



## CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, May 29, 2019 | 12:00pm | 110 Watervliet Avenue, Albany

<b>Board Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Jayne Lahut	
Ascertain Quorum and Approve Agenda	Jayne Lahut	
Approve Minutes of April 30, 2019	Jayne Lahut	2
<b>Recognition/Updates</b>		
<ul style="list-style-type: none"><li>• Gary Guy – 25 years, Transportation Superintendent</li><li>• Donald Brooks – 40 years, Master Technician</li></ul>	Carm Basile/ Jayme Lahut	
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (05/20/19)	Jayne Lahut	
Performance Monitoring/Audit Committee (05/22/19)	Jayne Lahut	
<ul style="list-style-type: none"><li>• Approve Financial and Compliance Report for FY2019</li><li>• Approve Purchase of Paratransit Vehicles</li><li>• Approve Purchase of 40-foot buses</li><li>• Approve Purchase of Motor Coaches</li><li>• Approve Contract for River BRT Construction</li></ul>		13 14 17 21 26
Investment Committee Report (Next Meeting 06/26/19)	Denise Figueroa	
Strategic and Operational Planning Committee (05/23/19)	Michael Criscione	
Community and Stakeholder Relations Committee (05/24/19)	Jaclyn Falotico	
<b>Chief Executive Officer's Report</b>	Carm Basile	30
<b>Executive Session</b>		
<b>Good of the Order</b>		
<b>Upcoming Meetings</b>		
Wednesday, June 26, 2019 at 12pm at 110 Watervliet Ave, Albany		
Wednesday, September 11, 2019 at 12pm at 110 Watervliet Ave, Albany		

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

**MINUTES OF TUESDAY, APRIL 30, 2019 BOARD MEETING**

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MEMBERS PRESENT	Michael J. Criscione, Vice Chairman Jayme B. Lahut, Treasurer David M. Stackrow Denise A. Figueroa Georgeanna M. Nugent, Chairwoman (via Skype video)
MEMBERS EXCUSED	Mark Schaeffer, Secretary Corey L. Bixby Jaclyn Falotico
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 Lance Zarcone, Director of Maintenance Sarah Matrose, Internal Auditor Jaime L. Watson, Director of Corporate Communications Robert Sears, Director of Risk Management Philip C. Parella, Director of Finance 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 Alton Ming, Superintendent, Troy Division Steve Wacksman, Superintendent of Maintenance Dave Williams, Assistant Superintendent of Maintenance Richard Nasso Jr., Assistant Superintendent of Maintenance Terry Walco Jr., Warranty Manager Vanessa Salamy, Executive Assistant Stephen Williams – The Daily Gazette Nancy Benedict – Citizens for Public Transit

CALL TO ORDER     At 12:00 p.m., Vice Chairman Michael Criscione called the meeting to order.

- Vice Chairman Criscione noted that a quorum was present.

AGENDA APPROVAL

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

## APPROVAL OF THE MARCH 27, 2019 BOARD MEETING MINUTES

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

## RECOGNITION

- Vice Chairman Criscione and Mr. Basile presented the following service awards
  - 20-years of service to John St. Leger, Troy Operator
  - 25-years of service to Terry Walco Jr., Warranty Manager
- The members offered their congratulations.

## COMMITTEE REPORTS

### BOARD OPERATIONS COMMITTEE - Report from Georgie Nugent

- Board Operations Committee met on Monday, April 8, 2019 at 7:45 am at 110 Watervliet Avenue, Albany.

### Administrative Discussion Items

- The committee reviewed and discussed April committee agendas.
- Committee members asked that materials included with information packets or handed out at meetings be included with the board material emailed to all members before each meeting. This will keep everyone up to speed about discussion in each committee meeting.
- Lisa Marrello provided an update on advocacy activities for the past month and a look ahead regarding focus areas.
- Next meeting of the Committee will be on Monday, May 20, 2019 at 7:45am, at 110 Watervliet Avenue, Albany.

### PERFORMANCE MONITORING COMMITTEE - Report from Jayme Lahut

- Performance Monitoring Committee met on Wednesday, April 17, 2019 at 12:00 pm at 110 Watervliet Avenue, Albany.

### Consent Agenda Items

#### *Resolution No. 011 – 2019 – Accept NYS Funding*

- New York State DOT requires a board resolution to accept \$9 million in funding. Most of this funding is for the 4<sup>th</sup> year of the 5-year state capital plan. It pays for buses and the 10% share of the Adirondack Trailways pass through grant.
- The Authority hereby approves the acceptance of \$9,066,475 from New York State Department of Transportation.

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

*Resolution No. 12 – 2019 – Approval of Investment Policy*

- The Public Authorities Law requires authorities an annual review and approval of investment policies. The policy details investment, monitoring and reporting of funds. There were only a few changes to our policy; mostly wording changes and two clarification items.
- The Authority hereby approves the 2019 Investment Policy

Motion – Ms. Figueroa

Seconded – Mr. Stackrow

Carried Unanimously

Audit Committee Items

- Sarah Matrose provided her quarterly report. Her annual risk assessment was conducted along with development of the annual audit plan. Upcoming audit items include a Customer Revenue audit and the Davis-Bacon Audit. The three-year audit plan was provided and discussed. This plan begins in April 2019.

Investment Committee

- The next Investment committee meeting will be held on June 26, 2019.

Administrative Discussion Items

- Mike Collins reviewed the Monthly Management Report. MRT ended the year 7.5% under budget. RRS & Facilities was 10.3% under budget, due in part to construction activities and ride sharing. Customer fares was a bright spot, exceeding budget by 5.8%. Wages were over budget by 1.7% due to manpower challenges. Health benefits ended the year 3.5% under budget. Workers Compensation ended the year 6% over budget due to an increase in loss of use awards. Purchased Transportation exceeded budget by 8.5% because taxi vendors for STAR were more expensive than projected. Overall, we missed budget by less than \$180,000.
- Chris Desany reviewed the Monthly Non-Financial Report. Total ridership for the year was down 4%, while on-time performance has increased to 74%. Missed trips are at 167 due to manpower issues. There were 11 preventable and 28 non-preventable accidents. Fixed/Shuttle Complaints are at 192 and there were 684,990 Website page views.
- Next meeting of the Committee is scheduled for Wednesday May 22, 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, April 18, 2019 at 12:00 pm at 110 Watervliet Avenue, Albany.

Consent Agenda Items

- No items scheduled.

Administrative Discussion Items

- Jon Scherzer gave an update on our MicroTransit pilot. In September, the Board approved a program with TransLoc, a subsidiary of Ford Smart Mobility. The pilot program will give us experience with technology and service delivery systems that offer flexible routing and scheduling, with real-time matching of demand and supply.

