and several neighborhood routes exceed their targets. Our challenge is to add more wholesale work to our list of UA partners and redesign some neighborhood routes in the interest of cost effectiveness.

CDPHP *Cycle!* ridership continues an upward trajectory. As of the first week in September, total ridership is over 17,000 with annual memberships nearing 3000. The program generates positive publicity for us and it is attracting a new and different customer to the CDTA family. It continues to perform above expectations, with membership growing and public reaction overwhelmingly positive. We have introduced uniquely designed "unicorn" bicycles for events and promotions to focus attention on healthy living and partnerships. This is accomplished with our friends at CDPHP. The partnership and naming

rights with CDPHP has led to greater brand awareness for the program and an association with one of the most progressive employers in the region.

Staff continues its work to advance the electric bus initiative. Our approach is to develop a pilot program with 4-5 buses and appropriate charging technology. We are working with National Grid and others to insure adequate power at 110 Watervliet Avenue for the pilot. At the same time, we are talking with bus manufacturers about the technology and our needs to support it, both in maintenance and in operations. We expect settlement money from New York State DEC to help us advance the pilot. Details to be provided in the next several weeks.

Our work to examine service expansion in adjoining counties continues. We are working with NYSDOT on service needs, the cost to provide it, and revenue sources that may be available to us. This work is important to our efforts to provide more mobility choices and for us to consider ways to extend our reach to areas where transit can be a part of community development. Updates will be provided at Strategic and Operational Planning committee meetings.

I was pleased to be present when Dave Stackrow was elected as chairman of the American Public Transit Association at the annual meeting in Nashville. Denise Figueroa, Corey Bixby and members of our staff joined me. Dave begins a busy year working on the important issues that face transit systems across North America. He has outlined an ambitious agenda for APTA and our industry. These issues center on mobility, economic opportunity, workforce development and industry leadership. We will do everything we can to help Dave in his work with APTA and to inform people in the Capital Region about this achievement. Congratulations Dave!

Key Performance Measures

Key Performance measures for the company are included in our monthly reports. Data is for August and it is compared to August 2017. The reports that we provide are a snapshot of the organization, the work that we do, and its effectiveness.

Total ridership in August was 1.28 million, down 6% from last August (1.36 million). Year to date, ridership is down 6% from last year. Boardings on Northway Commuter buses are up 7% year-to-date; ridership on STAR vehicles is up 2% year-to-date. This bucks the trend that we are seeing on the fixed route network.

There are several factors driving the ridership shifts. We are seeing the impact of ridesharing, especially among choice customers (those with an option but choose our service). Although these customers continue to use our services, they are using CDTA and ridesharing, cutting down the number of trips they consume. We are looking at several factors in the *Navigator* transition that are affecting boarding counts, especially the cleanup of our half fare program. When we issued new half fare cards, we made sure that only people who were entitled to cards had them and we clarified our rules with partners who issue cards. This would reduce the number of half fare trips made throughout our system. Chris Desany and his team are looking at the fare box system, our automatic passenger counting system, and other technology that we use to track ridership. We expect a report in the coming weeks. Although they may not be able to provide a 100% assessment of all factors, a general description of what is happening is in order.

Our financial condition continues to be good. Total revenue for the month was 9% over budget, led by a very good month with Mortgage Recording Tax. MRT came in at \$1.04 million, our first million-dollar month of the year; we hope this marks the beginning of a good few months. Customer revenue continued its positive trend, finishing 8% over budget (it is 3.5% ahead of year-to-date-projections). Finally, advertising revenue was 70% over budget thanks to the great work of our partners at Lamar Transit (it is 42% ahead of year-to-date-projections). We are seeing a revenue drop at Rensselaer Rail Station, due to a slowing of activity from taxis and at our parking facility (both issues are attributed to ride sharing).

Expenses were 1.7% over budget for the month; we are half a percent over budget for the year. Wages are driving most of the increase, with a higher than normal amount of overtime paid to cover the summer vacation period. Workers compensation and purchased transportation costs are both higher than budget expectations (for the month and year-to-date).

We missed 32 trips on fixed route system; last August, we missed 40 trips. There were no trip denials in STAR. We reported 52 accidents in August with 17 categorized as preventable. Last August, we reported 47 accidents with 19 preventable. 99% of preventative maintenance inspections were completed on time; last August, 98% were on time. Scheduled maintenance work was at 84%; last August, it was at 82%.

Fixed route timeliness was at 75%; last August, it was 73%. Our goal is to operate within a 0-5 minute late window at least 80% of the time. Our call center processed 244 comments compared to 327 last August. This number continues to change as people communicate with us in different ways, especially using social media. We are working to adjust how we report this and related categories of comments and communication. Response time to close inquiries was at 89%; last August, it was 90%.

There were 637,500 page views at www.cdfa.org. Last July, there were 892,500 views (we recently changed our site to help people get directly to the page they want; reducing the number of page views we count; it will take a few months for this comparison to normalize).

Community Engagement Activities:

- CDTA Fall Festival-Friday, October 5 at 110 Watervliet Avenue, 9:30-1:30pm
- Troy Division Pink and United Way Cook Out, Friday, October 12 at Troy Division
- Pink Bus Pull-Thursday, October 18 at Stuyvesant Plaza, 5:30pm-8:30pm
- NYPTA Conference-Tuesday, October 23-25 at Albany Marriott
- Schenectady Division Pink Cook Out-Friday, October 26 at Schenectady Division

Activity Report

It was a busy summer at CDTA and our activities deepened in September. CDTA employees have developed challenging work plans to ensure that our mobility menu is successful. Our work continues as a community partner and we have strengthened what we do to stimulate regional economic development. My activities support this work and position CDTA in the areas that we serve. This is our calling card and it is on display in almost everything we do.

