



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, January 29, 2020 | 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, December 18, 2019	Jayne Lahut	2
Recognition/Updates		
<ul style="list-style-type: none">Moussa Kouyate – 20 Years of Service	Carm Basile/ Jayme Lahut	
Committee Reports: (Action Items Listed)		
Board Operations Committee (01/15/2020)	Jayne Lahut	
Performance Monitoring/Audit Committee (01/22/2020)	Denise Figueroa	
<ul style="list-style-type: none">Approve Disposal of Parts, Vehicles, & Equipment in 2019		15
<ul style="list-style-type: none">Approve Bus Wash Soap		20
<ul style="list-style-type: none">Approve Fiber Optic Service		25
<ul style="list-style-type: none">Approve Legal Services Contract		30
Community and Stakeholder Relations Committee (01/23/2020)	Jaclyn Falotico	
Strategic and Operational Planning Committee (01/23/2020)	Michael Criscione	
<ul style="list-style-type: none">Approve Uncle Sam Acquisition		35
Chief Executive Officer's Report	Carm Basile	38
Executive Session		
Upcoming Meetings		
Wednesday, February 26, 2020 at 12pm at 110 Watervliet Ave, Albany		

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

MINUTES OF WEDNESDAY, DECEMBER 18, 2019 BOARD MEETING

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

MEMBERS EXCUSED

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, Vice President of Operations
Jaime Watson, Director of Corporate Communications
Sarah Matrose, Internal Auditor
Ross Farrell, Director of Planning
Jonathan Scherzer, Director of Marketing
Jeremy Smith, Director of Facilities
Stacy Sansky, Director of Procurement
Philip Parella, Jr., Director of Finance
Kelli Schreivogl, Director of Human Resources
Ross Farrell, Director of Planning
Richard Cordero, Director of Safety & Training
Allison Schreffler, Marketing Manager
Brooke Simoncavage, Marketing Coordinator
Alton Ming, Superintendent of Troy
Nicholas Chenard, Assistant Superintendent of Albany
Gary McCarthy, Transportation Supervisor
Tony Hazzard, Transportation Supervisor
Vanessa Salamy, Executive Assistant
Nancy Benedict, Citizens for Public Transit
Ed Rich, CDCAT

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

- Chairman Lahut noted that a quorum was present.

AGENDA APPROVAL

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

APPROVAL OF THE OCTOBER 30, 2019 BOARD MEETING MINUTES

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

RECOGNITION

- Chairman Lahut and Mr. Basile presented the following service awards to
 - Gary McCarthy, Transportation Supervisor – 25 Years of Service
 - Tony Hazzard, Transportation Supervisor – 25 Years of Service
- The members offered their congratulations.

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Jayme Lahut

- Board Operations Committee met on Thursday, October 17, 2019 at 9:15am at 110 Watervliet Avenue, Albany.

Administrative Discussion Items

- The Committee met on Wednesday, December 4 at CDTA. We reviewed the committee agendas for the month of December, which contained updates and progress reports on many of our current projects.
- Our work to develop a Strategic Plan for the company is continuing. Our staff leadership team is collecting data from stakeholders, customers, and employees to help with this work. We expect to meet with Barbara Gannon early in 2020.
- We talked briefly about the budget for next fiscal year and a timetable for detailed meetings in the Strategic and Operational Planning Committee. With 8 months completed in this fiscal year, our financial condition is strong, and we expect to close out the year in a good position.
- We continued our discussion about STAR performance data and have incorporated several Key Performance Indicators into a monthly dashboard report. We will continue to develop KPI's and monitor STAR operating results.
- Next meeting of the Committee will be on Wednesday, January 15, 2020 at 9:15am, at 110 Watervliet Avenue, Albany.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

- Performance Monitoring Committee met on Wednesday, December 11, 2019 at 12:00pm at 110 Watervliet Avenue, Albany.

Audit Committee Items

- No items scheduled.

Consent Agenda Items

Resolution No. 40 – 2019 – Approve Microsoft Enterprise Software Contract

- Our contract with Microsoft enterprise services is expiring. This software allows us to store data and access programs over the internet versus hosting them at CDTA.
- Dell Marketing holds the contract with NYS OGS for Microsoft Software. We have verified that the state contract price is less expensive than attempting our competitive bid process. Staff recommends awarding a Microsoft Enterprise Software Contract through NYS OGS's contract with Dell Marketing.
- The Authority hereby awards this three-year contract to Dell Marketing, LP through NYS OGS for \$327,421.