- Microtransit provides access to unserved areas replacing less efficient services, or to provide supplemental services. Customers will use mobile applications to request rides, which will be delivered with a CDTA-operated vehicle dispatched for curbside pickups. This is a hybrid between our current fixed route and ridesharing (Uber/Lyft) service.
- Simulations have been developed using ridership and service hours provided by CDTA for vehicles with an 8-seat capacity. Design allows point-to-point rides within specified zones, with weight given to points of interest. Simulated demand is constant with peaks around 7am and 5pm for commute traffic. Areas chosen for simulations included Saratoga Springs, Clifton Park, and suburban Albany County.
- We will move into software testing and training, procurement of vehicles, and execution of the pilot. A final analysis and report will be conducted. Timeline for deployment is the Fall of 2019
- Next meeting of the Committee is scheduled for Thursday, May 23, 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, April 19, 2019 at 11:30 am at 110 Watervliet Avenue, Albany.

#### Consent Agenda Items

- No items scheduled.

#### Administrative Discussion Items

- Kelli Schreivogl provided a report on benefits that CDTA offers its employees, in addition to health insurance and time off benefits. Employees want to work where they feel valued, appreciated and respected. They want to represent an organization that puts people first. These intangibles help in employee retention. CDTA strives to retain employees through recognition, competition, acknowledgement, fun, and giving back. The committee had a good discussion about this.
- Jaime Watson provided the monthly Community Engagement and Media Relations report. Her report highlights media outreach and community engagement outcomes. She highlighted several stories that helped to drive CDTA's role as the premier mobility provider in the Capital Region.
- Next meeting of the Committee will be on Friday, May 24, 2019 at 11:30am at 110 Watervliet Avenue, Albany.

#### NOMINATING COMMITTEE – Report from Denise Figueroa

- The Nominating Committee reported that after careful consideration they were pleased to put forth the following people to serve as CDTA officers for fiscal year 2019-2020.
  - Chairperson – Jayme B. Lahut
  - Vice Chairman – Michael J. Criscione
  - Secretary – Mark Schaeffer
  - Treasurer – David M. Stackrow
- Ms. Figueroa thanked the Nominating Committee for their input in this process. The members of the Nominating Committee were Mark Schaeffer, Jackie Falotico and Denise Figueroa.

- There being no other nominations, a motion was made by Mr. Stackrow, seconded by Ms. Figueroa and carried to close nominations and move to a vote. The nominees were thereby elected as the officers for the fiscal year 2019-2020. Mr. Lahut thanked the Nominating Committee for their work. He also expressed his appreciation to the Board, management and staff for all their excellent, hard work, and looks forward to serving as Chair for the forthcoming year.
- Ms. Figueroa thanked Georgie Nugent for her work as Chair of the Board of Directors during 2018-2019.

CHIEF EXECUTIVE OFFICER'S REPORT – Carm Basile

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

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting dates:
  - May 29, 2019 – 12:00 PM
  - June 26, 2019 – 12:00 PM

ADJOURNMENT – 1:08 PM

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

Respectfully submitted,

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Mark Schaeffer, Secretary

Dated: April 30, 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 updates you on our projects and major initiatives. It includes a summary of meetings and events that we have attended over the past month, giving background on advocacy and community relations.

With a month of our new fiscal year in the books, we are looking forward with optimism and excitement. Our innovative agenda is full of challenging projects and there are new opportunities that promise to make CDTA bigger and better. Several years ago, we set out to make CDTA different, to be a thought leader that could help to shape the regional agenda. We knew this would require us to be more active in discussions about economic development, to better use technology, and to develop services that people wanted. It would also require CDTA to be more recognizable in the community and that our brand be sharp, consistent and believable.

As I reflect on the work we have done, most of what I list above is developed or is in process. By becoming a regional leader and thoughtful advocate, our system is better, our opportunities more plentiful, and our future a bright one. This report talks about the progress we are making, and it highlights the work of our employees and Board of Directors to keep us on task with a mission for success. We are the region's mobility manager and we have a lot to be proud of.

With most of our advocacy for transportation funding in the New York State budget behind us, I am proud of the work we have done. The increase in state operating assistance will be extremely helpful to us and to all transit systems in upstate New York. Our coalition of advocates stayed on point and we talked consistently about the important role that transit plays in our communities. Our NYPTA team were tireless advocates and a solid foundation is in place for continued the development of new ways to fund our work as evidence by the initiation of a fee on rental cars that is directed to the upstate operating accounts. Thank you to Governor Cuomo, to legislative leaders and especially to our local delegation for their work on behalf of transit and CDTA.

A special thank you to the team at Jackson Lewis. Lisa Marrello and her associates have been consistent and dedicated advocates for CDTA, our projects, and the funding required to get these things done. They have developed appropriate relationships to advance our list of priorities and they have become fluent in our vocabulary, which includes improved frequencies on trunk routes, 40-miles of BRT, funding for electric buses, partnerships with major employers, including the State of New York, and an expansion into Montgomery County. They work with us to highlight 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 biggest news of the month arrived a few weeks ago when we were notified of a \$27 million award from the Federal Transit Administration for the River Corridor BRT. The award is through the Capital Investment Grant program and we were one of only 5 projects funded. The River Corridor BRT will cost \$42 million to build (buses, stations, technology and infrastructure components). We assembled close to \$15 million in funding to leverage the CIG grant. With the award in hand, we will work towards implementation and are looking to a late 2020 operation.

There are lots of people to thank for the CIG award, notably Senator Schumer and Congressman Tonko and our entire federal delegation. The staff at the FTA has been very helpful to us and we worked through a detailed, but necessary process. A special thank you to Acting Administrator Jane Williams who put a personal touch on the award with a call to notify us. And last, but most important, thank you to our staff for their work on this project and the process to fund it; and to our Board of Directors for sticking with it and pointing the company in the right direction.

The next big announcement came last week when we learned that we will receive \$8 million in state funding as part of a comprehensive effort to reduce vehicle emissions and enhance regional economic competitiveness. Funds will be awarded for two projects - \$4.4 million will be used to initiate our BRT service on the River Corridor; and, \$3.6 million will be used for transit and pedestrian enhancements at the Harriman Campus, and at the uptown and downtown UAlbany campuses. These locations are along our proposed Washington/Western BRT corridor. This was a competitive process and I'm very proud of our staff who developed the submissions and worked with state officials to justify the projects and the need for financing.

Our work to advance our innovative agenda was on display a few weeks ago at our annual State of CDTA event. This year, we gathered at the Bull Moose Club, which is a few steps from the State Capitol. Close to 100 partners and supporters joined us to spend time talking about everything CDTA, and the work we are doing to make the region a better place to live and work. The feature part of the event was a panel discussion with regional leaders talking about mobility, connections and ways to coordinate with development, education and social policies. Dave Stackrow provided a look from Washington in his role as APTA Chairman and talked about things others are doing to connect people to economic opportunity.

While we were putting the finishing touches on advocacy and celebrating the CIG and state awards, we continue to prepare for the operation of new battery powered electric buses. The four New Flyer buses will arrive at CDTA in mid-summer. After a short orientation period, the buses will go into service to gain operating experience before colder temperatures and limited range expectations set in. We are working with National Grid to install charging stations at 110 Watervliet Avenue. There is a good deal of excitement around this project, especially among funding partners and community leaders. CDTA is the first transit system in Upstate New York to purchase electric buses and we will showcase the technology.