- On August 21, I attended a meeting of the Strategic Planning Committee at Christian Brothers Academy. I am a trustee at the school and we are developing an approach for facilities and academic program advancements at CBA.
- On August 22, Chris Desany and I attended a meeting with officials from Adirondack Trailways and Metroplex to continue discussions about a transit center in downtown Schenectady.
- On September 5, we held our final meeting on High Impact Governance. Board members and extended senior staff reviewed our committee structure and talked about how issues would make their way through the agenda planning process. This was a good opportunity to talk about CDTA activities and the impact of changes to our governance process.
- On September 5, I was the emcee at a Department of Environmental Conservation media event in our Albany garage. The event was held to announce Clean Transportation New York, the DEC plan to use Volkswagen Settlement funds. \$52 million will be set aside for the purchase of electric school buses and transit buses over the next few years. Representatives from several state agencies attended along with elected officials. Georgie Nugent, Denise Figueroa and Corey Bixby represented the board. It was our pleasure to host this important announcement.

- On September 6, I chaired a meeting of the CDTC Policy Board, pinch hitting for Albany Mayor Kathy Sheehan. I'm Vice Chairmen of the Policy Board. CDTC is the region's Metropolitan Planning Organization, coordinating the distribution of federal transportation funding in our region.
- On September 11, we held our kickoff event in the Albany garage for the Real Men Wear Pink campaign. We unveiled two pink buses and a pink supervisor vehicle that will travel throughout the region in September/October to draw attention to the work of the American Cancer Society. Several real men participants attended, along with dozens of CDTA employees and several media outlets.
- On September 11, I taped a podcast with Peter Gannon, United Way of the Capital Region CEO. We talked about CDTA's approach to regional transportation and how that relates to the regional work of the United Way. The podcast is part of the United Way's digital media presence.
- On September 12, we held an Authority staff meeting. About 70 people (out of 80) attended the meeting, which is one of the ways that we communicate with management staff. Meetings are held every 6-8 weeks to keep everyone up to speed on the many things happening at CDTA.
- On September 12, we held a car wash at 110 Watervliet Avenue to support our employee giving campaign for the United Way. We had great employee participation and a lot of fun washing cars.
- On September 13, we held our annual maintenance rodeo at 110 Watervliet Avenue. 6 teams (3 employees on each team) competed making for a spirited and fun event. As we do with most of these activities, a cookout was organized to get maximum participation. The winning team for the third consecutive year consists of Ken Stager Jr, Jeetendra Sukhdeo and Howard Teal. They will be invited to the October board meeting
- On September 13, I was honored to accept the Van Rensselaer large business award from the Rensselaer County Regional Chamber of Commerce. The award recognized CDTA for our spirit of community and partnership. I was joined at the dinner by Jayme Lahut, Amanda Avery and her husband Jason, Jon Scherzer and Jaime Watson.
- On September 17, I welcomed a new class of 16 bus operators to CDTA. I discussed our expectations and talked about the things we are working on to make CDTA better.
- On September 18, I attended a meeting of the Regional Development Coordinating Committee (RDCC). The RDCC consists of CEO's from transportation and economic development organizations. We get together 5 or 6 times a year to talk about the things our companies are doing to support development. Meetings are hosted by the Capital Region Chamber of Commerce and the Center for Economic Growth.
- On September 19, I met with a group from the Quebec Delegate Government Office. The delegate represents the province and works on transportation and economic development matters. They were interested in our mobility management projects, electric bus pilot and our use of new technology. Several staff people attended with me.
- On September 19, I attended a meeting of the Christian Brothers Academy Board of Trustees. I have been a member of this board for several years; a number of CBA students use our services to travel to and from school every day.

- On September 19, I attended a meeting of the Colonie Senior Services Center Board of Directors. We coordinate our work with CSSC who operates a network of transit services for seniors who live in the town.
- From September 22-25, I attended the APTA annual meeting. I sat in interesting sessions on topics that are important to our industry. I also spent time talking with people who work at transit systems around the country, getting an understanding for the issues they face, and sharing information about CDTA and the things we are doing to make our organization better. Several board members and staff also attended.
- On September 26, I attended a meeting of the Equinox Board of Directors. Equinox helps people with mental illness and victims of domestic violence. Many of their clients use our services to travel to treatment sites and housing throughout the City of Albany.

Final Thoughts

With Labor Day in the rear-view mirror, our activity level has picked up and meetings are piled on top of each other. Our agenda of activities, projects and opportunities is full as we work to make CDTA bigger and better. Our workforce is poised to do this, and they are up to the challenges that lie ahead of us. Fall is a beautiful time in the Capital Region and we are looking forward to exciting events that are planned throughout the next few months.

Copy: Senior Staff
Director of Corporate Communications
Director of Marketing

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 39 – 2018**

Authorizing the 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, it has been determined that it is in the best interests of the Authority to accept the proposal for Eight Million Dollars of excess Automobile and General Liability damage coverage submitted by American Alternative Insurance Corporation of Princeton, NJ, with a proposed annual premium of \$299,242, and the proposal for an additional Five Million Dollars of excess Automobile and General Liability damage coverage submitted by Scottsdale Indemnity of Scottsdale, AZ, with a proposed annual premium of \$51,762, for a total annual premium cost of \$351,004 and will take effect November 10, 2018 through November 9, 2019.

NOW, THEREFORE, IT IS RESOLVED as follows

1. The Authority hereby authorizes the purchase of the aforementioned Eight Million Dollars of Automobile and General Liability excess insurance for the policy period covering November 10, 2018 to November 9, 2019 from American Alternative Insurance Corporation of Princeton, NJ, subject to compliance with the terms and conditions of the contract. The Authority hereby authorizes the purchase of the aforementioned Five Million Dollars of additional Automobile and General Liability excess insurance for the policy period covering November 10, 2018 to November 9, 2019 from Scottsdale Indemnity of Scottsdale AZ, subject to compliance with the terms and conditions of the contract.

2. The total annual premium for Thirteen Million Dollars of excess Automobile and General Liability coverage shall be \$351,004.
3. Authority Staff is hereby authorized to execute all necessary documents.
4. The source of funds for this insurance shall be FY2019/20 Operating Budgets.
5. 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 31st day of October, 2018.

