

**CDTA BOARD OF DIRECTORS  
MEETING AGENDA  
Tuesday, April 30, 2019 at 12:00pm  
CDTA Board Room - 110 Watervliet Avenue, Albany**

<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 March 27, 2019	Georgie Nugent	2
<b>Recognition/Updates</b>		
<ul style="list-style-type: none"> <li>• John St. Ledger – 20 Years, Troy Bus Operator</li> <li>• Terry Walco Jr. – 25 Years, Warranty Manager</li> <li>• James Turner – 30 Years, Albany Bus Operator</li> </ul>		
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (04/08/19)	Georgie Nugent	
Performance Monitoring/Audit Committee (04/17/19)	Jayne Lahut	
<ul style="list-style-type: none"> <li>• Acceptance NYS Funding</li> <li>• Approve Investment Policy</li> </ul>		13 16
Investment Committee Report (Next Meeting 06/26/19)	Denise Figueroa	
Strategic and Operational Planning Committee (04/18/19)	Michael Criscione	
Community and Stakeholder Relations Committee (04/19/19)	Jaclyn Falotico	
Nominating Committee	Denise Figueroa	
<ul style="list-style-type: none"> <li>• Slate of Officers</li> </ul>		
<b>Chief Executive Officer’s Report*</b>	Carm Basile	
<b>Executive Session</b>		
<b>Good of the Order</b>		
<b>Upcoming Meetings</b>		
Wednesday, May 29, 2019 at 12pm at 110 Watervliet Ave, Albany		
Wednesday, June 26, 2019 at 12pm at 110 Watervliet Ave, Albany		



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

**MINUTES OF MARCH 27, 2019 BOARD MEETING**

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

MEMBERS EXCUSED      Corey L. Bixby

OTHERS PRESENT        Carmino N. Basile, Chief Executive Officer  
                                 Amanda A. Avery, General Counsel  
                                 Michael P. Collins, Vice President of Finance and Administration  
                                 Christopher Desany, Vice President of Planning and Infrastructure  
                                 Frederick C. Gilliam, Director of Transportation  
                                 Jaime L. Watson, Director of Corporate Communications  
                                 Philip C. Parella, Director of Finance  
                                 Ross Farrell, Director of Planning  
                                 Thomas Guggisberg, Director of Information Technology  
                                 Stacy Sansky, Director of Procurement  
                                 Kelli E. Schreivogl, Director of Human Resources  
                                 Jonathan E. Scherzer, Director of Marketing  
                                 Allison Schreffler, Marketing Manager  
                                 Brooke Simoncavage, Marketing Coordinator  
                                 Claire Miller – Grants Manager  
                                 Margie Harvey – Deputy Comptroller  
                                 Vanessa Salamy, Executive Assistant  
                                 Steven Williams – The Daily Gazette  
                                 Nancy Benedict – Citizens for Public Transit

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. Stackrow  
Seconded – Ms. Figueroa  
Carried Unanimously

APPROVAL OF THE FEBRUARY 27, 2019 BOARD MEETING MINUTES

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

RECOGNITION

- Chairwoman Nugent and Mr. Basile presented the following service awards
  - 30-years of service to Margie Harvey, Deputy Comptroller

- The members offered their congratulations.

## COMMITTEE REPORTS

### BOARD OPERATIONS COMMITTEE - Report from Georgie Nugent

- The Board Operations Committee met on Wednesday, March 13, 2019 at 7:45 am at 110 Watervliet Avenue, Albany.

#### Administrative Discussion Items

- The committee reviewed the company financial information; Mike Collins gave a brief budget update and what we can expect as we end the budget year.
- By suggestion of the committee members available, monthly reports will be included in agenda packets, which are emailed in advance of a committee meeting so that members have time to review material. A Nominating Committee has been appointed to develop a slate of officers for the 2019-2020 fiscal year. They will provide their report at the April board meeting.
- Also, Materials distributed at committee meetings will be included in Board packets.
- The next meeting of the Committee is scheduled for Monday, April 08, 2019 at 7:45 am at 110 Watervliet Avenue, Albany.

### PERFORMANCE MONITORING COMMITTEE - Report from Jayme Lahut

- The Performance Monitoring Committee met on Wednesday, March 20, 2019 at 12:00 pm at 110 Watervliet Avenue, Albany.

#### Consent Agenda Items

##### *Resolution No. 05 – 2019 - Annual Review and Approval of Procurement Manual*

- The Public Authorities Law requires CDTA to review our procurement guidelines annually. Based on staff review, there are no major changes being recommended. Mr. Lahut suggested minor administrative changes to improve the consistency of the manual; and discussed changing dollar thresholds for next year. The Procurement Manual was provided for review.
- The Authority hereby approves the revised Procurement Manual.

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

##### *Resolution No. 06 – 2019 – Award Contract for HVAC Work*

- We need to award a contract for maintenance and repair of our HVAC systems. A Request for Proposals (RFP) was issued detailing our requirements. Three proposals were received and scored.
- The Authority hereby awards a three-year contract with two optional renewal years to H.T. Lyons of Halfmoon for an amount not to exceed \$120,790.

