



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, September 11, 2019 | 12:00pm | 110 Watervliet Avenue, Albany

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Ascertain Quorum and Approve Agenda	Jayne Lahut	
Approve Minutes of Wednesday, June 26, 2019	Jayne Lahut	2
Recognition/Updates		
<ul style="list-style-type: none"> • Michael Miller – 20 Years • Lauren Perlmutter-Candib – 20 Years • Boon Poon – 20 Years • John Van Syckle – 25 Years • Steve Wacksman – 25 Years • Thomas Guggisberg – 25 Years 	Carm Basile/ Jayme Lahut	
Committee Reports: (Action Items Listed)		
Board Operations Committee (08/28/19)	Jayne Lahut	
Performance Monitoring/Audit Committee (09/04/19)	Denise Figueroa	
<ul style="list-style-type: none"> • Resolution to Approve Trolley Contract • Resolution to Approve Remanufactured Engine & Parts Contract • Resolution to Approve Engine Oil Contract • Resolution to Approve Database Administrator Services Contract • Resolution to Approve Troy Garage Expansion • Resolution to Accept New York State Funding 		13 18 23 28 33 39
Investment Committee Report (09/18/19)	Denise Figueroa	
Community and Stakeholder Relations Committee (09/05/19)	Jaelyn Falotico	
Strategic and Operational Planning Committee (09/05/19)	Michael Criscione	
Chief Executive Officer’s Report*	Carm Basile	42
Executive Session		
<ul style="list-style-type: none"> • Contract Matter; Pending Litigation 	Jayne Lahut	
Upcoming Meetings		
Wednesday, October 30, 2019 at 12pm at 110 Watervliet Ave, Albany		

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

MINUTES OF WEDNESDAY, JUNE 26, 2019 BOARD MEETING

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

MEMBERS EXCUSED Patrick M. Lance

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
 Lance Zarcone, Director of Maintenance
 Robert Sears, Director of Risk Management
 Jaime Watson, Director of Corporate Communications
 Sarah Matrose, Internal Auditor
 Philip C. Parella, Director of Finance
 Thomas Guggisberg, Director of Information Technology
 Jonathan Scherzer, Director of Marketing
 Richard Cordero, Director of Safety and Training
 Allison Schreffler, Marketing Manager
 Steve Wacksman, Superintendent of Maintenance
 Joseph Landy, Superintendent of Albany
 Gary Guy, Superintendent of Schenectady
 Alton Min, Superintendent of Troy
 Vanessa Salamy, Executive Assistant
 Mike De Socio, Business Review Digital Editor

CALL TO ORDER At 12:02 p.m., Chairman Lahut called the meeting to order.

- Chairman Lahut noted that a quorum was present.

AGENDA APPROVAL

Motion – Ms. Falotico
Seconded – Ms. Figueroa
Carried Unanimously

APPROVAL OF THE MAY 29, 2019 BOARD MEETING MINUTES

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

RECOGNITION

- Chairman Lahut and Mr. Basile presented the following awards to the Bus Roadeo Winners
 - Rookie Award – Narajan Dubaria, Schenectady Operator, 1 Year of Service
 - 3rd Place – Denny Dyal, Schenectady Operator, 17 Years of Service
 - 2nd Place – Dena Wager, Troy Operator, 12 Years of Service

- 1st Place – Dallon Morris, Albany Operator, 4 Years of Service
- Superintendent Award – Steve Wacksman, Superintendent of Maintenance
- The members offered their congratulations.

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Jayme Lahut

- Board Operations Committee met on Wednesday, June 12, 2019 at 7:45 am at 110 Watervliet Avenue, Albany.

Administrative Discussion Items

- Chief Staff Liaisons presented drafts of their committee agendas this month as well as quick updates from their respective departments.
- Carm presented a refined draft of the company work plan for the next 12-14 months; showing more detail on the projects that were reviewed last month. This includes BRT, expanded services, STAR, new technology and a continued focus on governance and solidifying our financial condition.
- We have planned some “deeper dives” in the Board Operations committee to keep us updated on issues, projects and opportunities on our agenda.
- Next meeting of the Committee will be on Thursday, June 27, 2019 at 9:15am, at 110 Watervliet Avenue, Albany.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

- Performance Monitoring Committee met on Wednesday, June 19, 2019 at 12:00pm at 110 Watervliet Avenue, Albany.

Audit Committee Items

- No items scheduled.

Consent Agenda Items

Resolution No. 18 – 2019 – Awarding Contract for Crossgates Mall Station Relocation

- We discussed relocation of the Crossgates Mall station as part of the Washington/Western BRT implementation. This includes pedestrian safety improvements for customers and will improve bus access to Crossgates. Three bids were received for this work; the low bidder was HMA Contracting Corporation.
- Staff recommends HMA Contracting. They have worked for us in the past and we have been satisfied with their work. Crossgates is contributing \$200,000 to this project.
- The Authority hereby awards a contract to HMA Contracting Corporation of Mechanicville, NY not to exceed \$416,616.

Motion – Mr. Stackrow

Seconded – Ms. Nugent

Carried Unanimously

Resolution No. 19 – 2019 – Award Contract to Giro for HASTUS Software Maintenance

- HASTUS software is used for fixed route scheduling. The proprietary maintenance contract includes software updates, trip planning, and issue resolution. Staff recommends a one-year sole source maintenance contract be awarded to GIRO for the HASTUS software system.

- The Authority hereby awards this contract to GIRO of Montreal, Quebec, Canada for an amount not to exceed \$117,879.

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

Resolution No. 20 – 2019 –Award Contract for Electric Charging Infrastructure

- As part of the pilot to purchase electric buses, we need to upgrade our facility with charging stations. We received 6 bids with Kasselmann Electric providing the low bid (a WBE firm). Staff interviewed them, verified references and finds Kasselmann to be suitable to perform the work. Staff recommends awarding a contract Kasselmann Electric for installation of electrical upgrades.
- The Authority hereby awards this contract to Kasselmann Electric of Albany, NY for an amount not to exceed \$324,000.

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

Resolution No. 21 – 2019 –Award Contract for Purchase of Microtransit Vehicles

- In fall 2018, the board approved a Microtransit Pilot. As part of the pilot we are seeking approval to purchase two vehicles. Because of the tight time frame, staff is recommending a sole source procurement for 2 Dodge low floor conversion vans. Total cost of these vans is \$172,484 and delivery is expected in September 2019.
- The Authority hereby awards a contract to purchase two (2) vehicles from Creative Bus Sales of Chino, California for an amount not to exceed \$172,484.

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

Resolution No. 22 – 2019 –Award Contract for Purchase Fuel

- Fuel prices have come down and staff recommends that we purchase our next diesel fuel contract starting in June 2020. Mirabito Energy Products has been our fuel supplier for a number of years and is the only fuel vendor that allows long term future contracts. We purchase fuel this way when it is advantageous for price and budget predictability. The price is \$2.06 per gallon, (24 cents less a gallon than our current contract). We use about 2 million gallons of fuel per year.
- The Authority hereby awards a sole source contract to Mirabito Energy Products of Binghamton, NY for Ultra Low Sulfur Diesel at \$2.06 per gallon from June 2020 to June 2021. The minimum contract value is \$4.6 million.

Motion – Mr. Criscione
Seconded – Ms. Nugent
Carried; Abstain – Mark Shaeffer

Resolution No. 23 – 2019 –Award Contract for Purchase of Non-Revenue Vehicles

- New York State Office of General Services (OGS) offers a “mini-bid” process for the purchase of vehicles. We used this mini-bid process and received 4 bids. As part of our annual replacement plan for non-revenue vehicles, staff recommends the purchase of 4 Ford Explorers to replace an equal number of vehicles.

- The Authority hereby awards a contract to purchase 4 Ford Explorers from Metro Ford of Schenectady, NY at a cost not to exceed \$132,540.

Motion – Ms. Falotico
 Seconded – Mr. Stackrow
 Carried; Abstain – Mark Shaeffer

Resolution No. 24 – 2019 –Award Contract to Renew Worker’s Compensation Excess Insurance

- Workers’ Compensation Excess Insurance provides protection against large claims as a result of an employee injuries on the job that exceeds \$750,000. Our insurance broker approached 5 markets and received 7 quotes. Staff recommends maintaining the same \$750,000 self-insured retention level with the incumbent insurance carrier, Star Insurance Company. There is no increase in premium.
- The Authority hereby awards a contract to Star Insurance Company of Southfield, Michigan to provide Workers’ Compensation Excess Insurance for one year starting August 29, 2019 at a cost not to exceed \$149,570.