Dated: October 31, 2018

Mark Schaeffer, Secretary

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Agenda Action Proposal

Subject: Auto & General Liability Insurance
Committee: Performance Monitoring/Audit Committee
Committee Meeting Date: October 23, 2018
Board Action Date: October 31, 2018

Background: Auto and General Liability insurance provides liability coverage caused by the operation of our business. Rose & Kiernan (R&K) provides broker services to obtain this line of insurance. We have maintained a \$2 million self-insured retention (SIR) policy and \$13 million in excess coverage above our SIR since 2004. The SIR is like a deductible, in that CDTA pays the first \$2 million of any claim and the excess insurance pays up to the next \$13 million.

Excess coverage is 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 above the first layer for a total of \$13 million in excess coverage protection.

It should be noted that although our claims experience is very good, and CDTA has never come close to piercing our \$2 million SIR, losses have been poor in the overall transportation market, which includes trucking and rail industries.

Purpose: Auto & General Liability provides insurance protection for claims for injury and damage to people and property of others caused by the operation of our business.

Summary of Proposal: R&K approached several markets but only received two quotations. Both quotes were based on our current program parameters. Exhibit A (attached) summarizes the options presented.

Option 1(A) is our incumbent carrier (New Hampshire) and has insured CDTA for several years. Their quote of \$499,170, is \$153,500 more than last year. Option 1 (B) Hallmark, provided a quote of \$52,922 for the second layer of insurance (\$5 million).

Option 2 (A) American Alternatives, provided a quote of \$299,242 for the first layer of excess insurance, which is \$200,000 less than option 1 (A). One program note is that defense costs are included in the insurance limits. Option 2 (B) Scottsdale Indemnity, provided a quote on the second layer of excess for \$51,762 which is \$1,160 less than Option 1(B).

Based on these options, it is recommended we select option two and award American Alternatives the first excess layer of \$8 million for auto & general liability at a cost of \$299,242 and Scottsdale Indemnity (second \$5 million layer) at a cost of \$51,762 for a total premium cost of \$351,004. This represents a \$49,000 savings compared to last year and it will take effect November 10, 2018 through November 9, 2019.

Finance Summary and Source of Funds: This one-year insurance contract will not exceed \$351,004 and will be funded through the FY2019/20 operating budgets.

Prepared by:
Mike Collins, VP of Finance & Administration

Project Manager:
Mike Collins, VP of Finance & Administration

Exhibit A

Auto & General Liability Insurance Program Options

OPTION 1 (\$2 million SIR)

Carrier	Excess Insurance Coverage	Premium	Insurance Rating	Admitted Carrier
A. New Hampshire	\$8 million	\$499,170	A	Yes
B. Hallmark	\$5 million excess above \$8 million	\$52,922	A-	No

Total Premium = \$552,092

OPTION 2 (\$2 million SIR)

Carrier	Excess Insurance Coverage	Premium	Insurance Rating	Admitted Carrier
A. American Alternative	\$8 million	\$299,242	A+	Yes
B. Scottsdale Indemnity	\$5 million excess above \$8 million	\$51,762	A+	Yes

Total Premium = \$351,004



Memorandum

To: Carm Basile, Chief Executive Officer
From: Mike Collins, Vice President of Finance & Administration
Date: October 23, 2018
Subject: Auto and General Liability Insurance

Rose & Kiernan (CDTA's insurance broker) pursued several markets to get competitive quotations for our Auto and General Liability Insurance. Auto & General Liability provides insurance protection for claims for injury and damage to people and property of others caused by the operation of our business.

Although our claims experience is very good, CDTA is included in the overall transportation insurance market which encompasses the trucking and rail industries. The loss experience in the overall markets has not been good and markets reflect this poor experience with large premium increases or declining to quote altogether. We only received two proposals for our auto & general liability insurance.

CDTA's excess program contains a \$2 million self-insured retention (SIR) with a \$8 million layer followed by a \$5 million layer for a total excess coverage of \$13 million.

New Hampshire Insurance, a division of AIG is our current carrier and proposed a \$153,500 increase on the first layer (\$8 million) for next year. R&K received a 2nd quote from American Alternative, an A+ rated carrier that was \$200,000 less expensive. American Alternative includes their defense costs within their insurance limits while New Hampshire Insurance does not.

The incumbent carrier for the second layer of excess insurance (\$5 million) is Scottsdale Indemnity and they provided a quote of \$51,762. The other quote is from Hallmark Insurance for \$52,922.

Based on the quotations for auto & general liability insurance, we recommend awarding American Alternative the first \$8 million excess layer for \$299,242 and Scottsdale Indemnity for the second \$5 million layer for \$51,762. The total premium cost will be \$351,004, a reduction of \$49,000 from last year. The new insurance program will take effective on November 10, 2018 through November 9, 2019.

**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 Other - Insurance

2. **TERMS OF PERFORMANCE (check one):**

One-Shot Deal: Complete scope and fixed value
 Fee For Services: Insurance Coverage
 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:**

\$351,004 fixed plus audit

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 (Request for Rate Quotes)
 Professional Services (Over \$25,000) Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 22
Number of Proposals/Bids Received # 2

7. **Disadvantaged Business Enterprise (DBE) involvement**

Are there known DBEs that provide this good or service? Yes No
Number of DBEs bidding/proposing 0
DBE Certification on file? Yes No Not Applicable

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** American Alternative Insurance Corporation

555 College Road East
Princeton, NJ 08543

Scottsdale Indemnity
8877 North Gainey Center Drive
Scottsdale, Arizona, 85258

8. **SOURCE OF FUNDS:** FY19/20 Operating Budget

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

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

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

Mike Collins, VP of Finance & Administration DATED: October 20, 2018

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 40 – 2018**

Authorizing the 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, currently valued at Sixty Million Dollars (\$60,000,000.00) with a maximum of Thirty Million Dollars (\$30,000,000.00) per occurrence, and deductibles ranging from Two Thousand Five Hundred Dollars (\$2,500.00) for service vehicles to Twenty Thousand Dollars (\$20,000.00) for buses;

WHEREAS, as the result of the efforts to shop the desired coverage levels, it has been determined that it is in the best interests of the Authority to accept the proposal for automobile physical damage coverage submitted by Lexington Insurance Company of Boston, MA, at a proposed annual premium of \$236,201, and will take effect November 10, 2018 through November 9, 2019.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby authorizes the purchase of the aforementioned automobile physical damage insurance for the policy period covering November 10, 2018 to November 9, 2019 from Lexington Insurance Company of Boston, MA, subject to compliance with the terms and conditions of the contract.
2. The annual premium for automobile physical damage insurance shall be \$236,201.
3. Authority Staff is authorized to execute all necessary documents.
4. The source of funds for this insurance shall be the FY2019/20 Operating Budgets.
5. 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 31st day of October, 2018.