Our staff is developing a service plan that will allow us to expand into Montgomery County. There are lots of details to work out, including the need for operators, technicians and support staff. We continue to talk with state leaders to obtain the resources needed to appropriately fund the service plan. This is likely to take some time to finalize as we work to bring mobility and connections to the people of Montgomery County.

Renovation work at 110 Watervliet Avenue is moving towards the finish, with lots of taping and sanding going on. This will lead to painting, lighting and flooring as the first part of the project is completed. When that is done (hopefully in 4-6 weeks), more office movements will happen, leading to the last phase of work in the northeast corner of the building. The final stage of work continues at the Rensselaer Rail Station parking garage. And, our staff continues to work with our partners from INIT to install the new CAD/AVL system. This includes testing and training on different software components that are part of the project.

## Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for March and is compared to March 2018. The measures that we use in our reports provide an overview of our company and the effectiveness of service and delivery systems. The March reports also provide an end of year wrap-up and give perspective to the work we do.

I am pleased to report that ridership for March is even with last March at 1.34 million. This represents a slow but steady recovery from ridership losses, during the first quarter of the year, due mainly to the conversion of customers to our *Navigator* prepayment products. For the fiscal year, total ridership was 15.7 million as compared to 16.3 million last year, a decrease of 4%. We are not pleased with any decrease but given the factors involved, the loss is not significant, and we are optimistic about ridership possibilities throughout the coming year.

Boardings on Northway Xpress (NX) service was up 1% for the month; up 6% for the fiscal year, totaling close to 180,000; ridership on STAR was up 15% for the month; up 10% for the fiscal year, totaling 322,000. These two services generate about 5% of our total ridership.

We finished the fiscal year in good financial condition with total revenue and expenses almost a perfect match. On the revenue side of the house, Customer and advertising revenue were strong all year, customer revenue finished at \$19 million, about \$1 million ahead of expectations. Revenue from facility advertising finished at \$1.6 million, almost double the contract guarantee and more than \$350,000 ahead of budget expectations. Unfortunately, Mortgage Tax receipts finished at \$10.4 million, more than \$800,000 below budget expectations, proving once again that we cannot predict the real estate market.

Wages and associated expenses were our biggest challenges this year. Salaries and wages finished the year at \$46.5 million, about \$800,000 more than expectations (1.5% over budget). Most of this is a result of overtime expenses as we struggle to get our bus operator roster to budgeted numbers. Purchased transportation costs finished at \$6.2 million, nearly \$500,000 more than budget expectations. This is almost entirely driven by outsourcing of STAR work, which continues to be difficult for us to predict and balance. We are hopeful of improvement in the coming year as we automate and regulate STAR scheduling and dispatch functions. There was good news in the health care line, which finished at \$10.3 million, about \$350,000 under budget. Most of this is due to the introduction of a deductible concept; this will carry over in successive budgets, slowing the rate of growth in this line.

We missed 167 trips on the fixed route system; last March, we missed 40 trips. There were no trip denials in STAR. We reported 39 accidents in March with 11 categorized as preventable. Last March, we reported 61 accidents with 24 preventable. All preventative maintenance inspections were done on time; the same as last March. Scheduled maintenance work was at 85%; last March, it was at 84%.

As we have discussed in committee meetings, several factors are driving missed trips. The number of bus operators available to work each day is short of the expected head count number. We postponed the January work selection for bus operators to accommodate contract changes. The extended schedule had assumptions that were nearly 8 months old. This complicated process was relieved when a new work schedule went into effect on April 7. This minimized trip cuts and service delays. More help is on the way with a training class of 12 new bus operators to be released in a few weeks.

Fixed route timeliness was at 77%; the same as last March (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 196 last March. Response time to close inquiries was at 95%; last March, it was 92%. This measures how many comments were closed within 10 days.

There were 685,000-page views at [www.cdta.org](http://www.cdta.org). Last March, there were 1.1 million-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 coming months).

### **Community Engagement Activities:**

- CDPHP *Cycle!* First Ride, May 3
- Tulip Festival Transportation, May 10-12
- National Public Transportation Career Day, May 16
- CDTA Bus Operator Rodeo, June 6

### **Activity Report**

Our work to advocate for CDTA and our role in the community is evolving as more people realize what we do and how we benefit the economy. This resonates with business leaders, major employers and elected officials. Our work to connect people and communities is more important than ever as people desire more mobility choices. Our list of potential projects is growing as we do more in the community and position CDTA as resource that people can count on.

- On March 27, I attended a meeting of the Colonie Senior Services Center Board of Directors. I have been on this board for many years; CDTA and CSSC coordinate efforts to make sure that seniors in Colonie have a deep menu of mobility options.
- On March 29, I met with staff from Bolton St. Johns. Bolton is an Albany lobbying firm; we discussed transportation topics that are timely for some of their clients.
- On March 30, my wife Sheila and I attended the Community Hospice gala at the Rivers Casino ballroom. CDTA works with Community Hospice on several matters mostly relating to STAR.
- On April 3, I chaired a conference call meeting of NYPTA members to review the New York State budget. We discussed increases in operating assistance and maintenance of the fifth-year capital plan. We also discussed advocacy for the post budget season.
- On April 4, Lisa Marrello and I met with Senator Neil Breslin and his staff. We thanked the Senator for his support of increased state operating assistance. We also discussed our needs for increased capital assistance and highlighted this by talking about some of the projects on our plate (BRT, electric vehicles, expanding our facilities).
- On April 9, I attended a meeting of the Regional Development Coordinating Committee. RDCC includes CEO's from transportation and economic development organizations. We get together several times a year to talk about the things our companies are doing to support regional development. Meetings are hosted by the Capital Region Chamber of Commerce and the Center for Economic Growth.
- On April 9, Jaime Watson and I attended the Discover Albany's annual meeting at the Century House. Discover Albany was formerly known as the Albany County Convention and Visitors

Bureau. The annual meeting is like our State of CDTA event and their staff reviewed accomplishments of the agency.

- On April 10, we held our third annual State of CDTA event at the Bull Mouse Club in downtown Albany. Nearly 100 people attended; we had a great panel discussion that focused on the things we need to do to serve the community and rally their support for mobility. Thanks to Jaime Watson and Vanessa Salamy who did the behind the scenes work to pull off another successful CDTA event.
- On April 10, Jaime Watson and I attended the kick off for the Veterans Connect Center at the Desmond Hotel. Veterans Connect is a partnership being led by the Center for Economic Group that will connect veterans with services and programs to help them reestablish themselves in the community.
- On April 12, I attended a meeting with officials from the Governor's Transportation Office, the City of Albany and the Albany Parking Authority to talk about the things we are doing to move people throughout downtown Albany.
- On April 13-15, I attended APTA's annual CEO Conference in Chicago. The conference focused on issues that our industry faces and things we need to do to lead our agencies. I attended sessions on workforce development, mobility management, board relations and community outreach. There was lots of discussion about the opportunities in our industry. Dave Stackrow and Doug Eadie were on a panel that highlighted the importance of the Board-CEO relationship. Mike Collins and Chris Desany also attended.
- On April 17, I participated on an Albany Business Review panel on regional infrastructure. The panel consisted of people who are responsible for developing our infrastructure and who advocate for its improvement. The panel was hosted by Hodgson Russ, a law firm located in downtown Albany. A story about this discussion will appear in an upcoming issue of the ABR.
- On April 17, Lisa Marrello and I met with the Governor's Undersecretary for Transportation to talk about our proposal to operate transit service in Montgomery County and the financial requirements to initiate this.
- On April 22, I participated in a board member conference call for the Capital Region Chamber of Commerce. The call was organized to discuss the chamber structure moving forward throughout 2019. I recently joined the Chamber board and have been impressed with their organization and their commitment to advancing the regional agenda.
- On April 22, I presented a summary of CDTA activities to the Albany County Legislature's Transportation Committee. I am usually asked once a year to talk with the committee members about the work we do and the impact we make in the county. Jaime Watson also attended.
- On April 23, I met with Robert Hickman and Steve Mann from Senator Charles Schumer's Office. Robert is the new Transportation Director and Steve is the Senator's regional coordinator. We talked about the work that CDTA is doing, BRT projects, federal reauthorization and new revenue opportunities.
- On April 24, I attended a meeting of the Equinox Board of Directors. I have been a member of this board for many years and am impressed with the organization's commitment to helping