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

Resolution No. 25 – 2019 –Approve Drug and Alcohol Policy

- An annual review of the Drug and Alcohol Policy is required by federal regulations and our own company standards. There was 1 regulatory change from the Federal Transit Administration that changed the random drug testing rate to 50% from 25%. Staff recommends adopting the new random drug testing rate.
- The Authority hereby approved the revised Drug and Alcohol Policy.

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

Investment Committee

- The next Investment committee meeting was held on June 26, 2019 before the Board Meeting. A written report has been distributed to The Board.

Administrative Discussion Items

- Rich Cordero gave the annual performance report on our bus accidents. Highlights of FY2019 include a 7% decrease in accidents from the prior year. We had a total of 538 accidents with an accident rate of 3.3 per 100,000 miles. Rich summarized our goals for FY2020 which include more comprehensive training for our supervisors; building on our process to identify and train high risk drivers; and promote a culture of continuous improvement. We hope to reduce accidents by 3% next year.
- Bob Sears gave the annual workplace safety report. We had 65 workplace accidents; 11 caused employees to lose more than 5 days of work. This is a reduction of 7 workplace accidents. Scheduled Loss of Use awards continue to be a significant factor in our overall costs. The major cost driver of our program is the Maximum Weekly Benefit. The weekly benefit rate is \$934 per week. Recommendations include intensifying claims management; reviewing environmental factors; and implementing items from the Safety and Security Assessment.

- Amanda Avery gave the Risk Management & Workers' Compensation Report. Our procedures require a quarterly review on the adequacy of the Risk Management and Workers' Compensation Self-Insurance Account. The Committee determined that both accounts are adequate at this time.
- Mike Collins gave the Monthly Management Report. MRT under budget by 16% this month but Customer Fares exceeded budget by 3.3%. Wages were over budget by 2.6% in May; Workers Compensation is under budget by 10%; fuel is under budget by 15%. That will change in June when the fuel contract increases to \$2.30 per gallon. For the second month of the fiscal year we are in a good financial position.
- Chris Desany gave the Monthly Non-Financial Report. Total ridership for the month was down 2%, but up 1% for the year. On-time performance was at 74%. Missed trips decreased to 74 trips. There were 19 preventable and 46 non-preventable accidents.
- Next meeting of the Committee is scheduled for Wednesday, September 4, 2019 at 12:00 pm at 110 Watervliet Avenue, Albany.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Jackie Falotico

- The Community and Stakeholder Relations Committee met on Thursday, June 20, 2019 at 10:45am at 110 Watervliet Avenue, Albany.

Consent Agenda Items

- No items scheduled.

Administrative Discussion Items

- Jonathan Scherzer updated the Committee on a price change for the *Navigator* smartcard. In 2014, the Board approved the *Navigator* fare structure including the cost for replacement cards once the system was fully deployed. More than 80,000 *Navigator* smart cards are in the marketplace, and over 8,000 cards have been replaced for a variety of reasons, including lost cards, theft, and changed addresses. Staff will begin the process of educating partners, customers and the community at large that there will be a \$2 charge for all replacement cards beginning November 1, 2019.
- Jaime Watson presented a draft of a new Internal Communications Plan. As CDTA grows as an employer of choice, efforts to maximize internal communications has become a top priority for the organization. A plan for communicating internally will help to position organization goals and business priorities to internal audiences. It will create a sense of community, trust, and shared commitment among employees, and provide opportunities for employee engagement and job satisfaction. The plan will be rolled out over the next several weeks.
- Jaime Watson also gave the monthly Community Engagement/Media Relations report. Her report highlighted media outreach and community engagement outcomes over the last month. She highlighted several larger stories that further drive CDTA's mission and highlight our role as a community and regional partner.
- Next meeting of the Committee will be on Thursday, September 5, 2019 at 10:45am at 110 Watervliet Avenue, Albany.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

- The Strategic and Operational Planning Committee met on Thursday, June 20, 2019 at 12:00 pm at 110 Watervliet Avenue, Albany.

Consent Agenda Items

- No items scheduled.

Administrative Discussion Items

CAD/AVL Project Updates

- Thomas Guggisberg gave an update on the radio and Computer Aided Dispatch / Automatic Vehicle Location (CAD/AVL) project. The purpose/scope of the project is to replace our existing analog radio system with a high-availability state of the art public safety grade digital radio system. It also includes adding many new features to the CAD/AVL to improve operations and the customer experience. These include passenger counters, traffic signal priority, stop announcements, infotainment, health monitoring, automated work bidding, daily work/vehicle assignment functionality, and enhanced reporting.
- The four prime contractors involved in the project are Motorola, INIT, Trapeze and GIRO, and a summary of the contract values and award dates was provided.
- With the exception of the Corning Tower antenna relocation, the P25 radio system is complete, and paratransit is installed and operational among the CDTA fleet. The CAD/AVL system implementation is well under way with integration testing and IT infrastructure complete. The final project deliverables were reviewed, and a draft sneak peek of the Compass brand was unveiled. This included presenting the new suite of technology tools, and a series of “experiences” to include driver, rider, station, and management focus.
- The INIT North American User Conference is coming up this fall, and we are working toward hosting APTATech in 2020. We will likely provide another project update this fall.
- Next meeting of the Committee is scheduled for Thursday, September 5, 2019 at 12:00pm at 110 Watervliet Avenue, Albany.

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

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

EXECUTIVE SESSION

- Real Estate Update – no action was taken.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - September 11, 2019 – 12:00 PM

ADJOURNMENT – 1:22 PM

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

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: June 26, 2019

CHIEF EXECUTIVE OFFICER'S REPORT

With colleges and high schools wrapping-up their academic year, and outdoor activities more prominent, summer is here. At CDTA, every day brings a new challenge or an opportunity, and there is a sense of excitement as we move our company forward. Proof positive is the detailed agenda from Performance Monitoring committee, the report from Denise Figueroa, and the corresponding actions taken by the board.

Approval of a contract to relocate and reconstruct the Crossgates Mall Customer Center will provide a needed upgrade to the customer experience. It is one of the highest volume stops in our system and gets quite a bit of use. We are partnering on this work with the mall owners at the Pyramid Companies. The center will be relocated a few hundred feet to the east and expanded to include more amenities for customers. The new location will also provide improvements to the way buses circulate in and out of the mall and reduce the number of interactions with pedestrians. It will be the terminal for the Purple Line BRT, which like our other two BRT lines will be constructed in segments.

We are excited to award a contract for upgrades required to connect charging stations to National Grid equipment and provide the power we need for electric buses. This work will be completed over the summer and ready us for the arrival of four battery powered electric buses in the next 60-90 days. We are working to define the parameters of the pilot program to ensure that we gather appropriate data to evaluate vehicle performance. These are exciting times for us as we enter a new propulsion era.

A big part of our positioning work involves our expanded role as regional mobility managers. We want to deepen the menu of choices we offer customers and work on the cutting edge of possibilities for transportation in the region. A major step for us is the unveiling of our micro transit pilot in the fall. Micro transit will merge the technology of ridesharing with the reliability of our fixed route service. The contract award for vehicles is a tangible sign that a new form of transportation is on its way to the CDTA family.

While we immerse ourselves in new options and continue to think bigger, the nuts and bolts of our operation always require attention. I am pleased that the board endorsed a fuel contract with our partners at Mirabito Energy Products. The contract, which begins in June 2020, will lower our fuel cost to \$2.06/gallon (we currently pay \$2.30 per gallon). Over the course of a year, we use more than 2 million gallons of fuel, so the contract will yield a savings of about \$500,000. The board gives staff the authority to work with Mirabito to lock-in prices on short notice. This allows us to be nimble in an area where price certainty and predictability is very important. Great job by Phil Parella who monitors prices and works with Mirabito staff on a regular basis.

A high-quality communications program will insure that our employees are engaged in what we do and how we do it. The development of a comprehensive internal communication program has been on our agenda for some time and it is now possible with a dedicated Director of Corporate Communications. Jaime Watson is leading our Communications program and internal communications efforts. It builds on the introduction of our new branding program and will standardize and promote communications throughout the company. Jaime is engaged with all

departments, especially Human Resources, and I am pleased with the way it has come together. We will provide updates as required at the Stakeholder and Community Relations committee.