Dated: October 31, 2018

Mark Schaeffer, Secretary

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Agenda Action Proposal

Subject: Auto Physical Damage Insurance

Committee: Performance Monitoring/Audit Committee

Committee Meeting Date: October 23, 2018

Board Action Date: October 31, 2018

Background: Auto Physical Damage insurance is rated and priced based on the dollar value of our fleet. The current value of our fleet is about \$60 million with our fleet garaged at three separate locations. We have a \$30,000,000 per occurrence limit with deductibles ranging from \$2,500 dollars for service vehicles to \$20,000 for buses.

Purpose: Auto Physical Damage provides insurance for vehicles in the event of fire, theft, vandalism, collision and natural perils.

Summary of Proposal: Rose & Kiernan (our broker) approached 22 markets and received two proposals, one from our incumbent, Lexington Insurance and the other from Allied World Surplus Lines Insurance. Exhibit A on the following page summarizes the program components.

This year the value of our fleet increased by \$10 million. Lexington Insurance (Option 1) proposed to keep the rate per \$100 of value the same as the prior year at \$0.356. Allied World Surplus Lines Insurance (Option 2) proposed a higher rate per \$100 of value at \$0.40. There were no differences in coverage options except the rate per \$100 of value.

It is recommended we continue with Lexington Insurance to provide auto physical damage insurance effective 11/10/18 to 10/9/19. This represents about a 20% increase based on the value of our fleet increasing by \$10 million.

Finance Summary and Source of Funds: The Auto Physical Damage Insurance premium is \$236,201 and is budgeted in the FY2019/20 operating budgets.

Prepared By:
Mike Collins, VP of Finance & Administration

Project Manager:
Mike Collins, VP of Finance & Administration

EXHIBIT A

Auto Physical Damage Insurance

Option 1 2019-2020 Lexington Insurance Program

Program Components	Insurance Coverage
Per Occurrence Limit	\$30,000,000
Loss per Vehicle	\$810,000
Service Vehicle Deductible	\$2,500
Bus Deductible	\$20,000
Rate per \$100 of Value	\$0.356
TOTAL PREMIUM	\$236,201

Option 2 2019-2020 Allied World Surplus Lines Insurance Program

Program Components	Insurance Coverage
Per Occurrence Limit	\$30,000,000
Loss per Vehicle	\$810,000
Service Vehicle Deductible	\$2,500
Bus Deductible	\$20,000
Rate per \$100 of Value	\$0.40
TOTAL PREMIUM	\$265,393



Memorandum

To: Carm Basile, Chief Executive Officer
From: Mike Collins, Vice President of Finance & Administration
Date: October 23, 2018
Subject: Auto Physical Damage Insurance Renewal

Lexington Insurance a division of AIG is the current carrier and has been for many years. Our Broker (Rose & Kiernan) went out to 22 markets for quotes. Two companies: Lexington Insurance and Allied World Surplus Lines Insurance submitted proposals.

Auto Physical Damage provides insurance for our vehicles in the event of fire, theft, vandalism, collision and natural perils. The renewal of our Auto Physical Damage Policy is for a period of one-year effective November 10, 2018 through November 9, 2019. A variety of deductibles are included in the program as follows; \$20,000 for buses, \$5,000 for Trolleys, and \$2,500 for Service Vehicles. The maximum coverage per occurrence is \$30,000,000 at any one location and the maximum loss per vehicle is \$810,000 per unit.

Lexington Insurance proposed to keep their rate per \$100 of value the same as the prior year at \$0.356 versus Allied World Surplus Lines Insurance of \$0.40. All other program parameters were the same. Because Lexington had a lower rate, it is recommended that we stay with Lexington Insurance.

It is recommended that we award the auto physical damage insurance contract to Lexington Insurance at a price of \$236,201. The premium increase is 20% higher due to the \$10 million increase in the value of our fleet. This is budgeted in our FY2019/20 operating budgets.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 41 – 2018**

Contract Award for Renovations to the Operations Department

WHEREAS, the Capital District Transportation Authority (“Authority”) is charged with the continuance, further development and improvement of transportation and other services related thereto within the Capital District transportation district, and

WHEREAS, in support of the Authority’s operations, after almost 30 years the Authority has undertaken to renovate and upgrade the Operations Department on the north side of its facility located at 110 Watervliet Avenue, Albany, NY, and is the second phase of the first-floor renovation plan, and

WHEREAS, competitive bids for the Operations Department renovations and abatement of known asbestos were duly received and it appears that Hoosick Valley Contractors of Melrose, NY, is the lowest responsible and responsive bidder with a total cost not to exceed \$499,200.00, which includes a 20% contingency for unforeseen conditions, and

WHEREAS, the renovation is expected to commence immediately upon Board approval with a one-year contract term.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards the contract for renovation of the Operations Department to Hoosick Valley Contractors of Melrose, NY, with a one-year contract term not to exceed \$499,200.00, including a 20% contingency, subject to the successful bidder complying with all the applicable requirements including those set forth in the bid and contract documents.
2. The source of funds shall be FY2019 Capital Plan.
3. Authority staff is hereby authorized to execute the necessary documents.
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 31st day of October, 2018.