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

##### *Resolution No. 07 – 2019 – Award Contact for Electrical Work*

- Our contract for electrical work in/around bus shelters is expiring. An invitation for bid was issued outlining requirements for repair and installation of lighting at bus shelters. Four bids were received and scored.

- The Authority hereby awards a three-year contract with two optional renewal years to LaCorte Companies of Troy for an amount not exceed \$318,750.

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

*Resolution No. 08 – 2019 – Award Sole Source Contract for Security Access Systems*

- Security systems control access at our facilities. Several years ago, the system was competitively procured from Access Technology Integration (ATI). ATI performs upgrades and addresses all maintenance issues. Using ATI requires no third-party integration; they are proposing less than a 1% increase in pricing.
- The Authority hereby awards a one-year sole source contract with four one-year renewals to Access Technology Integration of Wynantskill for a total contract value not to exceed \$84,240. This is a sole source procurement.

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

*Resolution No. 09 – 2019 – Approve Resolution to Accept State Funding*

- As we continue our work on the River Corridor BRT, we were awarded an Upstate Revitalization Initiative (URI) grant in August 2018. The URI is managed through the New York State Department of Transportation. We anticipate drawing on these funds this year. NYSDOT requires a Board resolution to accept funds; there are no match requirements.
- The Authority hereby approves the acceptance of \$7.3 million from NYSDOT.

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

Audit Committee Items

- No items scheduled.

Investment Committee

- The Investment Committee met in March and Denise Figueroa emailed the committee report on March 21, 2019 to the board members.

Administrative Discussion Items

- Mike Collins gave the Monthly Management Report. MRT is 30% under budget for the month and 5.6% under for the year. Customer fares are over budget by more than 4%. February is a short month, so wages are 5% under budget; Workers' Compensation expenses are 21% under budget; and claims are 48% under budget. Total revenue is slightly over budget with expenses slightly under budget, keeping us in a positive budget position.
- Chris Desany gave the Monthly Non-Financial Report. Total ridership was down 1% for the month; down 4% for the year. On time performance was 74% and there were 86 missed trips this month. Scheduled work at 83%. There were 11 preventable and 41 non-preventable accidents. Website page views were at 640,613.
- The next meeting of the Committee is scheduled for Wednesday, April 17, 2019 at 12:00 pm at 110 Watervliet Avenue, Albany.

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

- The Strategic and Operational Planning Committee met on Thursday, March 21, 2019 at 12:00 pm at 110 Watervliet Avenue, Albany.

### Consent Agenda Items

#### *Resolution No. 10 – 2019 – FY2020 Budget Adoption*

- Over the past several meetings we have discussed the FY2020 operating and capital plans. Mike Collins provided the latest update, where the draft operating budget is balanced at \$90.1 million.
- Our budget assumptions from last year for MRT has not changed and is projected at \$11.2 million. We anticipate another good year for customer revenue, as several universal contacts are expiring; we are projecting a 4.4% increase on this line. We will continue to use 75% of our federal maintenance (5307) line for operations. We will increase STOA by 10% (\$3.7 million) based on spending bills in both houses. If this increase does not materialize, we will revisit our operating budget next month to find ways to balance the budget. We will most likely use 5307 to close the gap.
- We have budgeted a 3.7% increase in wages due to the new labor contract. This also provides for a slight increase in service to accommodate for recovery time in operator schedules. We project a 1.3% increase to health care. The changes made to our plan will slow the growth in health care expenses while maintaining a high-quality program. We are projecting a 15% increase in workers' compensation benefits due to a high number of loss of use awards, along with high indemnity payments as regulated by New York State. We increased other benefits by 9% to accommodate contribution increases to the pension plan. Other increases are attributable to payments to sales outlets, credit card fees, and maintenance contracts.
- The five-year capital plan is \$350 million but is heavily reliant on future funding sources. The plan focuses on bus replacement and expanding into electric vehicles. The FY2020 plan is funded at \$26.6 million and includes \$13.5 million for buses. The capital plan also includes \$7.3 million in new state money for the River BRT, funding a microtransit pilot, bus washers, charging stations, and information technology equipment.
- The Authority hereby approves the \$90.1 million FY2020 operating plan, and the \$350.7 million five-year capital plan.

Motion – Mr. Lahut

Seconded – Ms. Falotico

Yay – Nugent, Lahut, Falotico, Figueroa, Criscione, Schaeffer; Nay - Stackrow

Carried

### Administrative Discussion Items

- Ross Farrell discussed potential June service changes. He began the discussion with a review of the April changes, which included trimming unproductive (low ridership) trips. Response has been mostly as expected, but we will likely make a couple of adjustments based on customer feedback.
- Options for June were discussed, including segment modifications and reductions. Several examples of “short turns” were discussed; they can be used to make routes more efficient, improving service for most riders. The scope and nature of the June adjustments will be dependent on the final version of the State budget and associated State operating assistance numbers.
- The next meeting of the Committee is scheduled for Thursday, April 18, 2019 at 12:00pm at 110 Watervliet Avenue, Albany.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Jackie Falotico

- The Community and Stakeholder Relations Committee met on Friday, March 22, 2019 at 11:30 am at 110 Watervliet Avenue, Albany.