Staff reported on workplace safety and accident statistics this month. These are two critical areas for us and we spend a good deal of time on programs that promote, encourage and monitor safety and security throughout the company. This work has yielded positive results and cost savings in workers compensation costs, lost time and the insurance lines that we purchase to protect the company, our employees and customers. We will continue to monitor these areas and provide updates through the board committee structure.

On back to back days in May, we held two signature CDTA events – the Retiree Lunch and the Bus Operator Rodeo. The 21st annual Retiree Lunch was held at the Italian American Community Center with over 100 retired CDTA employees on hand. I provided a brief update on our activities and projects with most of the afternoon spent catching up on the busy lives of our retired employees. The 34th annual bus rodeo was another great event with 35 bus operators qualified to show-off their driving skills and navigate a difficult course. Hats off to the CDTA employees who volunteered their time and special thanks to law enforcement who support CDTA and our bus operators.

Our staff is deep into the planning process for the River Corridor BRT, coordinating design of infrastructure components, with service planning and vehicle delivery. This work will continue over the next 6 months, culminating with installation of our familiar BRT stations and kiosks. At the same time, we are advancing plans to expand into Montgomery County. This includes lots of field work and discussions with city and county officials to maximize community input.

Employees have moved into new workspace on the first floor of 110 Watervliet Avenue as renovation nears completion. The last of the work is in the northeast corner of the building. When that is done, all employees will settle into new workspace. We are about finished with work at the Rensselaer Rail Station parking garage. And, our staff continues to work with our partners from INIT to install the CAD/AVL system. I was pleased with the detailed staff report that was provided at the Strategic and Operational Planning Committee meeting.

With so much going on at CDTA it is hard to believe that half of 2019 is behind us. We have lots to be proud of and a full plate of exciting opportunities to keep us busy and energized. Thank you to everyone who is pitching in to make our work so meaningful, thoughtful and relevant.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for May and it is compared to May 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 May is 1.35 million, which is 2% lower than last May (1.37 million). For the first two months of the fiscal year, ridership is 1% more than last year. Customer revenue continues to improve as we see more per ride benefits from Navigator and higher revenue per trip from Universal Access accounts. Boardings on Northway Xpress (NX) service were at 15,710, even with last May; ridership on STAR buses was at 29,703 up 12% from last May.

Our financial condition continues to be very good and we reviewed our consolidated reports at the Performance Monitoring Committee meeting. Total revenue for May was slightly ahead of budget expectations, with customer revenue and facility advertising revenue leading the way. Unfortunately, revenue from the Mortgage Recording Tax was 16% under expectations. Expenses were 2% under budget with workers compensation, maintenance expenses, fuel and health insurance the most significant contributors. We expect these lines to normalize towards budget forecasts over the next few months. Wages and benefits were about 2.5% over budget as we continue to pay overtime to account for lower than anticipated headcounts. With new classes in constant production, we anticipate this normalizing over time. Purchased transportation costs are over budget as we continue to produce more service to match demand, mostly in paratransit.

We missed 74 trips on the fixed route system; last May, we missed 37 trips. Missed trips are coming down slowly as head counts are bolstered (in April, there were 151 missed trips). There were no trip denials in STAR. We reported 55 accidents in May with 19 categorized as preventable. Last May, we reported 49 accidents with 17 preventable. All preventative maintenance inspections were done on time; same as last May. Scheduled maintenance work was at 85%; last May, it was at 84%.

Missed trips are driven by a shortage of bus operators. Last month, 12 new operators graduated and are now working in service. Another new class of 11 operators are right behind them and will be ready for service by July 4. And we are not sitting still – we will add a human resource recruiter, change training schedules to increase capacity, and look at incentives for people to stay at CDTA. Our business is filled with work shifts that are long and not traditional; and working with the public is not easy. However, a career at CDTA is rewarding and we will do what is needed to keep employees happy and productive. More details to follow in the coming months.

Fixed route timeliness was at 74%; last May it was 75% (our goal is to be within a 0-5-minute late window at least 80% of the time). Our call center processed 247 comments compared to 214 last May. Response time to close inquiries was at 93%; last May it was 90%. This measures how many comments were closed within 10 days. There were 770,000-page views at www.cdt.org. Last May, there were just over 1 million page views at our site.

Community Engagement Activities:

- Saratoga Year of the Senior, June 26
- Seasonal Trolley Service, Begins on June 29

Activity Report

Our work to stimulate the Capital Region economy by making mobility a top priority continues. This requires lots of advocacy and attention to what the community wants and needs from CDTA. We position CDTA as a positive influence throughout the region and maximize our relationships to improve the transportation landscape for everyone who lives and works here.

- On May 29, I attended the United Way Awards dinner at the Capital Center in Albany. CDTA was recognized for outstanding campaign execution and per capita giving. The ATU received an award acknowledging labor's participation in the campaign. I was

joined by Jayme Lahut, Jon Scherzer, Alton Ming, Nick Chenard, Tanya Pitts and Steve Moquin.

- On May 30, I attended the Capital Region Chamber's Women of Excellence lunch and recognition ceremony. The awards recognize the outstanding work of women in our region. I was pleased to join Jaime Watson, Stacy Sansky, Allie Schreffler and Brooke Simoncavage.
- On June 2, I met with Joe Mahoney from Pyramid Brokerage to talk about real estate developments in the area.
- On June 3, I met with our new class of 11 bus operators. This was their first day at CDTA. We talked about our expectations of them and the opportunities that lie ahead for them. If all goes as planned, they will be available to drive in service by July 4.
- On June 5, we held our annual Retiree Lunch at the Italian American Community Center on Washington Avenue Extension. More than 100 CDTA retirees attended the lunch and they enjoyed catching up with everyone and reliving their years at CDTA. It is a fun afternoon that adds to the long list of events coordinated by the Human Resource staff.
- On June 6, I attended the 34th annual CDTA Bus Roadeo at the UAAlbany campus. Thanks to our partners in law enforcement and our employees who judge the course problems, schedule participants and coordinate the activities. We couldn't do it without them.
- On June 6, I attended the CDTC Policy Board meeting. I chaired the meeting, pinch hitting for Albany Mayor Kathy Sheehan. The agenda was full of TIP updates and project activities from throughout the region. There is lots going on as the region grows and changes, all of which requires better infrastructure.
- On June 7, I joined several of our staff at the Capital Region Chamber of Commerce's Leadership Tech Valley graduation ceremony at the Troy Hilton Garden Inn. CDTA Comptroller Patricia Cooper was a member of this year's class; completing a year-long program of skill development and community engagement activities.
- On June 10, I met with Dave Buicko from Galesi, Dave Ahl from Galesi, Assemblyman Angelo Santabarbara and John Robinson, CEO of Our Ability to talk about developments at the Rotterdam Industrial Park. Our Ability is planning to locate a developmental center at the park and wants to include appropriate transportation options.
- On June 12, I attended a meeting of the Christian Brothers Academy Board of Trustees. I am a trustee, and this was our final meeting of the school year. More than 550 young men are enrolled at CBA; many of them use our services to get to/from the campus in Colonie.
- On June 13, Jaime Watson and I met with Mike DeSocio from the Albany Business Review. We talked about our initiatives and the way that CDTA has grown. Mike wanted

to know about my career at CDTA and the issues that have been important in our development. The Business Review will publish a “10 minute with” feature on this.

- On June 13, Jaime Watson, Mike Collins and I joined Jayme Lahut and his wife Davin at the New York State Disability Rights Hall of Fame dinner at the Rivers Casino Banquet Hall. Denise Figueroa was one of 5 inductees to the Hall of Fame; she was honored for the work she has done in her advocacy career that has improved the lives of people with disabilities and those who work on their behalf. A proud day.
- On June 17, I joined Jayme Lahut, Dave Stackrow and Georgie Nugent at a meeting with Lisa Marrello to talk about our advocacy work over the past year. We discussed our work together and strategic needs moving forward.
- On June 19, I attended a meeting of the Capital Region Chamber of Commerce Board of Directors. I joined the chamber board a few months ago and am impressed with the work they do. We are long time members of the Chamber and we partner with them on several events and initiatives.
- On June 24, Mike Collins and I met with staff from Hudson Valley Community College to talk about ways that we can work together regarding workforce development.
- On June 25, I met with Michael Fleischer to talk about the regional transportation network. Mike was formerly the Executive Director at the NYS Thruway Authority and he and I have known each other for a long time. He now owns an advocacy firm and we meet periodically to talk about transportation, state funding and community outreach.
- On June 25, I met with Amy Klein the CEO at Capital Roots to talk about transportation issues. We have partnered with Capital Roots on several projects; a Blue Line station is planned at their administrative building in Troy.
- On June 26, I attended a meeting of the Equinox Board of Directors. I have been a member of this board for many years; Equinox clients use our services to travel to work, to treatment and to housing, mostly in the City of Albany.