Dated: October 31, 2018

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract Award for Renovations to the Operations Department to Hoosick Valley Contractors of Melrose, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: October 23, 2018
Board Action Date: October 31, 2018

Background:

The Operations (Transportation) Department is located in the Albany Division on the north side of the building. It is home to Fixed Route and Paratransit offices as well as the dispatch window.

The area to be renovated is a high traffic area, and after 30 years it needs a major overhaul. This is the second phase of the plan to renovate most of the first floor. The first phase began with the new radio room on the east side of the building.

Purpose:

The purpose of this project is to renovate and update the aging space currently occupied by most of the Transportation Department at 110 Watervliet Avenue.

Summary of Proposal:

An Invitation for Bids (IFB) was issued requesting bids for renovation of the Operations Department which includes asbestos abatement, mechanical, plumbing, electrical and general contracting work. The IFB provided specific details regarding the necessary upgrades and three (3) site walk-thru's were conducted for prime and subcontractors.

Thirty (30) firms downloaded the IFB and eight (8) submitted bids. One firm was disqualified as non-responsive to the specification requirements. The low bidder, Hoosick Valley Contractors, is an experienced firm and has performed satisfactory work for CDTA in the past. We have qualified Hoosick Valley Contractors as capable of performing the work. Staff recommends a contract award for Operations Department renovations to Hoosick Valley Contractors of Melrose, New York for an amount not to exceed \$499,200 which includes a 20% contingency. Hoosick Valley Contractors is a New York State certified Women Owned Business (WBE). Upon Board approval a contract will be executed immediately. The contract term is one year.

Financial Summary and Source of Funds:

Bid Amount: \$416,000
Contingency 20%: \$83,200
Total Not to Exceed: \$499,200

This procurement will be funded by the FY2019 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Mark Wos, Director of Facilities

BID SUMMARY
CDTA-FAC 152-2000

Bidder	Item	Total
Hoosick Valley Contractors, Inc. Scott Wiley 52 Melrose Valley Falls Road Melrose, NY 12121 518-235-7108 swiley@hoosickvalley.com	Lum Sum Base Bid	\$416,000.00
Gallo Construction Corp. Michael Gallo 50 Lincoln Ave. Watervliet, NY 12189 518-273-0234 kgallo@gallogc.com	Lum Sum Base Bid	\$436,854.00
Rosch Brothers, Inc. William Rosch 424 Old Niskayuna Rd. Latham, NY 12110 518-785-4100 (ext. 12) bill@roschbrothers.com	Lum Sum Base Bid	\$438,000.00
Iron Sword Enterprises, LLC Greg Louks 2359 NYS Route 300 Wallkill, NY 12589 845-863-1788 x101 greg.louks@ironswordllc.com	Lum Sum Base Bid	\$832,500.00
VMJR Companies, LLC Timothy Hughes 73 Mohican Street Glens Falls, NY 12801 518-792-1128 info@vmjrcompanies.com	Lum Sum Base Bid	\$507,000.00
Wainschaf Associates, Inc. Matt Ludwin 589 3rd Avenue Ext. Rensselaer, NY 12144 518-449-2220 matt@waiconstruction.com	Lum Sum Base Bid	\$476,940.00

Sam Greco Construction Inc.
Apyrl Donato
18 Industrial Park Rd.
Troy, NY 12180
518-465-1155
adonato@grecoconstruction.com

Lum Sum Base Bid	\$558,741.00
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I, Carm Basile, 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 by the Capital District Transportation Authority for the Authority's project CDTA-FAC 152-2000, which bids were opened the 27 day of September, 2018.

Carm Basile

Date: October 24, 2018
To: Chairman, Performance Monitoring/Audit Committee
Members, Performance Monitoring/Audit Committee
From: Christopher Desany, Vice President of Planning and Infrastructure
Re: Contract Award for Operations Renovations

Background

The north side of the administrative offices at 110 Watervliet Avenue houses a significant portion of the Transportation Department (including STAR, call center, supervisory, dispatch, and former radio room). The current configuration is a segmented, disjointed space that does not support the current nature of how we operate. After almost 30 years of wear and tear, the space is in desperate need of renovations and upgrades.

For the past two years, staff from Transportation, Facilities, and Information Technology have been planning a reconfiguration of this space. This is the second phase of our plan to renovate most of the first floor at 110 Watervliet Avenue, which began with the construction of a new radio room on the east side of the building. We have since developed detailed designs, specifications, and bid documents for the renovation of the remaining areas. A bid package was released, the scope of which included demolition and abatement, and reconstruction of the space including offices, ceilings, flooring, electric/lighting/plumbing, and a small locker area.

Thirty contractors downloaded the invitation for bid and eight submitted responses. Hoosick Valley Contractors of Melrose, NY was the low bidder with a lump sum bid of \$416,000. The contractor was interviewed and is qualified to perform the work. Hoosick Valley has extensive experience with the construction of educational, housing, office, and public facility projects.

In addition to this contract, there are several other items that will be procured separately (according to regulations) and will be installed in coordination with the general construction. This includes furniture, technology and cabling, cameras and security, and asbestos abatement monitoring. The overall budget for this project is \$700,000.

Recommendation

At this time, I am recommending awarding a contract to Hoosick Valley Contractors of Melrose, NY for an amount not to exceed \$499,200 which includes a 20% contingency for unforeseen conditions.

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:**

\$499,200 (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 # 30 or **Advertised**
Number of Proposals/Bids Received # 8

Attach Summary of Bids/Proposals

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

Are there known D/MWBEs that provide this good or service? **Yes** No
Number of D/MWBEs bidding/proposing ___ 2 ___
D/MWBE Certification on file? **Yes** No Not Applicable
Was contract awarded to a D/MWBE? **Yes** No (WBE)
Number of D/MWBE Subcontractors ___ 0 ___

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Hoosick Valley Contractors** _____

52 Melrose Valley Falls Road _____

Melrose, NY 12121 _____

9. **SOURCE OF FUNDS: FY 2019 Internal Funds (capital program)** _____

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

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

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

Stacy Sansky, Director of Procurement DATED: October 2, 2018

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 42 – 2018**

Accepting \$2,105,985 in State Funding

Authorizing the implementation and funding in the first instance of the State Mass Transportation Capital program-aid eligible costs of mass transportation projects described in NYS Department of Transportation Agreement #K007049, Supplemental 6, annexed hereto, and appropriating funds therefor.