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

Resolution No. 41 – 2019 – Approve Amendment for Woodlawn Park & Ride Lease

- Our agreement with Golden Gate Parking Associates for parking spaces at the Woodlawn Park & Ride expires this month. Golden Gate Associates has agreed to provide an additional 30 parking places to allow for expanded CDTA services for another 10 years at the same rate; we currently have 70 spaces. Staff recommends amending the Woodlawn Park & Ride agreement for 100 parking places for ten years for a total cost of \$250,000
- The Authority hereby awards a 10-year lease agreement for Woodlawn Park & Ride with Golden Gate Associates, LLC of Albany New York at a total cost of \$250,000.

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

Resolution No. 42 – 2019 – Approve Parking Increase at Rensselaer Rail Station

- It has been several years since we raised parking rates at the Rensselaer Rail Station. After researching rates at similar facilities, analyzing customer and revenue impacts, staff is recommending a change to parking rates.
- We propose to consolidate outdoor parking rates into one maximum daily rate and to keep one maximum daily rate for the garage. The maximum outdoor rates will increase to \$10 per day, and the garage rate will increase to a maximum of \$14 per day. This action requires a public hearing and board approval. We anticipate a rate increase on or about April 1, 2020
- The Authority hereby approves an increase in parking rates at the Rensselaer Rail Station to \$10 per day for the outdoor lots and \$14 per day in the garage. Final approval will take place after the public hearing process.

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

Investment Committee

- No items scheduled.

Administrative Discussion Items

- Rich Cordero provided an overview of the FTA Safety Regulations that go into effect on July 20, 2020. All public transit agencies will be required to have a documented Safety Management System Plan, referred to as SMS. These new regulations will enhance our safety program.
- SMS consists of four components; a Safety Management Policy; Safety Risk Management; Safety Assurance; and Safety Promotion and Communication. The final SMS Safety Plan will be provided for board review and approval in late spring 2020. The board needs to approve our safety program on an annual basis.
- Mike Collins gave the Monthly Management Report for October and November. We continue to be on solid financial footing through November. MRT is \$930,000 over budget for the year; Customer Fares are exceeding budget by 3% for the year; and Facility Advertising is up 38% for the year. Wages are over budget by 2% for the year; Health care is under budget by 11%; and

Workers' Compensation is under budget by 23%. Total Revenue is up 3.2% for the year and expenses are down 3%.

- Chris Desany gave the Monthly Non-Financial Report for October. Total ridership for the month was down 5% and down 1% for the year; STAR ridership was up 5% for the month and 11% for the year; Preventable accidents are at 15 and Non-preventable accidents are at 23; On-time performance was at 74%.
- Next meeting of the Committee is scheduled for Wednesday, January 22, 2020 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, December 12, 2019 at 10:45am at 110 Watervliet Avenue, Albany.

Consent Agenda Items

- No items scheduled.

Administrative Discussion Items

- Allie Schreffler provided an update on our social media outreach. CDTA uses social media to reach customers and non-riders to inform about new products, company news, service changes, community involvement, and events. CDTA hosts 7 total accounts: Facebook, Twitter, Instagram and 3 accounts for CDPHP *Cycle!*
- Social media is becoming the go-to for customers and the media, especially when we are communicating service-related changes, inclement weather information or upcoming events. CDTA's social media platforms have grown in the past year and we have a strong social media presence and engagement across all channels.
- Jon Scherzer provided a year-end report on CDPHP *Cycle!* He looked at the Season 3 riding season and highlighted the record ridership, with more than 41,000 rides taken and more than 12,000 members.
- CDPHP *Cycle!* has become a signature program for CDTA and the community. The increase in ridership was fueled by an increasing number of new *Cycle!* Access partners, including RPI and UAlbany. Looking ahead to Season 4, *Cycle!* will look to strategically expand its footprint. Many communities are interested in incorporating CDPHP *Cycle!* into their offerings. It will also be an exciting year with the first full year for our partners at UAlbany.
- Jaime Watson summarized 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, which included the company's involvement with the CapCom Cares Foundation annual Thanksgiving program and the upcoming launch of our Electric Buses and Microtransit Program, FLEX.
- Next meeting of the Committee will be on Thursday, January 23, 2020 at 10:30am at 110 Watervliet Avenue, Albany.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