people with mental illness. Many Equinox clients use our services to travel to and from housing and treatment facilities.

- On April 25, we celebrated *Get on Board Day*. *Get on Board* is a national advocacy effort spearheaded by APTA to focus attention on and support for transit among a wide group of stakeholders. Following the lead of APTA and its members, we used social media to tell our story and focus on what we mean to the community. We hope this becomes an annual event for APTA, for CDTA and others in our industry.

### **Final Thoughts**

With spring finally blooming in the Capital Region, this is a great time for CDTA; we have set a challenging agenda for our company and have new opportunities available to us that will bring our system to another level. The direction that our Board of Directors has established continues to bring us to the forefront of the region and it is exciting and ambitious.

On behalf of everyone at CDTA, I want to congratulate Jayme Lahut and the board officers for 2019-2010. As we embark on a challenging year our employees will do whatever is needed to help board members in new roles and insure smooth transitions. The energy to take on new opportunities is infectious, and it is great to work with Jayme and the entire board of directors to deliver on our promise to make CDTA bigger and better. Thank you to everybody.

Copy: Senior Staff  
Director of Corporate Communications  
Director of Marketing

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 13 - 2019**

**Approval of the Draft Financial and Compliance Report for FY2019**

**WHEREAS**, pursuant to Public Authorities Law § 1305-a, the Capital District Transportation Authority (the “Authority”) is required to issue reports describing its financial condition; and

**WHEREAS**, pursuant to Public Authorities Law § 1306, the Authority is empowered to retain auditors to formulate financial and compliance reports; and

**WHEREAS**, the Performance Monitoring and Audit Committee has reviewed and recommended the approval of the Draft Financial and Compliance Report by Lumsden & McCormick, LLP, external auditors, dated March 31, 2019 for fiscal year April 1, 2018 through March 31, 2019.

**NOW, THEREFORE, BE IT RESOLVED as follows:**

1. The Authority hereby approves the Draft Financial and Compliance Report by Lumsden & McCormick, LLP, external auditors, dated March 31, 2019 for fiscal year April 1, 2018 through March 31, 2019.
2. The Authority hereby authorizes the filing of the Draft Financial and Compliance Report dated March 31, 2019 for fiscal year April 1, 2018 through March 31, 2019 with the appropriate governmental entities.
3. This resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 29th day of May, 2019.

Dated: May 29, 2019

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Mark Schaeffer, Secretary

**\*Please see supplemental materials:**

Audit Presentation from Lumsden McCormick LLP  
CDTA Financial Statements Document

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 14 - 2019**

**Approve the Purchase of Seven Paratransit Buses Pursuant to the Existing  
Contract with Shepard Brothers (Coach & Equipment)**

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

**WHEREAS**, the Capital Improvement plan of the Authority calls for the replacement of paratransit buses which have reached the end of their useful lives, and

**WHEREAS**, by way of Resolution 04-2016, the Authority awarded a competitively-bid paratransit bus contract to Shepard Brothers Coach & Equipment of Canandaigua, New York, and

**WHEREAS**, the Authority now desires to authorize the purchase of seven (7) paratransit vehicles to replace paratransit vehicles which have reached the end of their useful life, and

**WHEREAS**, the price per vehicle shall be \$88,310, including painting and branding, with an additional \$10,000 per vehicle for radio and communication equipment, for a total contract purchase of \$688,170, with delivery expected in late December, 2019.

**NOW, THEREFORE, IT IS RESOLVED as follows:**

1. The Authority hereby authorizes the purchase of seven (7) paratransit vehicles from Shepard Brothers (Coach & Equipment) of Canandaigua, New York, for a total cost of \$688,170, subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this purchase shall be the FY2020 Capital Plan.
4. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 29th day of May, 2019.

Dated: May 29, 2019

\_\_\_\_\_  
Mark Schaeffer, Secretary

**Capital District Transportation Authority  
Agenda Action Proposal**

**Subject:** Purchase of seven buses for Paratransit (STAR) Service from Shepard Brothers (Coach & Equipment) contract.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** May 22, 2019

**Board Action Date:** May 29, 2019

**Background:**

In January of 2016 the Board awarded a contract for the purchase of paratransit vehicles to Shepard Brothers of Canandaigua, New York.

**Purpose:**

To replace an equal number of vehicles that have reached the end of their useful life for paratransit service.

**Summary of Proposal:**

Staff recommends the purchase of seven (7) vehicles from Shepard Brothers to replace vehicles in the fleet that have reached the end of their useful life. The price per vehicle is \$88,310 including painting and branding. This represents a 6.7% price increase from last year. An additional \$10,000 per vehicle is required for radio and communication equipment.

The vehicle model is a Coach & Equipment body on a Ford chassis, powered by a 6.2L gas engine. The seating configuration allows for up to four (4) wheelchairs to be transported at once with up to four (4) ambulatory customers. Upon Board approval, an order will be placed immediately with vehicle delivery expected for late December 2019.

**Financial Summary and Source of Funds:**

- Vehicle Price  $\$88,310 \times 7 = \$618,170$
- Radio Communication Equipment  $\$10,000 \times 7 = \$70,000$
- Total cost = \$688,170

This purchase is funded through the FY2020 Capital Plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Director of Maintenance

**Memorandum**

May 6, 2019

To: Members, Performance Monitoring Committee

From: Lance Zarcone, Director of Maintenance

Subject: STAR Bus Acquisition

**Background:**

On January 27, 2016 the Board awarded a five-year contract for the purchase of Paratransit vehicles to Shepard Brothers Inc. (Coach & Equipment) of Canandaigua, New York.

**Justification:**

The vehicles feature a Coach & Equipment manufactured body on a Ford chassis powered by a 6.2L gas engine. The bus is a 158” wheelbase with several seat options and up to four wheelchair passengers when two bench seats are folded up. The wheelchair securements will run the full length of the vehicle to better accommodate a variety of makes and models of wheelchairs.

These buses will replace an equal number of vehicles currently used to run STAR service that have reached the end of their useful life. Delivery is anticipated in December 2019.