WHEREAS, State Mass Transportation Capital Aid is available to fund projects approved by the Commissioner of Transportation, provided such State funds shall not be used in substitution for the non-federal share of the federally funded portion of the projects.

WHEREAS, the Capital District Transportation Authority (“Authority”) desires to advance certain projects by making a commitment of advance funding of the non-local share and funding of the full local share of the costs of the projects; and

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

RESOLVED, that the Authority Board hereby approves the above-subject projects; and it is hereby further

RESOLVED, that the Board hereby authorizes the Authority Comptroller to pay in the first instance ONE HUNDRED PER CENT [100%] of the projects; and it is further

RESOLVED, that the sum of TWO MILLION ONE HUNDRED FIVE THOUSAND, NINE HUNDRED EIGHTY-FIVE DOLLARS (\$2,105,985) is hereby appropriated and made available to cover the cost of participation in the above phase of the projects; and it is further

RESOLVED, that in the event the costs of the projects exceed the amount appropriated above, the Authority shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Chief Executive Officer thereof, and it is further

RESOLVED, that the Chairman of the Board of Directors of the Capital District Transportation Authority be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or State Mass Transportation Capital Aid on behalf of the Authority with the New York State Department of Transportation in connection with the advancement or approval of the projects and providing for the administration

of the projects and the Authority's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible project costs and all project costs within appropriations therefor that are not so eligible, and it is 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 projects, 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 31st day of October, 2018.

Dated: October 31, 2018

Mark Schaeffer, Secretary

**Capital District Transportation Authority
Agenda Action Proposal**

Subject: Resolution to Accept \$2,105,985 in State Funding

Committee: Performance Monitoring and Auditing
Committee Meeting Date: October 23, 2018
Board Action Date: October 31, 2018

Background: CDTA is apportioned Federal funds on an annual basis in support of our bus and bus facilities program through the Section 5307 and Section 5339 programs. Project costs are funded with 6 federal grants to support the acquisition of 40-foot fixed route buses, paratransit buses, support vehicles, bus shelter replacement program, passenger amenities and preventative maintenance. CDTA was also awarded Surface Transportation Program (STP) Flex funding by the Metropolitan Planning Organization (MPO) for Mobility Management activities, namely Guaranteed Ride Home and Vanpool. The STP Flex funds are transferred from Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA).

The Federal government supports 80 percent of the costs associated with these activities. NYSDOT, subject to approval of agreement K007049, supplement #6, will provide 10 percent or \$2,105,985 as local match. CDTA is also required to provide \$2,105,985 in support of these activities.

Purpose: New York State Department of Transportation (NYSDOT) requires a Board resolution to accept State funding prior to being reimbursed for expenses incurred as part of an agreement.

Summary of Proposal: This item allows CDTA to execute an agreement with New York State Department of Transportation (NYSDOT) to accept \$2,105,985 in matching funds.

Financial Summary and Source of Funds:

The NYSDOT Agreement K007090, Supplemental Agreement 6, will fund 10 percent of the Section 5307, Section 5339, and STP programs for \$2,105,985.

Prepared by:

Bridget Ann Beelen, Grants Manager

Project Managers:

Lance Zarcone, Director of Maintenance

Ross Farrell, Director of Planning

Philip Parella, Jr., Director of Finance

Memorandum

October 31, 2018

To: Chairwoman of the Board
Board Members

From: Chief Executive Officer

Subject: Chief Executive Officer Report for October



Overview

This is my monthly report on the activities and developments at CDTA. The report summarizes operating and performance statistics, provides updates on projects that are underway and recaps our work throughout the community.

I am pleased to report that we have a Memorandum of Agreement with the Amalgamated Transit Union, 1321 on a new collective bargaining agreement. The MOA covers wages, benefits and working conditions for more than 600 CDTA employees. As of this writing, the ATU is holding information sessions, and is voting to ratify the contract. The contract will be advanced to the CDTA board for consideration later today.

All of this comes after four months of meetings, discussions and information sharing by the negotiating teams for the ATU and CDTA. This is tedious and difficult work as the sides move towards an agreement that is fair and balanced. Both sides did a great job getting us to this point and I'm proud of the CDTA team. Special thanks to Mike Collins who led our team – always professional, identifying ways to reach consensus, while insuring a reasonable and financially sound resolution. More information to follow in executive session.

Our budget planning process for fiscal year 2020 has begun with department reviews of projects, expectations and requirements underway. We use this process to build a spending plan from the ground up. It is then balanced against expected revenue and projected government assistance. The current year budget serves as the basis for projections in the new plan as will any changes brought about by the collective bargaining process. The same process is used for our capital planning activities. It is our most detailed and important work of the year as the budget sets a course for all company activities. Development of the budget is coordinated by the Strategic and Operational Planning Committee. Details to follow.

As you can tell from my activity report, we are working on parallel paths regarding advocacy. The paths are aligned with our budget planning activities, with statewide advocacy at NYPTA, and with the positioning work here at CDTA. Budget planning feeds the need for operating assistance and helps our team at Jackson Lewis to build requests for multi-year funding on both the operating and capital sides of the equations. We also highlight the important work we do

throughout the Capital Region and our links with the economic development community. This is a constant activity for us, positioning CDTA as the regional mobility manager. With this role comes the development of unique products, opportunities and markets – all of which require funding. This work differentiates us from other transit systems in New York.

Despite the slight slowdown in ridership, our network performs above average for a midsize transit system, with many routes and programs, like our popular Universal Access program growing. Our staff is examining the changes that are occurring and evaluating options that are available to us. Most of our trunk routes perform at or above capacity and some neighborhood routes exceed targets. Our challenge is to add partners, increase services and redesign some routes in the interest of cost effectiveness. This would be easier with a long term and consistent funding program and we are making these points in advocacy efforts.