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

Consent Agenda Items

Resolution No. 43 – 2019 – Approve Preliminary Budget for FY 2021

- We are required to submit a Board-approved preliminary budget to New York State by December 31, 2019. We have been working on this, but also have made several assumptions for next fiscal year which starts on April 1, 2020. Over the next few months we will continue to provide the Committee with options to review and consider as we go through the budget development process.
- The preliminary operating budget is projected to be \$104.6 million, a 16% increase from this year. The major revenue questions for FY2021 include: How much operating assistance will the State provide? How much federal maintenance should we allocate to operations? How much mortgage recording tax should we project?
- Expenses are projected to increase by \$14.4 million due to three new services (with associated revenue sources tied to them). Wages and benefits account for about 70% of our expenses and we are projecting the wage line to increase by \$5.9 million. The five-year capital plan was also provided and reviewed.
- The Board hereby approves the FY2021 preliminary operating budget of \$104,555,352 and five-year capital plan of \$399,206,608 to meet our New York State statutory requirement.

Administrative Discussion Items

Transit Development Plan Update

- The Transit Development Plan (TDP) is our tactical plan for system design and performance which focuses on service, infrastructure, facilities, and fleet considerations. The TDP ties into CDTA's current strategic planning initiatives and the regional plan currently being developed by CDTC. We typically update the TDP every five years.
- We discussed background concepts related to the transit propensity index, transit priority corridors, and the evolution of our route network. We also talked about considerations for adjustments to frequency, span, and geographic coverage and how new mobility options such as microtransit, vanpool, car share, bike share, and mobility hubs tie into these themes. Demands for upgraded facilities are still a need, and scenarios for the future view of our route network were discussed.
- We should also think about how express services might look going forward, the implementation of bus-only lanes, and expansion beyond 40 miles of BRT.

January 2020 Service Updates

- On January 26, CDTA will make a series of adjustments to the service network, providing additional weekday peak and weekend services to neighborhood routes, and improving weekday reliability of other selected routes. Almost all of this will be good news for the customer. As we have been discussing for some time, this plan will include the implementation of the #13/#113 New Scotland service redesign, which begins on April 5.
- There will also be enhanced service provided which will benefit our partners at the Albany City School District. These changes will lead to an increase of approximately 5,500 annual service hours.

Executive Session

- A pending legal matter was discussed. No action was taken.

- Next meeting of the Committee is scheduled for Thursday, January 23, 2020 at 12:00pm at 110 Watervliet Avenue, Albany.

CHIEF EXECUTIVE OFFICER'S REPORT – Carm Basile

- The Chief Executive Officer provided his report for December.

EXECUTIVE SESSION

- No items scheduled.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, January 29, 2020 – 12:00 PM

ADJOURNMENT –

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

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: December 18, 2019

CHIEF EXECUTIVE OFFICER'S REPORT

We are moving towards 2020 with a full plate of work activities and a keen recognition of the important role that we play in the economic development of our communities. Our work matters to CDTA employees who are proud of what we do to make the Capital Region a great place to live and work.

As we discussed at last week's committee meetings, our financial condition is strong and that is reflected in our monthly reports. The current fiscal year has seen healthy returns from the Mortgage Recording Tax, rising customer revenue driven by our wholesaling efforts, and record revenue from our facility advertising program. This is balanced by a laser focus on controlling expenses; hats off to the entire company for their work to make us successful.

In the next few days, we will submit a preliminary budget to New York State. This submission begins the budget season for us. Over the past several weeks, our staff has done a good deal of work with the components of our operating and capital plans. Individual departments are submitting their plans for the coming year. This serves as the basis for our budget plan and associated documents. In the coming weeks, discussions at the Strategic and Operational Planning committee will center on setting priorities, forecasting revenue expectations and estimating cost drivers for the company.

Longer term work continues with our focus on a Strategic Plan for the company. Our board/staff workshop last month was a terrific start to the planning process. We heard from community stakeholders and got their perspectives on our role in regional development. The leadership staff is working with Barbara Gannon to refine the background information we need to move forward. There will be periodic check-ins with the Board Operations committee and more meetings in the next few months. We are on target to have the plan completed by the middle part of 2020. At the same time, staff has begun work on the next iteration of our Transit Development Plan. This will continue over the next few months as we develop a 5-year plan for our service network. We are also working with the staff at CDTC as they develop their 10-year plan, called New Visions.