Final Thoughts

With the start of summer, we are balancing an ambitious and important agenda. CDTA continues to grow its footprint in the Capital Region representing something different to each stakeholder group we serve. With the new projects and initiatives on our plate, we will continue to contribute to the economic vitality of this region, foster community partnerships and looking for ways to grow the mobility options offered in the Capital Region. Enjoy the summer months and keep an eye on the ways CDTA is changing the transportation landscape in the Capital Region.

Copy: Senior Staff
Director of Corporate Communications
Director of Marketing

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 26 - 2019**

Award a Sole Source Contract for the Purchase of Trolleys

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, 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 trolley service, and

WHEREAS, an IFB was issued and only two vendors could provide trolleys but did not submit bids; Authority staff then reached out to Double K Inc. d/b/a Hometown Trolley, as they have provided trolleys in the past, and their reason for not submitting a bid was due to staffing issues that have now been resolved, and

WHEREAS, Authority staff is satisfied with all vendor responses and recommends a five-year sole source contract be awarded to Double K Inc. d/b/a Hometown Trolley of Crandon, WI, for the purchase of up to ten (10) trolleys with one (1) trolley being purchased upon contract execution for an amount not to exceed \$160,501, and

WHEREAS, the Authority has previously purchased trolleys from Double K Inc. d/b/a Hometown Trolley of Crandon, WI, and staff has reviewed the pricing and finds it to be fair and reasonable in comparison to previous trolley purchases.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards a five-year sole source contract for the purchase of up to ten (10) trolleys to Double K Inc., d/b/a as Hometown Trolley, of Crandon, WI, and the purchase of one (1) trolley upon contract execution for an amount not to exceed \$160,501, subject to compliance with all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary contract documents.
3. The source of funds for this purchase will be included in 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 11th day of September, 2019.

Dated: September 11, 2019

Mark Schaeffer, Secretary

**Capital District Transportation Authority
Agenda Action Proposal**

Subject: Contract award for sole source procurement of trolleys from Hometown Trolley of Crandon, WI.

Committee: Performance Monitoring/Audit

Committee Meeting Date: September 4, 2019

Board Action Date: September 11, 2019

Background:

Over the years, it has been a challenging market to purchase trolley's and get competitive pricing. This year we are going through our procurement process to identify and secure one vendor to provide a trolley contract.

Purpose:

Over the next few years, we expect to add additional trolleys to our fleet to enhance service.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for the purchase of trolleys. Nineteen vendors (19) downloaded the IFB, but only two vendors on that list could provide trolleys. Neither firm submitted bids. One firm was not allowed to participate in Federally Funded procurements due to their lack of a DBE program, and the other firm was facing a backlog on chassis availability and could not guarantee delivery.

We approached Double K Inc. (d.b.a. Hometown Trolley), whom we have purchased trolley's from in the past, and asked why they did not submit a bid. Hometown Trolley did not submit a bid due to staffing issues that have now been resolved. Staff is satisfied with all three vendor responses and are advancing an award recommendation for Hometown Trolley.

Hometown Trolley is the only provider of trolleys that can meet the specifications. Staff is recommending a five-year contract be awarded to Hometown Trolley for the purchase of up to ten (10) trolleys. At this time staff is also recommending that one (1) trolley be purchased upon contract execution. Additional purchases from this contract would require Board approval on an annual basis. Hometown Trolley has satisfactorily provided trolleys to CDTA previously.

Staff recommends a sole source contract for the purchase trolleys be awarded to Double K Inc. d.b.a. Hometown Trolley for a term of five years and that one trolley be purchased upon contract execution in an amount not to exceed \$160,501. (This represents a 4% price increase from 2018.) Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

The total cost is not to exceed \$160,501 for the purchase of one (1) trolley to be funded through the FY2020 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Interim Director of Operations

Memorandum

September 4, 2019

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Interim Director of Operations

Subject: Trolley Purchase

Background:

CDTA provides trolley services for the Capital Region. These trolley services provide unique transportation options to drive tourism, support area businesses and connect regional landmarks.

In 2010, the Board awarded a five-year contract to Double K Inc., D.B.A Hometown Trolley, which expired in 2015. In 2017 and 2018, CDTA awarded sole source purchases to Hometown Trolley to expand trolley service in the region. Although we do not currently have a contract to purchase trolleys, we are looking to change that with this procurement.

Justification:

An invitation for bid (IFB) was issued for the purchase of trolleys. Nineteen (19) vendors downloaded the IFB, however, none of these firms submitted bids. Double K Inc., DBA Hometown Trolley provided trolleys to CDTA in the past but did not submit a bid this round. Staff reached out to Hometown Trolley to better understand why they did not submit a bid. They did not bid because of staffing issues that now have been resolved. CDTA was satisfied with their response.

The vehicle model is a Villager, Hometown Trolley manufactured body on a Ford chassis powered by a 6.8L gas engine. The trolley is 31' long, seats 32 passengers and includes two wheelchair positions.

Recommendation:

Staff is requesting a sole source contract be awarded to Double K Inc., DBA Hometown Trolley of Crandon, WI for the term of five years and that one trolley be purchased upon contract execution in an amount not to exceed \$160,501. Staff has reviewed this pricing and finds it to be fair and reasonable in comparison to previous trolley purchases.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. **TYPE OF CONTRACT (check one):**

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

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

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. **CONTRACT VALUE:**

\$160,501 (YEAR 1) **fixed** estimated (circle one)

4. **PROCUREMENT METHOD (check one):**

Request for Proposals (RFP) Invitation for Bids (IFB) Other

5. **TYPE OF PROCEDURE USED (check one):**

Micro Purchases (Purchases up to \$2,499.00) Small Purchases (\$25,000 up to \$100,000)
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000) Request for Proposals (RFP)
 Professional Services (Over \$25,000) Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 1 or **Advertised**
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

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

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

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:**

Double K Inc, DBA Hometown Trolley
701 N Railroad Ave
Crandon, WI 54520

8. **SOURCE OF FUNDS:**

FY2020 Capital Budget

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

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

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

Stacy Sansky, Director of Procurement DATED: August 8, 2019

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 27 - 2019**

Award a Contract for the Purchase of Remanufactured Engines & Engine Part Kits

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged with the development and improvement of transportation, including omnibus service, and

WHEREAS, the Authority currently operates a fleet of revenue vehicles, including forty-foot transit buses, and

WHEREAS, certain of the Authority’s transit buses require engine and parts replacement in order to extend the useful life of the vehicle, and

WHEREAS, an IFB was issued for the purchase of remanufactured engines and engine part kits and two bids were received, and staff is satisfied that the incumbent vendor and lowest qualified bidder, Cummins, Inc., will be able to meet the Authority’s requirements, and

WHEREAS, Authority staff recommends a three-year contract with two optional renewal years be awarded to Cummins, Inc. of Albany, NY, with an annual cost not to exceed \$150,000, and a total cost not to exceed \$750,000 over five years.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority awards a three-year engine and engine parts kits contract with two optional renewal years to Cummins, Inc. of Albany, NY, with an annual cost not to exceed \$150,000, and a total cost not to exceed \$750,000 for five years, 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 funding 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 11th day of September, 2019.

Dated: September 11, 2019

Mark Schaeffer, Secretary

**Capital District Transportation Authority
Agenda Action Proposal**

Subject: Contract award for remanufactured engines and engine parts kits to Cummins, Inc. of Albany, NY.

Committee: Performance Monitoring/Audit
Committee Meeting Date: September 4, 2019
Board Action Date: September 11, 2019

Background:

The current contract for remanufactured engines has expired.

Purpose:

CDTA has buses that have reached or surpassed their midlife (6 years old or more) and are in need of engine replacements to ensure they remain in good working condition.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for the purchase of remanufactured engines and engine part kits. Thirteen (13) vendors downloaded the IFB, and two (2) submitted bids. One bid was ultimately rejected for not providing enough information to evaluate the bid. A review of the remaining bid was conducted, and staff is satisfied that Cummins, Inc. (the incumbent) will be able to meet CDTA's requirements.