**Recommendation:**

Staff recommends the additional purchase of seven (7) vehicles for STAR operations from this contract. As a note, this will be the fourth order of vehicles purchased from this contract. The useful life of these vehicles is 5yr / 150,000.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 15 - 2019**

**Approve the Purchase of Thirty-two 40-foot Transit Buses**

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

**WHEREAS**, the Authority is authorized by Public Authorities Law section 1306 to make various capital purchases, and enter into contracts providing for capital purchases designed to provide the necessary equipment to meet its transportation objectives, including fixed route service, and

**WHEREAS**, after a competitive procurement, and by way of resolution 25-2016, the Authority has previously entered into a five-year bus purchase contract with the Gillig Corporation of Hayward, CA, and

**WHEREAS**, the Authority’s fleet replacement plan calls for the retirement of twelve forty-foot buses that have reached the end of their useful life, requiring the purchase of twelve (12) replacement vehicles, and an additional twenty (20) Bus Rapid Transit (BRT) styled buses for the new BRT River Corridor service scheduled for later next year, and

**WHEREAS**, the Authority now desires to purchase twelve (12) standard 40-foot buses at a cost of \$512,248 per vehicle and twenty (20) 40-foot BRT-styled buses at a cost of \$531,914 per vehicle from the Gillig, LLC, with additional costs for extended warranty for engines and changes in wiring for new radios, for a total cost of \$17,861,288, with anticipated delivery in March 2020 for the standard 40-foot buses and July 2020 for the BRT-styled 40-foot buses.

**NOW, THEREFORE, IT IS RESOLVED** as follows:

1. The Authority hereby authorizes the purchase of twelve (12) standard 40-foot buses and twenty (20) BRT-styled buses from Gillig, LLC of Hayward, CA, subject to compliance with the contract documents.
2. The Chief Executive Officer is hereby authorized to execute all associated documents.
3. The source of funds shall be from the FY2020 and FY2021 Capital Plans.
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 the 29<sup>th</sup> day of May, 2019.

Dated: May 29, 2019

\_\_\_\_\_  
Mark Schaeffer, Secretary

**Capital District Transportation Authority  
Agenda Action Proposal**

**Subject:** Fixed route vehicle purchases from Gillig, LLC.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** May 22, 2019  
**Board Action Date:** May 29, 2019

**Background:**

The current fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life, which accounts for twelve vehicles in this order. An additional twenty Bus Rapid Transit (BRT) styled vehicles will be utilized for the new BRT River Corridor service scheduled for later next year.

**Purpose:**

To ensure the effective operation of fixed route service and to initiate our second BRT service.

**Summary of Proposal:**

Forty-foot (40') buses were competitively procured through the Request for Proposal (RFP) process in June of 2016. This contract was awarded to Gillig, LLC., and staff is recommending the purchase of thirty-two (32) vehicles.

Staff recommends purchasing twelve (12) standard 40' buses at a cost of \$512,248 per vehicle and twenty (20) 40' BRT-styled buses at a cost of \$531,914 per vehicle. Additional costs include an extended warranty for engines and changes in wiring for new radios. The cost represents a 5.22%/per vehicle price increase from the previous order for vehicles in 2018. Anticipated delivery is slated for March 2020 for the standard 40' buses and July 2020 for the BRT 40' buses.

**Financial Summary and Source of Funds:**

These orders will be funded from the FY2020 & FY2021 capital plans.

<b>Description</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Extended Cost</b>
Base Bus-40'	\$512,248	12	\$6,146,976
Base Bus-40' BRT	\$531,914	20	\$10,638,280
Wiring Change-Radios	\$3,935	32	\$125,920
Installation of Radios	\$24,141	32	\$772,512
Extended Warranties	\$5,550	32	\$177,600
<b>TOTAL:</b>			<b>\$17,861,288</b>

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Director of Maintenance

**Memorandum**

May 13, 2019

To: Members, Performance Monitoring Committee  
From: Lance Zarcone, Director of Maintenance  
Subject: Fixed Route Bus Acquisition

**Background:**

On June 29, 2016, the Board awarded a five-year contract for the purchase of accessible low floor heavy-duty transit vehicles to the Gillig Corporation of Hayward, California.

**Justification:**

The vehicle model is a Gillig, powered by a L9 Cummins diesel engine, meeting Environmental Protection Agency (EPA) regulations. The bus is 40' long with thirty-eight seats and allows for two wheelchair passengers when two bench seats are folded up.

Twelve vehicles will be the traditional “CDTA” blue paint decal package with the remaining twenty being BRT style painted silver and blue. The BRT style is more sleek, aerodynamic design incorporating a raised front and rear body cap giving it a modern appearance.

The twelve buses will replace an equal number of vehicles currently used to run the fixed route service that have reached the end of their useful life. Delivery is anticipated for March 2020. The twenty BRT buses will be an addition to the fleet and utilized on the River corridor. Delivery is anticipated for June 2020.

**Recommendation:**

Staff would like to recommend the purchase of thirty-two (32) additional vehicles for fixed route operations from this contract.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 16 - 2019**

**Approve the Purchase of Two Commuter Buses for NX Service  
from Motor Coach Industries (MCI)**

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

**WHEREAS**, the Authority is authorized by Public Authorities Law section 1306 to make various capital purchases, and enter into contracts providing for capital purchases designed to provide the necessary equipment to meet its transportation objectives, and

**WHEREAS**, the Capital Improvement plan of the Authority calls for the replacement of two 45-foot diesel powered motor coaches used for the Northway Commuter (“NX”) Service that connects Saratoga County to the City of Albany, and

**WHEREAS**, the interests of the Authority are best served by “piggybacking” on the existing agreement between the Connecticut Department of Transportation (“CTDOT”) and Motor Coach Industries, Inc. (MCI) of Schaumburg, Illinois, entered into after a competitive procurement by CTDOT, and

**WHEREAS**, CTDOT is willing to assign the purchase option for two motor coaches to the Authority, allowing for the purchase of motor coaches at extremely competitive unit pricing, and

**WHEREAS**, the Authority now desires to piggyback on the CTDOT contract and enter into an agreement with MCI for the purchase of two (2) commuter style coaches for the NX service at a cost of \$503,938 per vehicle, for a total cost of \$1,007,876, with anticipated delivery in the fall of 2019.

**NOW, THEREFORE, IT IS RESOLVED** as follows:

1. The Authority hereby authorizes the execution of an agreement with MCI for the purchase of two 45-foot commuter style coaches at a cost of \$503,938 per vehicle, for a total cost of \$1,007,876, pursuant to the agreement between ConnDOT and MCI.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this purchase will be from the FY2020 Capital Plan.
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 the 29th day of May, 2019.

Dated: May 29, 2019

\_\_\_\_\_  
Mark Schaeffer, Secretary

**Capital District Transportation Authority  
Agenda Action Proposal**

**Subject:** Award recommendation for the purchase of two 45-foot diesel powered commuter buses for Northway Commuter Service from Motor Coach Industries (MCI).