Lots of excitement around our new micro transit service that is branded *FLEX*. Our staff is field testing the mobile app and operating software and we expect to begin service in the next few weeks. It will combine the features of ride sharing and conventional CDTA service, operating in an area between Guilderland, Colonie and Latham. We are developing a similar pilot in Southern Saratoga County, which will begin in Spring 2020. This will give us an opportunity to pilot this new service concept in an area with different demographics and density patterns.

As we reported at last week's committee meetings, our bike share program is shattering ridership records. For Season 3, there were more than 41,000 bike rides taken and 12,000 members signed on to CDPHP *Cycle!*. As we move towards integrated mobility, it is great to see this program grow in popularity and it is especially gratifying to know that a large segment of the ridership increase is due to the addition of Universal Access. We continue to integrate a focus on the health and wellness benefits of bike riding in concert with our partners at CDPHP.

As our industry moves towards Mobility as a Service (MaaS), a common denominator is the need for public transit systems to be the leaders and the supporting backbone for this work. We are well positioned to do this, leading the way on common platforms and introducing new ways for people to travel. This shift to a service concept will not be easy, but it is obvious that people want and need this from CDTA – more bicycles, scooters, micro transit, common payment applications and navigation programs. This will be part of our Strategic Planning discussions.

Electric buses are ready for service! Our maintenance staff has become proficient in the operations and diagnostics of the buses. They have begun to set parameters for operating under pilot conditions and we are ready to let our bus operators drive the buses throughout our route network. We are planning a formal

unveiling in the coming weeks with officials and partners to announce the arrival of the first battery electric buses in Upstate New York.

Work continues on expansion of the Troy garage with footings and steel beams being installed. The garage is a visual for the Blue Line BRT project that will provide rapid transit along the River Corridor between Albany, Troy and Waterford. While this work progresses, crews continue to install cable for new signals and technology upgrades to support BRT service. They are pouring concrete sidewalks that will provide better access to the BRT Line, to other CDTA services, and to the community along the corridor. This collaborative approach to construction, looking for ways to help the communities we serve, is a hallmark of our BRT efforts.

The snowstorm after Thanksgiving made it a challenging few days for the region. I am proud to say that we ran all service throughout the two-day storm and the week-long cleanup. There were lots of detours and reroutes, but our service was operational. STAR operated on time with lots of cancellations as people rearranged appointments and medical visits. This required a good deal of coordination with DPW crews to expedite the cleanup and a return to normal operations. As you would expect, our ridership was down all week as people adjusted travel schedules.

With the release of the NYPTA 5-year operating and capital needs plan, we have jumped into the advocacy season. When we return from the holidays, state officials will be preparing a final version of the Governor's Executive Budget Request, which will be unveiled in mid-January. The needs report serves as a reference point for us in discussion with state leaders about the work that CDTA does to make our communities better and stronger. Lisa Marrello and her team have a direction for us to follow in this work and it will be a top priority for us.

What we do matters to the people of the region. The mark that we have made throughout the region has energized our employees who work tirelessly to make CDTA bigger and better. As we move towards 2020, we do so with anticipation as it will be a great year - new services, expanded facilities, strategic planning, and an evolution of how we deliver mobility. And of course, our 50th anniversary!

Performance Measures

Key Performance indicators for the company are included in our monthly reports. Data is for October and it is compared to October 2018. Because of our revised meeting schedule in November and December, our reporting is a bit off schedule. The October reports reflect non-financial information while the financial reports are through November. We will be back to the normal reporting cycle at the January meetings. The measures used in our reports provide a high-level view of our company and the effectiveness of service and delivery systems.

Total ridership for October was just under 1.5 million, which is 5% less than last October. Year-to-date, ridership is about 1% lower than last year. We have been up and down throughout the fiscal year, usually by one or two percentage points. There is no identifiable reason for the dip in October. Boardings on Northway Xpress buses were at 16,520, up 3% from last October; there were 30,600 boardings on STAR vehicles, up 5% from last October.

Financial reports through November were very good, continuing a positive trend that we have seen for most of the year. Year-to-date (8 months), total revenue is 7% ahead of budget. This was powered by Mortgage Recording Tax receipts (12.5% ahead of budget), revenue from facility advertising (38% more than expected), and customer revenue (3% ahead of budget).