Consent Agenda Items

- No items scheduled.

Administrative Discussion Items

- Jon Scherzer previewed CDPHP *Cycle!* season three. He highlighted the success of the program and talked about what is new for the upcoming season (slated to begin in mid-April).
- Jaime Watson recapped the 2019 APTA Legislative Conference held in Washington on March 17-19. She showed a video produced by APTA that highlights the work transit agencies are doing across the country. The video will be used at our State of CDTA event on April 10.
- Dave Stackrow provided background on transportation funding and reauthorization. He also talked about the messages that were delivered by national leaders during the Legislative Conference.
- Jaime gave the monthly Community Engagement/Media Relations report. Her report highlighted outreach and community engagement outcomes over the past month. She highlighted larger stories that bolster CDTA's position as the premier mobility provider in the region.
- The next meeting of the Committee is scheduled for Friday, April 19, 2019 at 11:30am at 110 Watervliet Avenue, Albany.

CHIEF EXECUTIVE OFFICER'S REPORT – Carm Basile

- The Chief Executive Officer provided his report for March 2019.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairwoman Nugent announced the following meeting dates:
  - April 24, 2019 – 12:00 PM
  - May 29, 2019 – 12:00 PM

ADJOURNMENT – 1:08 PM

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

Respectfully submitted,

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Mark Schaeffer, Secretary

Dated: March 27, 2019

## CHIEF EXECUTIVE OFFICER'S REPORT

I am providing my monthly report on the activities at CDTA. The report includes a narrative that summarizes operating statistics and provides an update on our projects and major initiatives. It also includes a summary of meetings and events that we have attended over the past month, giving background on advocacy for better mobility options and more transit service.

At this time of the year, most of my time is devoted to budget and advocacy work. We are collaborating with NYPTA, other transit systems and a network of partners to call for increases in state operating assistance and a predictable revenue stream regarding the funds we receive. We are working with Jackson Lewis staff to advocate for the needs of CDTA; this includes improved frequencies on trunk routes, a 40-mile network of BRT, funding for electric buses, and an expansion of service into Montgomery County. We are highlighting our accomplishments, the list of opportunities we have on our innovation agenda, along with the unique operating issues we are confronted with. We can help the region prosper but we need more resources to do this. Elected officials have been gracious and supportive of our work and we have their attention.

The NYPTA ask is for at least a 10% increase in operating assistance for non-MTA systems, recurring over a 5-year period. We are also asking for a fully funded, multi-year capital plan to support bus and facility upgrades. The capital plan will build on the 5-year plan that expires this year. NYPTA fully supports the MTA's Fast Forward Plan and implementation of congestion pricing or a similar plan to fund the improvements.

As the state budget process nears completion, we are working with NYPTA and the team at Jackson Lewis to drive home our messages, to highlight the needs at CDTA and systems across the state. These points need to be recited constantly, in a multitude of venues, to elected officials, and to community leaders who influence these important discussions. We continue to thank the Governor and state officials for their work while explaining our needs. In the Capital Region, our partners know the benefits that we bring to the table and they understand that our system is attractive to the people who live and work here. These same people expect us to improve, and provide more service and amenities, especially in areas where we have a track record of success.

Our team was in Washington, D.C. last week attending APTA's legislative conference. The conference focused on infrastructure funding, industry needs, and reauthorization of the FAST act. It was great to see consistent messaging at the national level. There is little doubt about the support that transit has across the county and across all constituent groups. Conference sessions zeroed-in on these points and were echoed by elected officials who spoke with APTA members to explain their position on transportation infrastructure. In addition to the need for a strong reauthorization program, there is growing understanding about funding sources, particularly the Highway Trust Fund. We heard from subject matter experts and from congressional leaders that this must be addressed. There is growing support for an increase in the federal gas tax with new fund sources, like a Vehicle Miles of Travel assessment. Although we have challenges, this is an exciting time, and it is up to us to turn challenges into opportunities. More advocacy, more meetings, and more execution will be on our collective agendas as we move forward.

As we promote the benefits of CDTA and advocate for more funding, our staff has developed a balanced budget plan. This has been a primary discussion topic at Strategic and Operational Planning committee meetings. I am pleased that the committee was able to recommend a balanced plan to the Board of Directors. This took quite a bit of work and we faced several challenges to get to this point. The budget plan is a forecast and we are hopeful of 100% execution. As we all know, that isn't always possible, so we will be flexible and considerate of internal and external factors that can pressure the budget. At this point, there are no major addition of service hours in the plan. We will continue to follow the principles in our Transit Development Plan to monitor service deployment and identify services that need attention.