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** May 22, 2019  
**Board Action Date:** May 29, 2019

**Background:**

CDTA is utilizing the “piggyback” option to purchase commuter buses from the Connecticut Department of Transportation (CTDOT) contract. Using a piggyback procurement allows CDTA to save time and money for small quantity purchases.

**Purpose:**

To replace an equal number of NX vehicles that have reached the end of their useful life for the NX service.

**Summary of Proposal:**

A Request for Proposals (RFP) was issued by CTDOT for motor coaches. Staff has requested options against this contract to allow for vehicle purchases while meeting all federal requirements. CTDOT has granted the request for CDTA to purchase two buses under this contract. Staff has reviewed the specifications and evaluated the price which represents a 2.3% price increase from last year and finds the pricing to be fair and reasonable. CDTA will execute our own agreement with MCI for the actual purchase.

Upon Board approval and contract execution a purchase order will be issued for two vehicles, with anticipated delivery in fall of 2019.

**Financial Summary and Source of Funds:**

The cost per vehicle is \$503,938 for a total cost of \$1,007,876. This will be funded through our FY2020 Capital Plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Director of Maintenance

**Memorandum**

May 3, 2019

To: Members, Performance Monitoring Committee

From: Lance Zarcone, Director of Maintenance

Subject: NX Service Replacement Vehicles

**Background:**

This memo is intended to explain the desire to piggyback commuter style coaches from the State of Connecticut Department of Transportation contract.

**Justification:**

The vehicle model is a D4500 MCI powered by an 11.9L ISX Cummins diesel engine. The bus is 45' long with 55 seats and equipped with a Ricon wheelchair lift arrangement. The NX fleet consists of 14 commuter style buses.

The Federal Transit Administration (FTA) useful life of this model bus is 12 years/ 500,000 miles. These buses will replace an equal number of vehicles that have reached the end of their useful life. Delivery is anticipated for December 2019.

**Recommendation:**

Staff would like to recommend the purchase of two (2) commuter style buses for the Northway Xpress service from Motor Coach Industries (MCI) of Schaumburg, Illinois.



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 17 - 2019**

**Approve Single Bid Contract for Phase II River BRT Stations**

**WHEREAS**, the Capital District Transportation Authority (the “Authority”) is charged with the continuance, development, and improvement of transportation facilities within the Capital District Transportation District, and

**WHEREAS**, in 2018 the Authority was awarded \$7.3 million from the Upstate Revitalization Initiative and \$5 million from the Federal Bus and Bus Facilities program, and

**WHEREAS**, these funds will allow the Authority to continue the infrastructure work along the River Corridor Bus Rapid Transit (“BRT”) project, and

**WHEREAS**, after finalizing the design of the remaining stations, an Invitation for Bids was released to continue the remaining station and signal work for River BRT, and one bid was received from Callanan Industries, Inc. of Albany, New York, and

**WHEREAS**, the Authority’s engineer carefully reviewed the bid to check for accuracy and large discrepancies, reviewed the specifications and determined that there were no outlying obligations that were deemed restrictive, confining or unfairly prohibitive, and

**WHEREAS**, Authority staff has determined that the single bid pricing by Callanan Industries, Inc. of Albany, NY has been determined to be fair and reasonable and Callanan Industries, Inc. of Albany, NY is qualified and capable of performing the required work, and

**WHEREAS**, the Authority now desires to award a contract for the River Corridor BRT stations to Callanan Industries, Inc. of Albany, NY, with a base bid of \$4,337,579, plus a 20% contingency, for a total amount not to exceed \$5,205,095, with substantial completion expected by December 1, 2019.

**NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:**

1. The Authority hereby awards a contract for the River Corridor BRT stations to Callanan Industries, Inc. of Albany, NY for a total amount not to exceed \$5,205,095, subject to compliance with the terms and conditions of the contract documents.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be from the FY2020 Capital Plan.
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 29th day of May, 2019.

Dated: May 29, 2019

\_\_\_\_\_  
Mark Schaeffer, Secretary

**Capital District Transportation Authority  
Agenda Action Proposal**

**Subject:** Contract award for River BRT Stations to Callanan Industries, Inc. of Albany, New York.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** May 22, 2019  
**Board Action Date:** May 29, 2019

**Background:**

Installation of improvements (pedestrian signals, expanded sidewalks, ADA-compliant curb ramps, etc) on the River Corridor.

**Purpose:**

This work is part of the larger River Corridor Bus Rapid Transit (BRT) line that is currently in process.

**Summary of Proposal:**

An Invitation for Bids (IFB) was issued outlining the project scope and specifications as well as timeline for completion. Of the seven (7) firms qualified to perform this type of work only one (1) submitted a bid. As outlined in the attached memo of support the bid list was polled to ensure that the specifications were not too restrictive. As a result of the inquiry staff is satisfied that the bid was not too restrictive. Additionally, the single bid pricing has been determined to be fair and reasonable.

Staff recommends awarding a contract for River BRT Station work to Callanan Industries, Inc. of Albany, New York for an amount not to exceed \$5,205,095. (This includes a 20% contingency.) Upon contract execution, work will begin immediately with substantial completion expected by December 1, 2019.

**Financial Summary and Source of Funds:**

This contract will be funded from the FY2020 capital plan.

Base Bid - \$4,337,579

Contingency (20%) - \$867,516

**Total - \$5,205,095**

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Mark Wos, Director of Facilities

## Memorandum

May 22, 2019

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

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Contract Award for Phase II River BRT Stations

### Background

Over the past several years CDTA has been working on completing final design details and procuring funding for the development of the River Corridor Bus Rapid Transit (BRT) line. In 2015, CDTA was awarded \$2.04 million from the New York State Department of Transportation via a Transportation Alternative Program (TAP) grant. These funds allowed CDTA to begin initial station construction on the River Corridor in advance of Small Starts. This work included installing pedestrian signals and lighting, expanded sidewalks, countdown timers, curb extensions, crosswalks, ADA-compliant curb ramps, and traffic signal improvements. This preliminary phase of the project was successfully completed in the summer of 2018.

Also, in 2018, CDTA was awarded \$7.3 million from the Upstate Revitalization Initiative and \$5 million from the Federal Bus and Bus Facilities program. These funds will allow us to continue the infrastructure work along the River Corridor.

After finalizing the design of the remaining stations, we released an Invitation For Bid (IFB) to continue the remaining station and signal work for River BRT. The scope for this contract does not provide for the final completion of all the River Corridor infrastructure. In the upcoming months, we will be letting additional contracts for final station site and signal work, Troy garage storage and maintenance expansions, and (possibly) shelters.

Twenty-four contractors downloaded the IFB requirements, and a single bid was received from Callanan Industries. As per our procurement guidelines and FTA best practices, in a single bid situation we needed to establish that the competition was adequate. Our engineer reviewed the specifications and determined that there were no outlying obligations that were deemed restrictive, confining, or unfairly prohibitive. There were no conditions for geographic location, age, or size of firm. We also reviewed the list of vendors that downloaded the specification. Of the 24 firms, only seven were considered viable prime contractors (based on firm makeup). Those firms were contacted and polled as to why they did not submit a bid. We received responses that ranged from inability to be competitive, work backlog (current construction season), and inability to find a partner to handle work outside of the prime contractor's specialization.