Staff recommends a three-year contract with two optional renewal years be awarded to Cummins, Inc of Albany, New York at an annual cost not to exceed \$150,000 (this represents a 19% increase in costs in order to meet Buy America standards which have significantly changed over the past several years). Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

The total cost is not to exceed \$750,000 for five years and it will be funded beginning with the FY2020 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Interim Director of Operations



Memorandum

September 4, 2019

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Interim Director of Operations

Subject: Remanufactured Engine and Engine Kits

Background:

CDTA recently solicited an Invitation for Bids (IFB) asking firms to supply remanufactured (overhauled) transit bus engines and engine part kits. The firms were asked to provide remanufactured engines/kits on an as needed basis for a term of at least three years with two additional one-year options. The service will provide remanufactured Cummins ISB/ISL engines for CDTA's current Gillig bus fleet, which have reached their midlife. This will streamline maintenance, reduce unscheduled engine failures and increase bus reliability.

Justification:

Thirteen (13) vendors downloaded the IFB and two (2) bids were received. After review of the two submitted bids one was rejected. It was deemed they did not provide enough information to evaluate and were only able to provide limited needs. The lowest qualified bidder is Cummins, Inc. of Albany, New York. Cummins has been a solid partner of CDTA's for over 20 years. The level of service provided is reasonable, reliable and dependable.

Recommendation:

At this time staff recommends award to Cummins, Inc. of Albany, New York at an annual cost not to exceed \$150,000.

Bid Summary CDTA Maint 137-3000 Opened July 23, 2019 1:00PM
Remanufactured Engines and Engine Kits

	Year 1 Cummins	Year 2 Cummins	Year 3 Cummins	Year 4 Cummins (Opt.)	Year 5 Cummins (Opt.)
ISC CM850	26888.81	27964.37	29082.94	30246.26	31456.11
Core charge	4500	4500	4500	4500	4500
ISB CM2150	20152.56	20958.67	21797.01	22668.89	23575.65
Core Charge	4500	4500	4500	4500	4500
ISB CM2350	25764.29	26794.86	27866.65	28981.32	30140.57
Core Charge	4500	4500	4500	4500	4500
ISL CM2150	34950.77	36348.80	37802.75	39314.86	40887.46
Core Charge	4500	4500	4500	4500	4500
ISM CM2250	35596.97	37020.85	38501.68	40041.75	41643.42
Core Charge	4500	4500	4500	4500	4500
ISL CM2350	37283.70	38775.05	40326.05	41939.09	43616.66
Core Charge	4500	4500	4500	4500	4500
ISC CM850	22603.10	23507.22	24447.51	25425.41	26442.43
Core Charge	4500	4500	4500	4500	4500
ISB CM2150	16306.41	16958.67	17637.01	18342.49	19076.19
Core Charge	4500	4500	4500	4500	4500
ISB CM2350	25764.86	26794.86	27866.65	28981.32	30140.57
Core Charge	4500	4500	4500	4500	4500
ISL CM2150	29437.63	30615.13	31839.74	33113.33	34437.86
Core Charge	4500	4500	4500	4500	4500
ISL CM2250	30082.69	31285.99	32537.43	33838.93	35192.49
Core Charge	4500	4500	4500	4500	4500
ISL CM2350	31483.70	32743.05	34052.77	35414.88	36831.48
Core Charge	4500	4500	4500	4500	4500
ISLCM2150 Kit	\$1,897.50	\$1,897.50	\$1,897.50	\$1,897.50	\$1,897.50
ISLCM2250 Kit	\$1,897.50	\$1,897.50	\$1,897.50	\$1,897.50	\$1,897.50
ISLCM2350 Kit	\$1,897.50	\$1,897.50	\$1,897.50	\$1,897.50	\$1,897.50

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-Maint 137-3000, which bids were opened the 23rd Day of July 2019.

Carm Basile

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 28 - 2019**

Award Contract for the Purchase of Heavy Duty Engine Oil

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

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

WHEREAS, the Authority has solicited competitive bids for heavy duty engine oil and test kits in accordance with purchasing guidelines, and three bids were received, and

WHEREAS, Authority staff recommends that a one-year contract with one optional renewal year be awarded to Roberts Energy of Springfield, MA, the lowest qualified bidder, for the purchase of heavy-duty engine oil and oil testing kits with an estimated first-year cost of \$103,930.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards a one-year heavy-duty engine oil contract, with one optional renewal year to Roberts Energy of Springfield, MA, for an estimated year-one cost of \$103,930, subject to compliance with all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be from the FY2020 Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 11th day of September, 2019.

Dated: September 11, 2019

Mark Schaeffer, Secretary

**Capital District Transportation Authority
Agenda Action Proposal**

Subject: Award recommendation for a contract to purchase heavy duty engine oil from Roberts Energy of Springfield, Massachusetts.

Committee: Performance Monitoring/Audit
Committee Meeting Date: September 4, 2019
Board Action Date: September 11, 2019

Background:

Heavy duty engine oil is a high cost fluid used in our fleet of buses. Staff conducts a competitive procurement to ensure availability and price stability.

Purpose:

Heavy Duty Engine Oil is a required fluid for the routine maintenance of CDTA vehicles.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for a firm to provide heavy duty engine oil for use in our fleet of vehicles. In addition to a per gallon price for two types of oil, the IFB required a price to provide oil testing kits that are utilized as part of the preventative maintenance process.

We received three bids. Staff recommends a contract for the purchase of heavy-duty engine oil be awarded to Roberts Energy of Springfield, Massachusetts for an estimated year 1 cost of \$103,930. The amount is an estimate based upon actual number of gallons and test kits required during the course of a year. This contract is for one year with one optional renewal year. Renewal year pricing is tied to the Consumer Price Index (CPI).

This cost represents a 2.5% price decrease from the previous contract.

Upon Board approval this contract will be executed immediately.

Financial Summary and Source of Funds:

The estimated first year cost is \$103,930 and is funded through the FY2020 Operating budget. The estimated second year cost is the same, without the CPI escalator.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Interim Director of Operations

Memorandum

September 4, 2019

To: Performance Monitoring/Audit Committee
From: Lance Zarcone, Interim Director of Operations
Subject: Engine Oil

Background:

CDTA recently solicited an Invitation for Bid (IFB) asking a firm to provide Multi-Grade Engine Oil to be used in CDTA’s fleet of buses. In addition, the IFB requires the firm to provide used oil analysis through an independent laboratory. We requested the used oil analysis be performed every 12k miles during regularly scheduled preventative maintenance inspections. The analysis will help detect premature engine failure and other engine oil abnormalities (fuel, coolant, etc.). We estimate that roughly 19,000 gallons of Multi-Grade Engine oils will be required annually.

Justification:

Bids were solicited and three bids were received. The lowest qualified bidder is Roberts Energy of Springfield, Massachusetts.

Recommendation:

At this time staff recommends award to Roberts Energy of Springfield, Massachusetts for a total amount of \$103,930 which is based on an estimate number of gallons and test kits required for the duration of one year.

BID SUMMARY
CDTA-Maintenance 143-3000
 Heavy Duty Engine Oil

8/16/19
 1:00PM

Bidder	Item	Total
Roberts Energy	SAE 15W-40	\$5.47
Richard Alger	SAE 5W-20	\$4.67
237 Albany Street	SAE 5W-30	\$4.67
Springfield, MA 01105	Oil sample test kits Year 1	\$6.50
413.736.9611	Oil sample test kits Year 2	\$6.50
ralger@robertsnrg.com		
Safety Kleen Systems, Inc.	SAE 15W-40	\$5.82
Scott Devlin	SAE 5W-20	\$5.04
2600 North Central Expressway Suite 400	SAE 5W-30	\$5.04
Richardson, TX 75080	Oil sample test kits Year 1	\$25.00
972.265.2215	Oil sample test kits Year 2	\$25.00
scott.devlin@safety-kleen.com		
BWE, LLC	SAE 15W-40	\$6.60
Albert D Tetu	SAE 5W-20	\$5.30
1064 Goffs Falls Road	SAE 5W-30	\$5.30
Manchester, NH 03103	Oil sample test kits Year 1	\$15.00
603.222.2900	Oil sample test kits Year 2	\$15.00
blnebids@brenntag.com		

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-Maint 143-3000, which bids were opened the 16th day of August 2019.