Our staff continues to prepare for the operation of new battery powered electric buses. The buses, which are manufactured at the New Flyer plant in Anniston, Alabama, will be delivered by mid-summer. We will put them into service quickly so that we gain operating experience before cold temperatures and limited range expectations set in. We are working with National Grid to install and monitor charging stations at 110 Watervliet Avenue. We are also working with NYSDEC, NYSERDA and NYPA as part of the VW Settlement Agreement. We are acquiring helpful experience and sharing it with others across the state. CDTA is the first transit system in Upstate New York to purchase electric buses and we will showcase the technology. This is the type of work that differentiate us from others across the state.

Last week, Senator George Amedore hosted a news conference to call for an expansion of CDTA service into Montgomery County. He was joined by Assemblyman Angelo Santabarbara, County Executive Matt Ossenfort and business leaders who talked about the vital link that transit provides to economic opportunities. They called for more state operating assistance so that we can provide a meaningful and efficient service network. We will continue to meet with state and county officials to further develop this proposal. Updates will be provided at the Strategic and Operational Planning committee.

Renovation work continues at 110 Watervliet Avenue. Last week, new walls and infrastructure were installed, signaling light at the end of the tunnel. The largest segment of work should finish in June, with movement of offices and people to occur shortly thereafter. The finished product will result in efficient and pleasant work space. This is phase three of the first-floor renovation project. Work continues at the Rensselaer Rail Station parking garage. We are in the final stages of that work. Lastly, work is progressing on the new CAD/AVL system. Crews from INIT are installing new monitors on buses, which will be used by bus operators to log into the system, record and track information, and integrate with our new communication system. At the same time, Mobile Data units are installed on STAR buses, integrating the vehicles and bus operators into the Trapeze scheduling system. All of this requires familiarization and training, which we do in a one-on-one fashion. Lots going on!

Last Saturday, we celebrated the outstanding efforts of our employees at CDTA's annual awards dinner. The Capital Center in downtown Albany was our new venue, with more than 325 people in attendance, including board members and staff. The Awards Dinner is designed to recognize the outstanding efforts of CDTA's best employees – the ones who come to work every day, the ones who work safely, and the ones who provide outstanding service to customers. The work that they do is what makes CDTA great and allows us to consider the initiatives detailed in this report. I am proud to be associated with them and to showcase the work they do. Thank you to the staff in Human Resources, Procurement and Communications who plan and execute the event - they moved to a great new venue and didn't miss a beat!



## Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for February and is compared to February 2018. The measures that we use in our reports provide an overview of our company and the effectiveness of our service and delivery systems.

Total ridership for February was 1.2 million, down 1% from last February; year to date, ridership is down 4%. Boardings on Northway Commuter buses were up 9% for the month; up 7% year-to-date; ridership on STAR was up 18% for the month; up 10% year-to-date. Ridership figures continue to stabilize with the rate of decrease slowing consistently over the past few months. We continue to look at ridership components, with attention to *Navigator* cards, mobile applications and UA boardings.

Our financial condition is good as we close out the fiscal year. Total revenue for February (a short month) was close to 4% under budget expectations. Almost all of this is attributable to an off month for Mortgage Recording Tax revenue (33% under budget). As we have discussed, the source of revenue for MRT and the way it is collected make it difficult to forecast. For the year, it's 5% under budget. Customer and advertising lines continue to be the highlights on the revenue side of the budget.

Expenses for February were about 1% under budget. With fewer payroll days in the month, wages and corresponding benefit lines were 5% under budget. The short month is also reflected in purchased transportation, fuel, and parts, all of which were under budget (between 4-10%), Year to date, expenses are about  $\frac{3}{4}$  of one percent over budget. Most of this is in the wage and benefits line, which are over budget due to increases called for in the collective bargaining agreement. We expect to be within 1% of budget at the end of March.

We missed 86 trips on the fixed route system; last February, we missed 26 trips. There were no trip denials in STAR. We reported 52 accidents in February with 11 categorized as preventable. Last February, we reported 44 accidents with 15 preventable. All preventative maintenance inspections were done on time; the same as last February. Scheduled maintenance work was at 84%; last February, it was at 85%.

A combination of factors is driving the increase in missed trips. Although bus operator head counts are at budgeted levels, the number of people available to work each day is very short of the head count number. This is caused by turnover, long and short-term illnesses and injuries. Additionally, the operator work pick has been in effect since last August. We postponed the January work selection to accommodate contract changes. The result is a work schedule that has assumptions that are nearly 8 months old. This complicated proves will see some relief when a new work schedule is effective on April 7.

Fixed route timeliness was at 75%; last February, it was at 77% (our goal is to be within a 0-5 minute late window at least 80% of the time). Our call center processed 228 comments compared to 177 last February. Response time to close inquiries was at 90%; last February, it was 92%. This measures how many comments were closed within 10 days.

There were 641,000 page views at [www.cdta.org](http://www.cdta.org). Last February, there were 957,000 page views (we have changed our site to get people directly to the page they want; reducing page views counted; it will normalize in the new fiscal year).

### **Community Engagement Activities:**

- State of CDTA, April 10 at Bull Moose Club, Albany
- APTA Get on Board Day, April 25
- CDPHP *Cycle!* First Ride, May 3

### **Activity Report**

We continue to advocate for better transit service and more funding for the work we do. These efforts are in full throttle as we work towards a state budget. I spend a good deal of time meeting with people and talking about the opportunities we have. Mobility management is a popular topic and we need to capitalize on it to give our communities what they want and need from us.