This bid was released during a busy time for contractors especially in a robust economy. Our contract also has an aggressive schedule, and procurement of some equipment has long lead times. We have also found that materials and transportation costs have risen (we have seen this with other contracts), which is contributing to increased pricing and concern among contractors about being competitive. We have determined that for these reasons, receiving a limited number of responses was beyond our control.

**Justification**

Our engineer of record carefully reviewed the bid to check for accuracy and large discrepancies. The bid received had a less than 10% variance from our engineer's estimate. Any major differences were attributed to materials costs, and the large urban geographic area covered by the project, where mobilization and staging of large amounts of materials are a challenge. We found Callanan's bid to be accurate and reasonable.

Callanan Industries is one of the largest site/civil contractors in Upstate New York. We have had success working with them on a number of large projects. They built most of the infrastructure for the Red Line BRT, constructed the first seven pairs of stations for the River BRT, and successfully completed the Lark and Washington Avenue project. We have been very satisfied with their work.

**Recommendation:**

At this time, I am recommending awarding a contract to Callanan Industries, Inc. of Albany, NY of \$4,337,579 plus a 20% contingency for a total amount of \$5,205,095.



**BID SUMMARY**  
**CDTA-FAC 157-2000 CDTA River Corridor BRT-Station and Traffic Signal Improvements**

4/30/19  
1:00PM

Bidder	Item	Total
Callanan Industries, Inc. Michael Mastropietro PO Box 15097 Albany, NY 12212 518.374.2222 <a href="mailto:mmastropietro@callanan.com">mmastropietro@callanan.com</a>	Total Base Bid	\$4,337,579.00

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 157-2000, which bids were opened the 30th Day of April 2019

\_\_\_\_\_  
Carm Basile



## Memorandum

May 29, 2019

To: Chairman of the Board  
Board Members

From: Chief Executive Officer

Subject: Report for May

### Overview

As we move into late spring, there is a new sense of excitement and energy at CDTA. The award of grants for our River Corridor BRT project, the emergence of mobility options like Microtransit and Bikeshare, and a possible expansion of our service area provide more opportunity for CDTA. These initiatives solidify our role as the region's mobility managers.

The announcements have captured the attention of our stakeholders and partners. This is generating new ideas about the role we play and the way the region is developing. This has led to discussions about regionalization with our partners looking to CDTA as the lead proponent for regional connections. We are happy to be in this position and look forward to expanding the mobility menu for the people who live and work in the Capital Region. This report reflects our work and provides background on advocacy and community relations.

With our CIG grant announced and complimentary state funding in place for operating assistance, our staff is moving to implement Bus Rapid Transit service along the River Corridor by late 2020. There is lots of work to be done and today's board awards for buses and a contractor to begin corridor construction, signal that we are indeed underway.

As our day-to-day operation continues, we continue to be involved in community activities. We were proud to help the Town of Colonie and the North Colonie School District provide a welcome home to American Idol finalist Madison Vandenburg on May 14. This included a parade and concert attended by several thousand people at the Crossings in Colonie. Working on short notice, we developed a park and ride plan to get people to/from the Crossings. About 2000 people used our buses. Hats off to the CDTA team who planned and worked this exciting detail.

Saturday, May 18 had us involved in RPI's graduation activities. We do this each year as part of our Universal Access arrangement, moving nearly 5000 people between parking and housing sites to activities and events. RPI relies on us to plan the service, execute it and ensure customer satisfaction. Our team of bus operators and supervisors bring consistency to this work. This adds value to our Universal Access relationship and is another way for us to shine in the community.

As part of the United Way 5.18 Community Service Day, a CDTA bus was stuffed with more than 12,000 books. Books will be distributed to families throughout the area as part of the United Way Education Pillar. For 5.18 Day, volunteers worked on community service projects to make the region a better place. The "book bus" became a symbol for 5.18 Day and it received lots of media attention. Allie Schreffler, Marketing Manager coordinated our involvement in this.

Last week, Mark Hichman, our CDTA bus rodeo champion traveled to Louisville, Kentucky along with the maintenance team of Ken Stager Jr., Howard Teal and Phil Haigh. They participated in the APTA bus and maintenance rodeos against competitors from throughout North America. They did quite well, and we are proud of them. While at the APTA Mobility Conference, they were able to take part in educational events and learn about our industry. Rich Cordero and Jaime Watson also attended the conference. Dave Stackrow was there with a long list of duties as APTA chairman.

Its great to see a continued uptick in ridership and the solid performance of our route network. The past 10-12 months have been difficult as we transitioned to our *Navigator* payment system. Behind the scenes, there continues to be a great deal of staff time devoted to this project. They work with our vendor, with bus operators, supervisors and training staff to ensure that fully deploy *Navigator*. There is lots of interaction with customers to ensure they get maximum value from the system.

As we discussed in committee meetings, the concept of an Intermodal Center in downtown Albany is gaining steam. Although there is a long way to go, the importance of transit services and amenities for those who choose not to drive is becoming more apparent to our community. The Governor's announcement of funds for Bus Rapid Transit service and his commitment to considering an intermodal center are proof positive of the important role that CDTA plays in the region. Including transit in Downtown Revitalization Initiatives is a major step forward in our work to integrate what we do with economic development. This is a result of our tireless advocacy and community outreach.

We continue to advance plans to expand into Montgomery County. This includes field work and discussions with city and county officials to maximize community input. Staff is also working on electric buses, which will arrive at CDTA in a few months. Most of our work is focused on installing charging devices and developing metrics to measure performance of the buses. This is getting lots of attention from community leaders. CDTA is the first transit system in Upstate New York to purchase electric buses and we will showcase the technology.

Renovation work on the first floor is nearing the end. Employees are moving into new space, leaving the northeast corner of the building to be rehabbed. The final stage of work continues at the Rensselaer Rail Station parking garage. And, our staff continues to work with our partners from INIT to install the new CAD/AVL system.

I am proud of our staff and the work they do with federal and state funding opportunities. There have been constant award announcements regarding funding for CDTA. Many of the grants we receive are in competitive programs, requiring hours of staff time. Our success is driven by this work and it is great to see us be successful. Thank you to everyone involved.

Special thanks to Jaime Watson for her work to arrange the events and opportunities you read about or see on television. She is a tireless advocate for CDTA and for the transit industry (she does lots of work with APTA and with Dave Stackrow). Jaime was a model at the Colonie Senior Service Center's annual Mother's Day lunch and fashion show on May 10. She showed off the latest clothing trends and was great representative for CDTA.

### **Performance Measures**

Key Performance indicators for the company are included in our monthly reports. Data is for April and it is compared to April 2018. Measures used in our reports provide a high-level overview of our company and the effectiveness of service and delivery systems.

Total ridership for April was 1.38 million, which is 5% higher than last April. We have seen steady improvement in ridership throughout the past several months. We are now comparing apples to apples with transition issues with *Navigator* prepayment products behind us. One month is not a trend, but we are headed in the right direction and our staff continues to work on ways to improve the customer experience. Boardings on Northway Xpress (NX) service were at 16,570 up 13% from last April; ridership on STAR buses was at 30,241, up 19% from last April.