 Carm Basile

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 29 - 2019**

Award Contract for Database Administrator Services

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged with the continuance, development, and improvement of transportation facilities and services, requiring certain professional services, and

WHEREAS, the Authority is empowered by N.Y. Public Authorities Law section 1306 (7) to retain or employ contractors and private consultants in furtherance of its mission, and

WHEREAS, the efficient and effective functioning of the Authority requires the assistance of certain database administration services to assist the information technology department, and

WHEREAS, the Authority has solicited and evaluated multiple responsive proposals for such database administration services in response to a general solicitation, and has determined that the best proposal, qualifications, and pricing were provided by the incumbent provider OATC, Inc of Charlotte, NC, and

WHEREAS, the Authority now desires to award a two-year contract with three optional one-year renewals, to OATC, Inc of Charlotte, NC, at an annual cost not to exceed \$74,500, with a total cost not to exceed \$372,500 for five years.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards a two-year contract with three optional one-year renewals, to OATC, Inc of Charlotte, NC, at an annual cost not to exceed \$74,500, and with a total cost not to exceed \$372,500 for five years, subject to the Contractor’s compliance with the contract and proposal documents.
2. Authority Staff is hereby authorized to execute the appropriate contract documents.
3. The source of funds shall be from the FY2020 Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 11th day of September, 2019.

Dated: September 11, 2019

Mark Schaeffer, Secretary

**Capital District Transportation Authority
Agenda Action Proposal**

Subject: Contract award for database administration services to OATC, Inc of Apex, North Carolina.

Committee: Performance Monitoring/Audit
Committee Meeting Date: September 4, 2019
Board Action Date: September 11, 2019

Background:

The current contract for these services is set to expire.

Purpose:

Database administration services support CDTA's major applications with expertise in areas of installation, configuration, upgrade and security.

Summary of Proposal:

A Request for Proposals (RFP) was issued for database administration services. Seventy-three (73) vendors downloaded the RFP, and seven (7) submitted proposals. A review of proposals by Information Technology staff found that the incumbent, OATC, Inc. offered the best proposal to meet the needs outlined in the RFP.

Staff recommends a two-year contract with three optional renewal years be awarded to OATC of Charlotte, North Carolina at an annual cost not to exceed \$74,500 (which represents no increase in costs from current pricing). Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

The total cost is not to exceed \$372,500 for five years. This will be funded in the operating budget beginning in FY2020.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

September 4, 2019

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

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Database Administration Services

Background:

Database administration service agreements to support CDTA's major applications (e.g. radio system, scheduling system, maintenance management system) have been in place since 2001. These contracts provide the Information Technology department with additional professional expertise in the areas of installation, configuration, upgrades, and security. More specific services include advanced database troubleshooting, system monitoring, improving performance and capacity, and planning for future expansions.

Justification:

A Request for Proposals was issued on May 1, 2019 to provide services for CDTA's Oracle and Microsoft databases. The scope of this work included on-call services with a guaranteed response time within two hours, 24x7x365, for a minimum of twenty hours per month. Seven proposals were received. After review by Information Technology staff, our incumbent contractor, OATC, Inc. of Apex, North Carolina offered the best proposal based on scoring criteria that included qualifications, skills, price, and DBE participation. Staff agreed that OATC's strong mix of experience and technical expertise provided the best overall value. Additional reasons to support this recommendation include:

7. OATC is familiar with the many nuances of CDTA's systems and its relationship to our requirements and therefore has full knowledge of CDTA needs.
8. Utilizing this vendor will result in a zero net increase in vendors at CDTA.
9. The pricing is competitive and represents a 0% net increase over our existing recurring monthly service costs.
10. We have documentation on file noting how the cost is justified, which confirms fair and reasonable pricing for this purchase.

Recommendation:

Staff is recommending that a two-year contract to be awarded to OATC, Inc, of Charlotte, North Carolina, for an amount of \$149,000. Optional pricing was provided for three additional years at \$74,500 per year.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. CONTRACT VALUE:

\$372,500 (NTE) fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

Request for Proposals (RFP) Invitation for Bids (IFB) Other

5. TYPE OF PROCEDURE USED (check one):

Micro Purchases (Purchases up to \$2,499.00) Small Purchases (\$25,000 up to \$100,000)
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000) Request for Proposals (RFP)
 Professional Services (Over \$25,000) Sole or Single Source (Non-Competitive)

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 73 or Advertised
Number of Proposals/Bids Received # 7

Attach Summary of Bids/Proposals

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

Are there known D/MWBEs that provide this good or service?	<u>Yes</u>	No	
Number of D/MWBEs bidding/proposing	<u>1</u>		
D/MWBE Certification on file?	Yes	No	<u>Not Applicable</u>
Was contract awarded to a /MWDDBE?	Yes	<u>No</u>	
Number of D/MWBE Subcontractors	<u>0</u>		

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: OATC, Inc.
418 Wingrave Drive
Charlotte, North Carolina 28270

8. SOURCE OF FUNDS: This will be funded in the Operating Budget beginning in FY2020.

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: August 13, 2019

Cumulative Scorecard for CDTA IT 74-1000

	Cybernoor- Southfield, MI	CLS Inc-N. Brunswick, NJ	Dyntek- Albany, NY	Layer 7 Data Solution- New York, NY	OATC- Charlotte, NC	Remote Database Experts, LLC- Warrendale, PA	RK Software Inc.-New York, NY
Qualifications and Skills 120 points	59	82	101	51	109	93	84
Experience & References 90 points	52	46	70	48	79	63	62
Cost Effectiveness 75 points	32	63	61	56	62	71	59
MWBE Participation 15 points	0	0	0	0	0	0	15
TOTAL (300 Points)	143	191	232	155	250	227	220

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 30 - 2019**

Award Contract for Troy Bus Garage Expansion

WHEREAS, the Capital District Transportation Authority and its subsidiaries (“Authority”) owns and operates garage facilities in Albany, Schenectady and Troy for the purpose of maintaining and sheltering its fleet of vehicles, and

WHEREAS, Public Authorities Law section 1307(5) empowers the Authority to renovate or repair its facilities, and

WHEREAS, the second phase construction of the BRT line has begun, and the next step is expansion of the Troy Garage to accommodate the additional vehicles for the BRT service, and

WHEREAS, the Troy Garage expansion project consists of two parts: expansion of the maintenance shop and expansion of the storage house, and

WHEREAS, the Authority has solicited competitive proposals, two proposals were received and reviewed, and Authority staff has determined that the superior proposal was submitted by U.W. Marx of Troy, NY, and that the estimated costs are fair and reasonable, and

WHEREAS, Authority staff recommends awarding a contract for expansion of the Troy Bus Garage to U.W. Marx of Troy, NY, for an amount of \$6.13 million, plus a 20% internal contingency, for a total amount not to exceed \$7.36 million, with substantial completion expected by October 2020.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards the contract for expansion of the Troy Garage to U.W. Marx of Troy, NY, for an amount not to exceed \$7.36 million, subject to the successful bidder complying with all the applicable requirements including those set forth in the bid and contract documents.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds for this project will be from the FY2020 Capital Plan; more specifically \$2.99 million from the Upstate Revitalization Initiative (URI) and \$4.37 million from the FTA Capital Investment Grants program (Small Starts).
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 11th day of September 2019.

Dated: September 11, 2019

Mark Schaeffer, Secretary

**Capital District Transportation Authority
Agenda Action Proposal**

Subject: Contract award for expansion of Troy Garage to U.W. Marx of Troy, New York

Committee: Performance Monitoring/Audit

Committee Meeting Date: September 4, 2019

Board Action Date: September 11, 2019

Background:

The River Corridor Bus Rapid Transit (BRT) line is in the second phase of construction, and the next step is to expand the Troy bus garage.

Purpose:

The bus garage expansion is needed to accommodate the additional vehicles needed for BRT service.

Summary of Proposal:

A Request for Proposals (RFP) was issued outlining the project scope and specifications as well as timeline for completion. A pre-proposal conference and site walkthrough were conducted prior to the proposal due date for all interested parties. Of the forty-five (45) firms that downloaded the RFP two (2) submitted proposals. Both firms participated in interviews and provided clarifications to their proposals at the request of the review team. As a result of the procurement process staff is recommending U.W. Marx be awarded the contract for expansion of the Troy Bus Garage. U.W. Marx has experience with construction of maintenance facilities and provided favorable references. Staff and the Engineer of Record for this project (Creighton Manning) have reviewed pricing and found it to be fair and reasonable.