- On February 29, I spoke to the local chapter of the American Council of Engineering companies. The group consisted of about 20 engineers and consultants. I provided background on CDTA and the work we are doing to increase mobility options for the people who live in the Capital Region. Jaime Watson joined me.
- On March 6, I attended our exemplary attendance lunch at the Italian-American Center in Albany. This is a staple event for us, honoring employees who come to work every day. This year 78 employees (11% of the workforce) were recognized and 41 were able to come to the lunch. They are the foundation of our work force and we rely on them to set the tone for CDTA every day. It is nice to thank them for their hard work.
- On March 7, I attended the CDTC Policy Board meeting. We reviewed several of the largest transportation projects that are underway in the region and received updates from the regional agencies who are so important to the work we do at CDTA.
- On March 8, Lisa Marrello and I met with Assemblywoman Carrie Woerner. We talked about service in Saratoga County and the challenges we face to develop ridership and partnerships in the county. We will continue to identify services and programs that can be part of development activities in the county.
- On March 8, Lisa Marrello, Jay Bove and I met with Assemblyman Phil Steck. The assemblyman is a member of the house transportation committee and we talked about their one house bill, impacts on the transit operating assistance program and the need for more mobility options throughout the region.
- On March 8, Lisa Marrello, Jay Bove and I met with staff from Assemblyman Angelo Santabarbara's office. We talked about state operating assistance and the possible expansion of CDTA's foot print in Montgomery County.
- On March 8, Lisa Marrello and I met with Senator George Amedore. We discussed the expansion of CDTA services into Montgomery County and the funding is needed to do this. The Senator offered to help with this and insure the support of county officials and major employers. We promised to continue talking about this important initiative.
- On March 12, I met with Albany Fire Chief Joe Gregory and Executive Deputy Chief Joe Toomey. We talked about our relationship, things we do to help each other and ways to deepen our relationship.

- On March 12, I was interviewed by Bryce Swaider, a high school student at Bethlehem High School. Bryce is working on a paper that will discuss transit options in our region and the impact of transit on the environment. I was impressed by the work Bryce did to prepare for the interview and his depth of knowledge on the topics.
- On March 13, I attended a meeting of the United Way Executive Committee. As a board officer, I am a member of this committee, which is akin to our Board Operations Committee. Our agenda included discussion about staff development and strategic direction for the United Way.
- On March 14, I attended the Albany Police Athletic League's annual recognition breakfast at the Wolf Road Marriott. More than 300 people attended, including members of our staff. We have had a long relationship with PAL; Jon Scherzer is a member of their Board of Directors.
- On March 14, Mike Collins and I met with Brian O'Grady and April Braman from the CDPHP management team to talk about our relationship and ways to develop our healthy living program. The CDPHP team has several initiatives that they want us to consider. Details to follow.
- On March 14, Jaime Watson and I attended a retirement event in honor of Capcom Chief Executive Officer, Paula Stopera. The event, which was held at the Wolf Road Marriott drew more than 350 people; Ms. Stopera, a recognized leader in the community, will retire later in 2019.
- On March 15, I chaired a meeting of the NYPTA Legislative Committee. We talked about assembly and senate on house bills and our advocacy calendar as we continue to work for more operating and capital assistance for our members.
- On March 17-19, I attended APTA's Legislative Conference in Washington, D.C. This is a signature event and the agenda was packed with discussions and presentations about legislative activities, including reauthorization of the FAST Act, trends in our industry, and updates on major initiatives. Amanda Avery, Mike Collins, Chris Desany, Jaime Watson and Denise Figueroa also attended. Of course, Dave Stackrow was working overtime in his role as APTA Chairman.
- On March 20, I attended a meeting of the Capital Region Chamber Board of Directors. I am a member of the board and the meeting featured presentations and discussions about workforce development and succession planning.
- On March 20, I participated in a news conference to talk about expanding the CDTA service network into Montgomery County. The event, which was led by Senator George Amedore, was held in the press room at the Legislative Office Building. Several of our staff attended to support this work.
- On March 20, I attended a meeting of the Christian Brothers Academy Board of Trustees. I am a trustee and enjoy the work of the board. Many CBA students use our service to travel to and from the campus on Airline Drive in Colonie.
- On March 21, I attended a meeting of the Equinox Housing Board. The Housing Board makes decisions regarding facilities purchases and repair (and funds them) on behalf of the Equinox Board of Directors.