As discussed in the Performance Monitoring Committee meeting, our financial condition is strong. It is driven by increased State Operating Assistance (STOA) and capital funding, increases in revenue from Universal Access agreements, and solid performance from facility advertising and Rensselaer Rail Station revenue.

Total revenue was ahead of expenses by 1.2% with customer fares and facility advertising leading the way. Expenses were 2.3% under budget with fuel, workers compensation and health insurance significant contributors. The fuel line will be under budget until new prices take effect in a few weeks, which will normalize this line. As the year goes on, trends will be more evident, and we will provide attention as appropriate. Staff is working with board committees to discuss financial performance indicators and identify things we want to change with our reports.

We missed 151 trips on the fixed route system; last April, we missed 23 trips. There were no trip denials in STAR. We reported 36 accidents in April with 10 categorized as preventable. Last April, we reported 31 accidents with 12 preventable. 99% of our preventative maintenance inspections were done on time; last April 98% were on time. Scheduled maintenance work was at 85%; last April it was at 87%.

As we have discussed in committee meetings, missed trips are driven by a shortage of bus operators. A new work pick helped somewhat, and we will graduate a class of 12 bus operators in the coming days. A class of 15 will start bus operator training next week; they will be ready for service by July 4. To improve retention, we will add another human resource recruiter, change training schedules to increase capacity, and provide more incentives for people to stay at CDTA. Our business is complicated, and work shifts are long and arduous. Keeping people happy and productive is full time work for operations and human resource staff. I am confident that they are on the right track.

Fixed route timeliness was at 76%; last April it was 78% (our goal continues to be for buses to within a 0-5-minute late window at least 80% of the time). Our call center processed 262 comments compared to 174 last April. The increase in comment volume tracks closely to missed trips. Response time to close inquiries was at 97%; last April it was 98%. This measures how many comments were closed within 10 days. There were 775,000-page views at [www.cdto.org](http://www.cdto.org). Last April, there were 955,000 page views at our site.

**Community Engagement Activities:**

- Annual Retiree Lunch, June 5
- Annual Bus Operator Roadeo, June 6
- Duck Derby Day for Autism, June 15

## Activity Report

New projects, opportunities and events continue to get added to our agenda. We matter in the Capital Region and people want to work with us, help us, and see us be bigger and better. Our task is to maximize and leverage this towards more success. Shown below are some of our activities from the past 30 days.

- On May 1, I chaired a conference call meeting of the NYPTA Legislative Committee. The purpose of the call was to discuss supplemental capital appropriations for upstate systems before the end of the legislative season.
- On May 2, Jaime Watson and I met with Liz Young from the Albany Business Review. Liz was working on an article about a regional approach to decision making and development.
- On May 2, I attended a meeting of the Colonie Industrial Development and Local Development Corporations. I am a member of both boards that work to stimulate economic development opportunities in the town.
- On May 3, I attended a meeting of the Executive Committee for the United Way of the Greater Capital Region. The committee met to discuss the organization budget for the year. I have been a member of this board for several years and am the incoming Chair.
- On May 3, we held a first ride event to kick off Season 3 of CDPHPCycle!. Jayme Lahut joined Dr. John Bennett, Mayor Kathy Sheehan and me to cut the ribbon on another exciting Cycle season.
- On May 8, I attended a meeting of the Executive Committee for the United Way of the Greater Capital Region. The committee met to discuss several personnel matters.
- On May 8, I spoke at the annual meeting of the Downtown Troy Business Improvement District. I talked about development activity in the BID's downtown coverage area and the impact of adding transit service and new mobility choices like CDPHPCycle!. Jaime Watson also attended the meeting.
- On May 9, Jaime Watson, Nick Chenard and I attended the Northeast Kidney Foundation annual dinner at Rivers Casino Event Center. James Barba, CEO at Albany Medical Center was this year's honoree.
- On May 10, Mike Collins and I attended the Albany Senior Citizens annual Third Age Achievement luncheon at Wolferts Roost Country Club. Awards honor individuals who do outstanding work in our community (after turning 60).
- On May 13, Chris Desany, Ross Farrell, Lisa Marrello and I met with Amsterdam Mayor Michael Villa and Montgomery County Executive Matt Ossenfort to talk about the next steps towards improving mobility in that community. We agreed to work on a service plan, along with advocacy for appropriate funding and community outreach.
- On May 13, Lisa Marrello and I met with Assembly members John McDonald and Pat Fahy to talk about advocacy items for the remainder of the legislative season.
- On May 14, Chris Desany and I met with Bob and Steve Brown from Brown Coach. The Browns do a good deal of work in Montgomery County and we wanted to get them up to speed on our efforts with county leaders and to minimize any duplication of effort.

- On May 14, Mike Collins, Jaime Watson, Jon Scherzer, Rich Cordero and I enjoyed the Dessert Spectacular at Franklin Plaza in Troy. The spectacular is an annual event hosted by the Independent Living Center of the Hudson Valley, which is led by Denise Figueroa.
- On May 15, I attended a meeting of the United Way of the Greater Capital Region Board of Directors. CDTA employees are tremendous supporters of the United Way and the programs and services that it provides.
- On May 15, I was interviewed by Spectrum News regarding our work with the United Way to stuff a bus full of books. We did this as part of the United Way's 5.18 Community Giving day.
- On May 15, I attended the spring board meeting of the New York Public Transit Association (hosted at CDTA). We discussed several items including funding, advocacy and educational programs that we want to develop for member systems.
- On May 15, I attended the Tech Valley Business Hall of Fame inductions at the Albany Marriott. The event sponsored by Junior Achievement, recognizes business leaders for their contributions to the region. This year's inductees were Dr. John Bennett, CDPHP, John Murray, Rose & Kiernan and Paula Stopera, Cap Com Credit Union. We have relationships with all these individuals and their companies. Jaime Watson, Mike Collins, Alton Ming, Nick Chenard and Tanya Pitts also attended.
- On May 16, our team of 16 runners, walkers and crawlers took off on the CDPHP Workforce Challenge course. Everybody finished although some of our times will not be publicized. Hats off to our captain Mike Collins who leads our team and provides important after race refreshments.
- On May 22, I attended a meeting of the Equinox Board of Directors. I have been on the Equinox board for many years. Equinox provides services for people and their families dealing with mental illness, domestic violence and issues involving young people. Many of their clients use our services to travel throughout the region.
- On May 22, I met with Tom Nardacci and Charlie Diamond to talk about the work we do with their firm (Grammercy Communications).
- On May 24, Jaime Watson and I met with Mike DeSocio from the Albany Business Review to talk about microtransit. This new mobility option is becoming a trend across the country and it is interesting to transportation reporters who see this as a positive step for CDTA and the people that live in the region.

### **Final Thoughts**

With traditional summer now underway thanks to Memorial Day, we have our sights set on downtime with family and friends while balancing our ambitious and important agenda. CDTA continues to grow its footprint in the Capital Region representing something different to each stakeholder group we serve. We continue our mission of serving the community and being a thoughtful participant in regional growth. Details to follow as we continue down the exciting road of mobility!

Copy: Senior Staff  
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