Staff recommends awarding a contract for expansion of the Troy bus garage to U.W. Marx of Troy, New York for an amount not to exceed \$7.36M. This includes a 20% contingency as well as 12.6% of work subcontracted to D/MWBE firms. Upon contract execution work will begin immediately, with substantial completion expected by October 2020.

Financial Summary and Source of Funds:

This project is funded in the FY2020 Capital Plan; more specifically \$2.99 million from the Upstate Revitalization Initiative (URI) and \$4.37 million from the FTA Capital Investment Grants program (Small Starts).

Base Cost: \$6.13M

Contingency (20%): \$1.23M

Total – \$7.36M

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

September 4, 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 Troy Garage Expansion

Background

We have begun construction of the River Corridor Bus Rapid Transit (BRT) line. In May, the Board approved a resolution for the second phase of construction, and it is currently under way.

The next step is to expand the Troy garage to accommodate additional vehicles that will be needed for BRT. We have worked with Sowinski Sullivan Architects and Creighton Manning Engineering to develop design and detailed specifications. In April 2019, we released an RFP to engage a construction firm to do the expansion work. The project consists of two parts, expansion of the maintenance shop and expansion of the storage house:

In the maintenance area, we will relocate the foreman's office to allow for additional inventory space. This has the added benefit of placing the office closer to where work is being done (increasing efficiency). The shop will be expanded out 40' to the east, allowing for a new three-post lift that can accommodate articulated and 40' buses. Work in the area includes new ventilation, air handlers, overhead harness protection, extensions to the fluid system and unit heaters. We will also bring tooling equipment into the shop itself. With this new configuration, we will be able to simultaneously work on more buses than the current layout allows.

In the storage area, we will extend the north side of the building out 80'. This will accommodate 10 articulated buses or 18, 40-foot buses (or a combination of the two). This area will also include new ventilation, LED lighting, and unit heaters. Safety and continuity of operations were priorities when considering the approach. It is likely that in the next few months, we will make additional improvements to the operator and maintenance locker room and break areas to accommodate for growth in personnel.

45 contractors/subcontractors downloaded the RFP, and a vendor conference and walkthrough of the property took place. Two responses were received. A review team from Planning, Facilities, and Operations conducted interviews and published several rounds of follow up questions. After review and scoring based on experience, cost effectiveness, ability to meet schedule, and D/M/WBE participation, staff decided that U.W. Marx should be advanced for recommendation.

Justification

U.W. Marx is a well-known construction management firm. Their portfolio includes work with school districts (including garages), housing, health care, high tech, and municipal entities. They managed construction of the Rensselaer Rail Station. Our engineer of record reviewed responses to check for accuracy and discrepancies. The price proposals were within 2% of each other, and between 6% and 9% *lower* than estimates. We found U.W. Marx’s costs to be accurate and reasonable.

Recommendation:

I recommend award of a contract to U.W. Marx of Troy, for the Troy garage expansion in an amount of \$6.13M plus a 20% internal contingency for a total amount of \$7.36M. Final contract execution is contingent on a finalized project schedule and budget.

Copy: Chief Executive Officer

Cumulative Scorecard CDTA FAC 159-2000 Troy Garage Expansion

	UW Marx	MLB
Relevant Experience & Qualifications of Personnel Assigned to Project (105 Points)	97	92
Cost Effectiveness (150 points)	133	135
Ability to Meet Schedule (30 points)	26	22
D/M/WBE (15 points)	15	15
TOTAL (300 points)	271	264

Reviewer Signature:

Date: _____

NOTES:

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 31 - 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 #K007411, 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 FOUR HUNDRED SIXTY-THREE THOUSAND, DOLLARS (\$463,000) 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 11th day of September, 2019.

Dated: September 11, 2019

Mark Schaeffer, Secretary

**Capital District Transportation Authority
Agenda Action Proposal**

Subject: Resolution to accept \$463,000 in State funding.

Committee: Performance Monitoring/Audit
Committee Meeting Date: September 4, 2019
Board Action Date: September 11, 2019

Background:

CDTA was awarded Federal Highway Funds via CDTC for work on BRT Corridors. The Federal government supports 80 percent of the costs associated with these activities. NYSDOT, subject to approval of agreement K007411, will provide 10 percent or \$463,000 as local match. CDTA is also required to provide \$463,000 in support of these activities for a total award of \$4,630,000.

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:

NYSDOT is funding 10% of the design, construction, and construction management of River BRT Pedestrian Improvements. This resolution allows CDTA to enter into an agreement with the New York State Department of Transportation to be reimbursed for the State portion of the federal award.

Financial Summary and Source of Funds:

The NYSDOT Agreement K007411 will fund 10% of the design, construction, and construction management of pedestrian improvements for \$463,000.

Prepared by:

Claire Miller, Grants Manager

Project Manager:

Ross Farrell, Director of Planning
Philip Parella, Jr., Director of Finance



Memorandum

September 11, 2019

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for August/September

Overview

A turn of the calendar from August to September has an impact on the speed and perception of everybody's work activities. Once Labor Day is over, people roll up their sleeves and get more serious about what they do. Although the CDTA calendar is never slow, we have seen a marked increase in the number of projects on our agenda and we are excited about the opportunities in front of us. Our employees are energized and ready to take on new challenges with several initiatives ready to roll in the months ahead.

We had a productive summer as our monthly performance reports indicate. With ridership and customer revenue leading the way, financial and non-financial reports show positive trends. Our focus is to stay successful and go deep into the year with productivity and efficiency gains. At the same time, we are positioning CDTA in the community, taking on new challenges and promoting what we do. This has resulted in more partners and opportunities for our company. Positive positioning continues to be one of our main calling cards.

Excitement is mounting as charging infrastructure is installed for our electric bus pilot. The connection to National Grid power lines are made at a new transformer that faces Watervliet Avenue. From there, supply lines snake through the garage to four large power boxes; from there the lines extend to the outer garage where they feed dispensers that lead to plug-ins that will charge buses. The process of charging buses will be a critical part of our pilot program.

While charging installation is happening, our electric buses are on the production line at the New Flyer plant in Minnesota. The first bus will arrive in the next few days, with the remaining three a few weeks behind. We will make sure that our employees get familiar with the vehicles and then establish a schedule for pilot service. There is lots of discussion in the community about our electric buses and we expect to host lots of walk-throughs and media events in the coming weeks. Details to follow.

Season 3 of CDPHP *Cycle!* is already in the record books. With more than 2 months left in the riding season, ridership on *Cycle!* now totals 26,000, with more than 11,000 members. During the summer, ridership grew week after week, and we shattered our all-time weekly high during the last week of August (1800). At the current pace, Season 3 ridership should be near 40,000;

lots of reasons for our success, but mainly it is driven by intelligent system design, good station locations, great staff work regarding operations and promotion, and a solid partnership with CDPHP. The icing on the cake has been the expansion of our Universal Access program to include bikes. This opens the system to more people, and it provides a glimpse of what partnerships and a common payment system can do for better mobility.

During the last week of August, we implemented some minor changes to our fixed route network. Several routes saw an increase in frequency, driven by customer demand. There was some rerouting, mainly where buses turn from one street to the other; and a few single trip eliminations due to low ridership. We do these changes three times a year as called for in our Transit Development Plan. The intent is to invest in productive services, to modify unproductive services, and when necessary eliminate or change routes that are not performing to expectations. A detailed notification program insures that employees, customers, elected officials and partners are aware of the changes we make and the reasons for them.

Work has begun on the River Corridor Bus Rapid Transit line. As discussed at the Strategic and Operational Planning Committee meeting, crews are working at several intersections along the line. Most of this entails cabling for new signals and technology upgrades to support BRT service. It also includes installation of sidewalks and consistent applications of ADA standards for pedestrians and people with disabilities. Once that is done, stations, pylons, markings and promotional items will be installed. Work has also begun at the Troy Garage. This will expand the storage capacity of the garage and upgrade work flow and efficiency, especially in the maintenance areas. Our planners are at work outlining service design and schedule requirements for the BRT and adjoining local services. Head counts have been determined and this is factored into recruitment plans. BRT buses will be ordered around the first of the year. All of this is aiming toward an October/November 2020 start date for this exciting addition to our network.