- On March 21, I attended a meeting of the Discover Albany Board of Directors (formerly called the Albany County Convention and Visitors Bureau). Discover Albany works with the hospitality industry to promote Albany as a meeting and tourist destination. Jaime Watson also attended; she is my designated back up.
- On March 22, my wife Sheila and I attended CBA's Annual Gala at Franklin Plaza in Troy. The event attracts alumni and friends of the school, many of whom are community leaders that we work with or want to develop relationships with.
- On March 25, my wife Sheila and I attended CDTA's annual Awards Dinner at the Capital Center. More than 300 people enjoyed the evening. It was great to see Georgie Nugent, Mike Criscione and Mark Schaeffer in attendance representing the board. Our employees appreciate the support that our board provides for their efforts.
- On March 25, I met with 14 bus operators on their first day at CDTA. I like sharing information about our company and the expectations we have for employees as we continue to make CDTA bigger and better. The class will graduate in late April.
- On March 25, Jaime Watson and I met with a reporter from the Business Review to talk about the River Corridor project. We discussed the service plan and the impact it will have on businesses along the corridor.

### **Final Thoughts**

It a busy time of the year – budget planning, advocacy associated with the state budget (April 1), federal developments, new service opportunities, and our menu of innovative projects growing constantly. The opportunities that we have is stimulating and it's great to see board members and staff working together to consider new opportunities like electric buses, more BRT service, and an expansion of our service area. The energy keeps activities alive and it makes CDTA great. Thank you to everybody.

Copy: Senior Staff  
 Director of Corporate Communications  
 Director of Marketing

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**RESOLUTION No.: 11 - 2019**

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 #K007407, 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 NINE MILLION, SIXTY-SIX THOUSAND, FOUR HUNDRED AND SEVENTY-FIVE DOLLARS (\$9,066,475) 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 30th day of April 2019.

Dated: April 30, 2019

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Mark Schaeffer, Secretary

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

**Subject:** Resolution to accept \$9,066,475 in State funding.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** April 17, 2019  
**Board Action Date:** April 30, 2019

**Purpose:**

New York State Department of Transportation (NYSDOT) requires Board approval as part of their contracting process for capital funds. This is a routine action.

**Summary of Proposal:**

CDTA will purchase buses, pay bus financing, and receive reimbursement for passing through funds to Adirondack Trailways. This contract permits CDTA to execute an agreement with NYSDOT to accept \$9,066,475 in funds.

**Financial Summary and Source of Funds:**

The NYSDOT Agreement K007407 will fund 100% of the purchase of buses (\$7,064,816); fund 100% of bus financing payments (\$1,710,000) and fund the 10% NYS share of the Adirondack Trailways passthrough (\$291,659); for a total amount of \$9,066,475.

**Prepared by:**

Claire Miller, Grants Manager

**Project Manager:**

Lance Zarcone, Director of Maintenance  
Philip Parella, Jr., Director of Finance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No.: 12 - 2019**

Annual Review and Approval of Investment Policy

**WHEREAS**, the Public Authorities Law, section 2925 requires that the Authority by resolution adopt comprehensive investment guidelines which detail the Authority's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Authority, and

**WHEREAS**, the Investment Policy is reviewed and approved by the Authority on an annual basis, and

**WHEREAS**, after review and discussion, the Authority now recommends the adoption of the Investment Policy with minor revisions to improve clarity and consistency and improve controls for collateral, as attached.

**NOW, THEREFORE BE IT RESOLVED**, that the Investment Policy for the Capital District Transportation Authority dated April 30, 2019 be approved and adopted in its entirety.

**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 30<sup>th</sup> day of April 2019.

Dated: April 30, 2019

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Mark Schaeffer, Secretary



**Capital District Transportation Authority  
Agenda Action Proposal**

**Subject:** Annual review and approval of the CDTA Investment Policy

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** April 17, 2019

**Board Action Date:** April 30, 2019

**Background:**

The New York State Public Authorities Law Article 9, Title 7 annually requires public authorities to review and approve their Investment Policy.

**Purpose:**

The Performance Monitoring/Audit Committee is required to review and approve the CDTA Investment Policy on an annual basis. This policy details the operative policy for investing, monitoring and reporting of funds for CDTA.

**Summary of Proposal:**

There are some minor proposed changes to the investment policy. Although the changes are small, the two content changes improve the clarity of the policy. The other changes are committee title changes and are included in the memo of support. The attached draft policy includes what is recommended to be removed (crossed out), and new language which is underlined.

General Counsel has reviewed our investment policy and appropriate laws for any additional changes and does not recommend any further modifications.

The 2019 draft Investment Policy is attached for review and approval.

**Financial Summary and Source of Funds:**

No financial impact

**Prepared by:**

Mike Collins, VP of Finance & Administration

**Project Manager(s):**

Mike Collins, VP of Finance & Administration

Amanda Avery, General Counsel

## Memorandum

April 17, 2019

To: Chairman, Performance Monitoring/Audit Committee  
Members, Performance Monitoring/Audit Committee

From: Mike Collins, Vice President of Finance & Administration

Subject: Investment Policy 2019

### Background:

The Performance Monitoring/Audit Committee annually reviews the Investment Policy (IP) and makes revisions as necessary to reflect changes in market conditions and/or legal requirements. The IP is reviewed by staff, CDTA's Investment Advisor and General Counsel.