As reported in last week's Strategic and Operational Planning committee, we are advancing an electric bus initiative. Now that we better understand the power needs for our building, we are working with National Grid and others to insure a power supply for charging stations at 110 Watervliet Avenue. We will seek board authorization in December to order 4 electric powered 40-foot buses from the New Flyer Corporation. Our staff is working on a pilot program with four buses and the charging components that will be installed at 110 Watervliet Avenue. We expect settlement money from New York State DEC to help us advance the pilot. More details to be provided in the next several weeks.

Our work to examine service expansion in adjoining counties continues. We are working with NYSDOT on service needs, costs, and revenue sources that may be available to us. This work is important to our efforts to provide more mobility choices and consider ways to extend our reach to areas where transit can be a part of community development. Updates will be provided at Strategic and Operational Planning committee meetings.

The NYPTA Fall Conference was successful and the agenda was full of cutting-edge sessions with great variety. Dozens of manufacturers were on hand to display their products and services at a great Transit Expo. I was most proud of the many conference sessions that were led by members of our staff; and by Dave Stackrow speaking as the leader of APTA. This proves that we are industry leaders thanks to the efforts of a talented board and staff. Our people spoke about the work we do, the advancement that we champion, and the technology we use to make CDTA bigger and better. We believe in sharing our knowledge and it is great to see CDTA leading the way throughout the industry.

As part of the NYPTA Conference, the association unveiled a coalition that is designed to gather support from our partners, supporters and customers. It will assist in advocacy efforts and highlight the important role of transit in communities across the state. Titled, *New Yorkers for Better Public Transit*, the coalition and supporting documents are housed at the NYPTA website. Please look it over and think about signing on (www.nytransit.org).

The month of October was filled with activities that highlight our role in the community. Everything was pink for the month to support our work with the American Cancer Society. We are also finishing our employee giving campaign to support the United Way of the Greater

Capital Region. Both campaigns position CDTA and our employees in the community. They get a good deal of attention and we talked about the value of this to CDTA and ways to report on it at our Stakeholder and Community Relations committee meeting. These campaigns are important to me because they get the involvement, support and endorsement of our most important stakeholders - CDTA employees.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for September and it is compared to September 2017. The measures provided in our reports give you a snapshot of the company and its effectiveness. This is the halfway point of the fiscal year and staff provided mid-year forecasts in committee meetings and discussions.

Total ridership for September was 1.41 million, down 8% from last September (1.52 million). Year to date, ridership is down 6% from last year. Boardings on Northway Commuter buses were up 5% for the month and 7% year-to-date; ridership on STAR was up 12% for the month and 3% year-to-date. This bucks the trend that we are seeing on the fixed route network.

As we have discussed, there are several moving parts to our ridership and reporting systems. We are having some issues with the *Navigator* transition, specifically, how customers use cards and mobile ticketing, and how that ridership is counted (and compared to what was counted with Swiper cards). Unfortunately, it is not an apple to apples comparison. We are not disputing a slowdown in ridership, but the actual drop in ridership may not be as large as the counting system is showing. Chris Desany and his team are looking at the fare collection system, automatic passenger counting systems, and other technology that we use to track ridership and revenue. Although they may not be able to provide a 100% assessment of all factors, a general description of what is happening is in order.

We continue to move through the year on a solid financial base. Revenue for the month was 1% under budget; year to date, revenue is 1% over budget – customer revenue and facility advertising have been strong all year. Mortgage Recording Tax has recovered but is still 2% under budget for the year. Revenue from our facilities, namely RRS, has been under budget for the year, mostly due to a drop-in parking revenue. There are several reasons for this, most notably, construction at garage, which has reduced the number of available spaces at Rensselaer Rail Station.

Expenses were 5% under budget for the month and 1% under for the year. Wages and benefit lines have been within a percentage point of budget all year. Head counts are in acceptable ranges and we are controlling operating hours and associated expenses. Workers Compensation and purchased transportation costs remain over budget projections and we are doing what we can to contain them.

We missed 44 trips on fixed route system; last September, we missed 41 trips. There were no trip denials in STAR. We reported 45 accidents in September with 17 categorized as preventable. Last September, we reported 52 accidents with 19 preventable. 99% of preventative maintenance inspections were completed on time; last September, 100% were on time. Scheduled maintenance work was at 80%; last September, it was at 83%.

Fixed route timeliness was at 73%; last September, it was 71%. Our goal is to operate within a 0-5 minute late window at least 80% of the time. Our call center processed 271 comments compared to 296 last September. This continues to change as communication preferences change (social media). Response time to close inquiries was at 95%; same as last September. This measures how many comments were closed within 10 days.

There were 672,000 page views at www.cdfa.org. Last September, there were just over 1 million page views (we changed our site to get people directly to the page they want; reducing the page views counted; it will take a few months for this comparison to normalize).

Community Engagement Activities:

- Capital City Trolley Media Ride Along, November 1 in Downtown Albany
- CDTA Annual Veterans Luncheon, November 8 at Joseph E. Zaloga Post
- APTA Transit Industry Leadership Summit, November 28-30 in Washington, DC
- Quebec-New York Electrification Whiteboard Session, November 29 at CDTA
- Saratoga Victorian Streetwalk, November 29

Activity Report

The month of October flew by at warp speed as we continue to develop our mobility menu. Our activity is internal and external as we position CDTA as a thought-leader and community resource. It is also the start of budget and advocacy season, bringing opportunity for us to talk about what CDTA can be moving forward. My activities support this work.