Another large construction project is underway at Crossgates Mall. We are relocating our boarding center to a new location a few hundred yards to the east. In addition to relocating the waiting area at one of our busiest activity centers, we are building a bus only entrance to the center. Improved customer amenities will be installed, and we are working with the Pyramid Companies to separate and improve the pathways/crossings for pedestrians and transit customers. This will make the property safer for everyone, reduce our travel time in the mall property, improving operations and schedule reliability.

Bus operator head counts are in good shape as evidenced by reduced trip cuts and improved schedule adherence. This will continue during the fall and winter months as we gear up for the start of BRT and other new services. A class of 7 new bus operators will hit the streets later this week and we welcomed a class of 15 people to new operator training this past Monday. The current time line has them ready for service in early October. We continue to recruit for maintenance department openings, and we are filling open positions on the management staff. Hats off to our Human Resource staff who are working overtime to fill the needs of our growing and changing company!

Our work in STAR continues and there has been a good deal of progress, especially regarding the certification process. We continue to develop performance indicators for STAR and will have suggestions to discuss at the October committee meetings. We want to develop a handful of

measurements that provide the board and staff with a view of performance, productivity and cost to provide STAR service. We have issued a Request for Proposals for contracted services. The objective of the RFP is to provide CDTA with a quality contractor(s) and flexibility in how STAR service is provided and how we manage it. Details to follow on this.

I am excited to work with the board to kick off a Strategic Planning Process. There has been so much progress at CDTA, and our future is very bright. However, we need to take time to consider our strengths, evaluate weaknesses, and insure that we focus on the direction we want to take for the company. A strategic planning process will be the perfect reset for us; it will solidify a roadmap for CDTA and help us to better understand how we fit with regional perspectives.

Performance Measures

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

Total ridership for July was 1.18 million, which is 2% higher than last July. For the first quarter of the fiscal year, ridership is about even with last year. Customer revenue continues to increase (18% year to date) as we see the benefits of renewed Universal Access agreements. Boardings on Northway Xpress buses were at 14,907, up 3% from last July; ridership on STAR was at 29,355, up 17% from last July.

Operating reports provide a high-level look at the company and its financial health. Results from July were positive with total revenue exceeding budget by nearly 3%. This was fueled by a million-dollar month from the Mortgage Recording Tax, customer fares exceeding budget by more than 7%, and revenue from facility advertising providing more than called for in our contract with Lamar Advertising. Year to date, total revenue is 1.6% ahead of budget (\$475,000).

Expenses in July were 2.1% over budget. Almost all of this is in the wage line. During summer months, we see more overtime hours to compensate for the high number of vacations allowed for in the collective bargaining agreement. July is also one of the months during the year where attendance bonuses are paid – all of this drove the wage line to 7.5% over expectations. The remaining lines on the expense side are all within normal ranges.

Year-to-date, total revenue is 1.6% over budget and expenses are 2.6% under budget (not including adjustments for workers compensation/claims). We are in a surplus position of \$1.3 million. The first third of the year was positive for us and our team is managing programs while insuring that construction activities move forward. Newer efforts, like bike sharing are providing a spotlight for us and we look forward to new services opportunities in the coming months.

We missed 34 trips on the fixed route system; last July, we missed 28 trips. Missed trips have normalized as we hire more bus operators. We reported 47 accidents in July with 12 categorized as preventable (same as last July). All preventative maintenance inspections were done on time; same as last July. Scheduled maintenance work was at 79%; unchanged from last July. Fixed route timeliness was at 75%; same as last July (our goal is to be within a 0-5-minute late window at least 80% of the time). Our call center processed 218 comments compared to 226 last July. Response time to close inquiries within 10 working days was at 96%. There were 696,000-page views at www.cdt.org. Last July, there were 637,000 page views.

Community Engagement Activities:

- Real Men Wear Pink Kick-Off will be held in our Albany Garage, September 18
- 5th Annual Fall Festival will be held at CDTA, October 4
- APTA Annual Meeting and Conference will be held in New York City, October 13-16
- NYPTA Fall Conference will be held in Tarrytown, November 12-14

Activity Report

It is amazing to watch the development of our company. CDTA is a respected regional, partner and we are moving in the right direction. The following list gives you an idea of some of the things and the people we are engaged with.

- On August 5, we welcomed a class of 7 bus operators to the CDTA team. They spent the month of August in training and will be ready for regular route or STAR service in a few days. I spoke with them about the work we do at CDTA and our expectations of them.
- On August 7, I spent time with Rory Fluman, the new Schenectady County Manager. We talked about common issues, including recruitment, employee health insurance costs and the needs of social service programs. It was great to have Jackie Falotico with us.
- On August 12, I attended a meeting of the NYPTA Nominating Committee. I am a member of the committee and we are developing the 2020 slate of officers.
- On August 13, I spent some time getting to know Chris McKenna. Chris is the new President/CEO at CAP COM Federal Credit Union. We talked about common issues and agreed to meet periodically to talk further.
- On August 13, I was interviewed by Two Buttons Deep for their social media sites. Two Buttons is a news and entertainment web site that creates feature stories on community interest matters. We spent time in our Albany garage talking about the work of our maintenance department.
- On August 15, I attended a meeting of CDTC's Administrative and Financial committee. The A&F is akin to our Board Operations committee; we discussed the agency budget and staffing issues for the remainder of the year.
- On August 21, Lance Zarcone and I met with Bob Brown from Brown Coach to catch up on issues related to the Northway Express service. Brown Coach operates the NX service under contract to CDTA. We meet periodically to talk about matters of mutual concern.
- On August 21, I attended a NYPTA meeting to talk about the PTLI program. The Public Transit Learning Institute has provided transit managers with learning opportunities for the past few years. Based on input from participants, the course content is being upgraded and will provide new opportunities for graduates beginning this fall. We will send two or three of our staff to this.

- On August 27, I filmed a short segment that will be included in the United Way campaign video. The video will be used as part of the 2020 giving campaign kick-off. I am the incoming chair of the United Way board of directors.
- On August 27, I talked with Jim Gagliardi from WGY news about our electric bus pilot. The interview aired several times over the weekend.
- On August 29, Lisa Marrello and I met with Assemblyman Phil Steck to talk about issues that he is considering for the next legislative season. We talked about fixed route and STAR services and ways to make them better, and to provide more mobility choices.
- On August 29, my wife Sheila and I attended the annual St. Jude gala in Saratoga Springs.
- On September 3, I talked with a reporter from the Albany Business Review about our Universal Access program. We spoke specifically about the way a Universal Access agreement will work for the Jankow development on New Scotland Avenue in Albany.
- On September 4, I was a panelist at a Complete Census Count forum hosted by Congressman Paul Tonko. Congressman Tonko is encouraging the community to work together to ensure that everyone is counted in the 2020 census. Jaime Watson accompanied me.
- On September 5, I attended a meeting of the CDTC Policy Board. I am a member of the board and serve as Vice Chair. Most of our federal transportation funding comes through CDTC, the region's Metropolitan Planning Organization (MPO).
- On September 6, I met with Joe Mahoney who works at Pyramid Brokers. We meet periodically to talk about local real estate matters.
- On September 9, I met with our newest class of bus operators as they spent their first day at CDTA. A total of 15 men and women are in the training program and they should be ready to serve customers in early October.
- On September 9, Jaime Watson and I attended a news conference at the Albany County Jail. Sherriff Craig Apple hosted an event to talk about housing the homeless at the jail. The sheriff anticipates a transportation/CDTA component to the effort.
- On September 11, I attended a meeting of the United Way Executive Committee. We talked about the upcoming giving campaign, the agency budget and personnel matters.
- On September 11, I met with Charles Moore the principal planner for the City of Rensselaer. We talked about developments in the city and things we do together.

Final Thoughts

The next few months will be busy for us – electric buses are on the way, a new boarding center is under construction at Crossgates Mall, River Corridor BRT is only months away, new service opportunities are being developed, and a Strategic Planning Process has been kicked off. All proof positive of the great work of our team and our efforts to establish CDTA as the mobility leader in the Capital Region.

Over the summer, I celebrated my 38th anniversary at CDTA. That gave me an opportunity to reflect on the opportunities that have been afforded to me by this great company. Lots of great memories for me and my family, all of which I am so grateful for. Thank you to everyone who has helped me.

Copy: Senior Staff
Director of Corporate Communications
Director of Marketing