We have proposed minor changes to the investment policy to improve clarification. The specific changes are listed on the following pages and sections of the IP:

1. Page 1, section 1b; add new language for clarification
2. Page 2, section 3e; add the word "bank" for clarification
3. Page 2, section 4b; add the word "Investment" to designate Committee Chair
4. Change pages 1, 3 and 5 to include new Committee Title

### Recommendation:

We recommend that these changes be accepted and approved by the Performance Monitoring/Audit Committee.

## INVESTMENT POLICY CAPITAL DISTRICT TRANSPORTATION AUTHORITY

These guidelines detail the operative policy regarding the investing, monitoring and reporting of funds of the Capital District Transportation Authority (the “Authority”).

### 1. Purpose

- a) Establish a policy whereby current funds, in excess of immediate needs are invested to earn a reasonable rate of return while safeguarding the principal amount.
- b) Assure that invested funds are diversified and adequately safeguarded. The investment portfolios will, at all times, be diversified. No single issuer will represent more than 5% of a given portfolio. There is no limitation for the debt of the US Government or one of its agencies, except that the debt of a single agency will not represent more than 50% of a given portfolio. Certificates of deposit issued by a single bank are limited by the legal maximum for FDIC insurance.
- c) Assure that adequate accounts and records are maintained which accurately reflect all transactions.
- d) Assure that an adequate system of internal control is maintained.

### 2. Authorization and Management

All investment decisions are to conform to:

- a) Section 1306 (4) of the Public Authorities Law of the State of New York, and
- b) Article 9, Title 7 of the Public Authorities Law of New York,
- c) 2 NYCRR § 201.1, *et seq.*

The Board may retain at the recommendation of the Performance Oversight Monitoring/Audit Committee (“Committee”) one or more investment advisors, which meet the Authority’s qualifications and grant the advisor discretion to execute transactions within the context of these policies. The advisor (s) will be expected to act as a fiduciary at all times in the best interest of the Authority.

### 3. Types of Investments

The permissible types of investments (“Permitted Investments”) are as follows:

- a) Certificates of Deposit issued by banks which are members of the Federal Deposit Insurance Corporation (FDIC). Certificates of Deposit of qualifying banks may also be purchased from

Broker/Dealers licensed to conduct business in New York State which are members of the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).

- b) Deposits in “Money Market” accounts in banks specified in Item (a) above.
- c) Money Market Funds that invest exclusively in obligations of the United States Government or one of its agencies, except that up to 1% of each investment account may be held in a conventional money market fund provided that the fund holds more than \$500 million in assets and the sponsor is a substantial and well regarded financial institution with no less than \$1 billion of equity capital. Further, the principal objective of the fund must be preservation of capital. The purpose of this exception is to accommodate relatively small amounts of cash that are not invested and not substantial enough to qualify for a specialized Government-only fund.
- d) Obligations of New York State, the United States Government, or Agencies of the United States Government. Obligations guaranteed, as to principal and interest, by one of these entities is also permissible.
- e) The primary investment objective is the protection of principal. All bank deposits of money should be fully collateralized or insured (e.g., FDIC insurance).

Each purchase must be confirmed in writing and be made in accordance with the provisions of this Investment Policy.

#### 4. Operating Procedures

- a) The investment selection process shall utilize competitive quotations or negotiated prices, except in the purchase of federal government securities at auction.
- b) Approvals: The Vice President of Finance & Administration shall approve all investment transactions, and report investment transactions to the Chief Executive Officer. The process of initiating, reviewing and approving requests to buy and sell investments shall be documented and retained for audit purposes. The Investment Committee Chairperson, the Vice President of Finance & Administration and the Chief Executive Officer (when necessary) will meet with any and all retained investment advisors no less than twice per year to review and approve the portfolio holdings.
- c) Collateral Custody: The custodian of all collateral involved in any investment transaction must be either the Authority or a Third-Party Bank or Trust Company acceptable to the Authority. Such Bank may not be the same as that with which the investment is made. The custody agreement must be joint with the Bank providing the collateral.

If, at any time during the term of a Certificate of Deposit or deposit in Money Market Account, the collateral or underlying security market value does not equal the principal value of the investment, the Authority shall inform the Bank of the additional collateral required. If additional collateral is not added immediately by the Bank involved, the

Authority shall demand the return of the amount invested and remove such Bank from the list of approved Banks for investment and deposit of Authority funds.

Any custodian or trustee of securities in any transaction to which the Authority is a principal may not relinquish control over such securities without the written consent of the Authority and the Investment Manager.