- On September 28, I met with Bob Zerrillo (NYPTA), Lisa Marrello and Jay Bove (Jackson Lewis) to talk about our advocacy work for next few months. It is important for us to advocate with consistent messages put forth by our upstate transit partners as we position our industry with state government leaders.
- On September 28, Lisa Marrello, Jay Bove and I met with staff from the Senate Democratic Transportation Counsel to talk about CDTA services, our efforts to expand our mobility menu, and the need for more state operating and capital assistance.
- On October 1, Chris Desany and I met with Assemblyman John McDonald, Troy Mayor Patrick Madden and Deputy Mayor Monica Kurzejeski to provide an update on the Troy Transit Center.
- On October 4, I attended the annual United Way Awards Breakfast. I was very pleased to see Stephanie Belokopitsky and Justin Gregaydis recognized as Campaign Managers of the Year. We had a full table in attendance, consisting of campaign volunteers.
- On October 4, Jaime Watson and I attended a meeting of the Saratoga County Legislature's Economic Development Council. We were asked to provide information about CDTA services in Saratoga County and how we connect people to jobs.
- On October 5, I attended the CDTA Fall Festival. It was great to see our property alive with fall themes and dozens of our partners from public safety spread around the parking

area. Best of all was seeing nearly 500 local school kids interacting with our employees, having fun and learning about CDTA.

- On October 5, I chaired a conference call meeting of the NYPTA Legislative Committee. We are working on our financial requests of the Governor and legislature. This is coming together as we work towards the 2019-2020 budget and advocacy season.
- On October 9, Jaime Watson and I met with staff from Grammercy Communications and Jackson Lewis to work on CDTA messaging for our advocacy efforts. This aligns with the work occurring at NYPTA.
- On October 10, I attended a meeting of the United Way Executive Committee. This group is akin to our Board Operations committee and it has similar tasks and agendas.
- On October 12, I attended the Troy Pink Cookout to support our work with the American Cancer Society. Great work by the men and women of the Troy Division.
- On October 15, I joined my fellow CEO's from upstate transit properties for a meeting with the Governor's transportation staff and Division of the Budget to discuss the upcoming legislative season. Specifically, we talked about the operating and capital needs of our systems and ways to fund improvements.
- On October 15, I attended meetings of the Colonie Industrial Development Agency and the Local Development Corporation. I am an appointed member to both boards, which serve to stimulate economic development activity in the Town of Colonie.
- On October 16, Lisa Marrello, Jay Bove, Kevin Browner and I met with NYS Budget Director Robert Mujica and his staff to talk about the work we do at CDTA and the need for increased operating and capital assistance for transit systems throughout New York.
- On October 18, I taped a video spot at WTEN as part of our Real Hero's award from the American Red Cross. I talked about what CDTA does and how we have positioned our company as a community resource.
- On October 18, I attended the CDTA Pink Bus Pull at Jacob and Anthony's in Stuyvesant Plaza. The pull consisted of 10 teams (8 people each) who pulled a Pink CDTA bus in a fun contest. All proceeds from the event go to the American Cancer Society. Half of the teams were CDTA entries and many employees attended to cheer on the participants. A great day with lots of media attention for CDTA thanks to Jaime Watson's work.
- On October 19, I chaired a NYPTA legislative conference call meeting to discuss statewide advocacy efforts and the messaging we will use over the next few months.
- On October 19, I met with staff from Capital Region Gondola to continue discussions about their project and ways that we might work together.

- On October 22, I joined negotiating teams from the ATU and CDTA to sign a Memorandum of Agreement. The MOA contains all changes to the collective bargaining agreement that will be moved for ratification and approval by the members of the ATU and our board. During the signing, we highlighted the great work of the negotiating teams to reach consensus; this is hard work and I appreciate their efforts.
- On October 23, we held an Authority staff meeting. We hold these meetings every 6 or 7 weeks to keep staff up to speed on everything we are doing at CDTA. Staff heard from Dave Stackrow in his new role as Chairman of APTA. Dave provided comments about his agenda for the year. He tied his remarks and the work APTA does to what we do at CDTA; he had the attention of our staff in what was a great discussion.
- On October 23, I attended the NYPTA fall board meeting at the Albany Marriott. This meeting is part of the Fall Conference and Trade show and it informally kicked off the activities over the next few days.
- On October 23, I attended the annual Founders Dinner and awards ceremony for the Colonie Senior Citizen Center. My wife Sheila and Jaime Watson joined me along with former Executive Director Dennis Fitzgerald and his wife Carol.
- On October 24, I chaired a meeting of the NYTPA Legislative committee. We continued our discussion about advocacy efforts and kicked off a coalition that is designed to increase awareness about transit funding needs across the state. The coalition is called *New Yorkers for Better Public Transit*.
- On October 24, I attended the NYPTA Hall of Fame luncheon. Four transit veterans were inducted into the Hall of Fame including Frank Kobliski, CNY CENTRO (Syracuse), Hillary Ring, MTA (New York City), Cynthia Ruiz, Ulster and Dutchess County, and Gordon Nevison who worked for several companies that support transit systems.
- On October 25, I attended an Industry Update breakfast. Dave Stackrow provided comments from the APTA perspective. He was joined by Steve Goodman, Regional Director for the FTA and Paul Karas NYSDOT Commissioner.
- On October 26, I joined the Real Kids Wear Pink campaign at the Cohoes Middle School; we provided a Pink Bus to highlight their work in this important effort. The Real Kids campaign, led by Carli O'Hara has raised more than \$12,000.
- On October 26, I attended the Schenectady Pink Bus Pig Roast to support our work with the American Cancer Society. The men and women of the Schenectady Division outdid themselves with a wonderful event.
- On October 30, I attended the Red Cross awards breakfast at the Hilton Garden Inn in Troy. Georgie Nugent, Jayme Lahut and Dave Stackrow represented the board, along with several staff members. CDTA was recognized for the assistance we provided during

last year's fire in Cohoes, which devastated part of their downtown core. Joe Bilynsky and Alton Ming from our Troy Division accepted the award.

Final Thoughts

Fall is a great time of year in the Capital Region with beautiful weather and the colors of the season. It is a busy time at CDTA, with lots of activities, work projects and initiatives underway. As usual, there is no shortage of things that we can do to make CDTA bigger and better. Making CDTA better is on the agenda for almost everybody at CDTA and it is the people of CDTA who continue to inspire me, and each other, working together to strengthen our great company.

Copy: Senior Staff
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