- d) If a Bank or Investment Broker/Dealer is operating as an agent for another Bank or any of its customers, such information must be disclosed to the Authority. To the extent the Board has retained an investment advisor, the advisor will act solely as agent on behalf of the Authority. The Advisor(s) may act as the Principal in a transaction only if it is authorized in writing by the Performance Oversight ~~Oversight~~ Monitoring/Audit Committee.
- e) In addition to the normal entries in cash receipts, cash disbursements and general ledger regarding investments, the following additional records shall be maintained:
  1. A schedule for each Bank or Investment Broker/Dealer with which the Authority makes investments, maintained by the Accountant, showing:
    - a. Date of transactions
    - b. Description and amount of investment
    - c. Interest rate
    - d. Due date of CD, or Bond
    - e. Market value of collateral or investment security
    - f. Indication of at least monthly recheck of market values
- f) Investments may be made by a telephone call. If the investment is a Certificate of Deposit (CD) that is eligible to be traded and cleared through the Depository Trust Company (DTC), it will be delivered directly to the custodian by the bank or broker/dealer. If the CD is not DTC eligible, such Certificate shall be mailed to the Authority or, if feasible, picked up by an agent of the Authority. The Vice President of Finance & Administration will immediately contact the designated custodian or trustee of the collateral for such investments, requesting telephone confirmation of deposit of collateral and receive from custodian a written instrument requiring the Authority's agreement before custody may be relinquished. In practice, Banks will usually deposit a certain amount of securities for a specified period of time, equal to the probable maximum amount the Authority would be investing during such period, i.e., a month or ninety days. CDs that are fully insured by the FDIC (principal and expected interest) are not required to be collateralized. If authorization is initially given verbally, it shall be followed by written confirmation.
- g) Payment of funds shall only be made upon delivery of securities.
- h) A record of investments shall be maintained. The records shall identify the security, the fund for which held, the place where kept, date of disposition and amount realized, if required, and the market value and custodian of collateral.

- i) Custodians of deposits and money market accounts shall be required to report monthly or more frequently on activity occurring in the Authority's custodial account to the Accountant. There shall be monthly verifications of both the principal amount and market values of all investments and collateral. Listings shall be obtained from the custodian and compared against the Authority's records.
- j) The Authority requires the custodian to send verification of securities held for the Authority whenever requested to do so by the Authority.
- k) The Vice President of Finance & Administration is authorized to deposit all funds received by the Authority in Money Market Accounts or Certificates of Deposit with Banks or Investment Broker/Dealer doing business in New York State, which are members of the FDIC; the SIPC and FINRA; and/or registered with the SEC and that have also expressed an interest in receiving requests for bids, consistent with these guidelines.
- l) The report of the status of all investments will be submitted by the Deputy Comptroller at least quarterly to the Chief Executive Officer and the Board Members of the Authority.

5. Collateralization

- a) Investments requiring collateralization must be fully collateralized by US\_Government obligations, or obligations guaranteed by a US Government entity.
- b) The collateral for a CD or Money Market Fund Deposit must equal the investment principal at all times.
- c) Market values of items mentioned in b) above will be checked by the Deputy Comptroller at least monthly to a nationally recognized financial publication.
- d) Investments in Certificates of Deposit and Money Market Accounts are limited to FDIC insurance limits, unless collateralized.

6. Review of Investment Guidelines and Audit Procedures

- a) These guidelines shall be reviewed by the Performance Oversight ~~Oversight~~ Monitoring/Audit Committee annually and revised as necessary to reflect changes in market conditions or legal requirements.
- b) An annual independent audit shall be conducted in accordance with the provisions of Article 9, Title 7 of PAL and 2 NYCRR § 201.1 *et seq*
- c) Collateral shall be verified monthly, if held by the Authority, by Members of the Performance Oversight ~~Oversight~~ Monitoring/Audit Committee. If held by a Bank, confirmation from such Bank will be given to Committee.
- d) The Authority shall maintain an internal control structure designed to protect the Authority's investment assets from loss, theft, and misuse.

7. Evaluation and Reporting

- a) An annual independent audit shall be performed by the Authority's independent accountants to evaluate investment program compliance. The annual audit report shall be filed within 90 days after the close of the Authority's fiscal year with the Office of Budget and Policy Analysis of the Office of the State Comptroller.
- b) The Authority shall prepare an annual investment report which shall be submitted to the Division of the Budget, with copies to the Office of the State Comptroller, the Senate Finance Committee, and the Assembly Ways and Means Committee.

8. Settlement of Securities Transactions

All purchases of securities by or on behalf of the Authority will be settled "delivered vs. payment", meaning that purchased securities will not be paid for until they are presented physically or electronically at the custodian by the seller or his agent.

9. Criteria for Selection of Investment Banks or Firms and Brokers

The Authority shall maintain a list of approved financial institutions and a list of approved security broker/dealers. As market conditions change, the Authority may find it necessary to place investments directly with Investment Banks or Firms and Brokers. The following are criteria for the selection of Investment Banks or Firms and Brokers:

- a) Investment Banks or Firms and Brokers authorized to do business within New York State.
- b) Investment Banks or Firms and Brokers in business for over (5) five years.
- c) Investment Banks or Firms and Brokers which have invested over \$500,000,000 in assets for their clients at the time of any investment made by the Authority.
- d) Investment Banks or Firms and Brokers that have demonstrated a proven record of returns, that meet or exceed the yield and total return generated from Treasury benchmarks.
- e) Investment Managers/Advisors must be registered with the Securities and Exchange Commission (SEC) while Investment Brokers/Dealers must be members in good standing with the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).

All the foregoing sections of the Investment Policy that pertain to banks shall apply to Investment Broker/Dealers.