Year-to-date (8 months), total expenses are 2% under budget. The wage line is 2% over budget, while health insurance is 11% under budget; these lines balance each other out. Workers compensation expenses are 24% under budget – some caution here as we have seen several loss of use awards in the last 6 weeks or so. Maintenance services are 30% under budget (contract services in IT and vehicle maintenance); staff is doing a deeper dive on this variance. Utilities are 33% under budget; we will lose

some of this over the next few months with winter heating and power bills. The only outlier on the expense side is Purchased Transportation, with costs running about 8% over expectations. Almost all of this is for STAR contractors; we are making improvements in this area and continue to devote staff time to this. Moving forward, it is likely that we will propose an increase this line in next year's budget.

Overall, we have a year-to-date surplus of \$2.8 million. The next few months are historically heavier expense months (especially if the weather is bad). It is not likely that we will hold at \$2.8 million but a year-end figure of \$1.5 million is reasonable.

We missed 41 trips on the fixed route system; last October, we missed 44 trips. We reported 38 accidents in October with 15 categorized as preventable; last October, we reported 50 accidents with 11 preventable. All preventative maintenance inspections were done on time; same as last October. Scheduled maintenance work was at 86%; last October, it was 85%. Fixed route timeliness was at 74%; same as last October (we want to be within a 0-5-minute late window at least 80% of the time). Our call center processed 257 comments compared to 260 last October. Response time to close inquiries within 10 working days was at 98%; last October, it was 83%. There were 784,000-page views at www.cdfa.org. Last October, there were 697,000 page views.

Community Engagement Activities:

- December 27-Albany County STOP DWI Efforts
- January 2020-Electric Bus Roll Out
- February 2020-State of CDTA

Activity Report

We are fortunate to have so many opportunities, projects and new ideas for consideration; my report reflects that. There are similar lists at the staff level, all working together to make CDTA better and stronger.

- On October 30, former Executive Director Dennis Fitzgerald and Director of Maintenance Dick Long visited CDTA to look at our electric buses and charging infrastructure. They have 75 years of CDTA experience and were impressed with the technology and the condition of our facility. Lance Zarcone did a great job answering their questions about the buses and charging process. Dick remembered hiring Lance as a cleaner more than 20 years ago!
- On November 1, Jaime Watson and I visited with Chris McKenna at CapCom FCU. Chris is the new Chief Executive Officer and we have been talking about his transition, stakeholder outreach, and ways for CDTA and CapCom to work together.
- On November 4, I provided welcoming remarks at the INIT user conference at the Renaissance Hotel in downtown Albany. Hats off to Thomas Guggisberg and Chris Desany for convincing INIT that our region was the right place for their conference. Attendees visited CDTA to look at our technology projects and to see how we are integrating them into daily operations.
- On November 4, we welcomed a class of 5 people to bus operators training. They have completed training and are now working in STAR and regular route service. I spoke with them about the work we do at CDTA and our expectations of them.
- On November 4, I participated in a conference call with representatives from the Governor's Office, Office of General Services, Department of Transportation and Empire State Development to talk about development activities in downtown Albany and ways that transit can be part of this process.

- On November 6, I met with Ryan Watroba from Prime Companies. Ryan and I were teamed up several years ago in the Capital Region Chamber of Commerce Mentorship program. We stay in touch and talk about development patterns in the region.
- On November 7, I joined our staff and representatives from National Grid to talk about the charging process for electric buses. We discussed the best times to charge, how power will be drawn, and billing cycles. Grid is an active partner in our electric bus pilot.
- On November 7, Jon Scherzer, Lisa Marrello and I traveled to Amsterdam to meet with Congressman Paul Tonko and Amsterdam School District Interim Superintendent Ray Colucciello. We talked about the district's transportation efforts and their desire for better service. We also talked about the status of the county's efforts to join our transit district.
- On November 7, my wife Sheila and I attended the Albany Business Review Achievers event at the Rivers Casino banquet facility. We were joined by Jayme Lahut, Denise Figueroa, Jaime Watson, Jon Scherzer and Mike Collins.
- On November 12, Jon Scherzer and I met with Leisje Coyle, the new regional manager for Lamar Transit Advertising. Leisje oversees the northeast region for Lamar. We talked about ways to make our relationship even better in the coming months.
- On November 12, I attend the NYPTA Board of Directors meeting at the Westchester Marriott in Tarrytown. The board meeting coincided with the Fall Conference. Our agenda focused on the announcement of NYPTA's 5-year capital and operating needs report. Jaime Watson attended the meeting with me.
- On November 13, I attended the NYPTA Fall Conference, with lots of sessions on transit development and new product introductions. Our staff was well represented, with Allie Schreffler presenting on our trolley partnerships; Ross Farrell received the Joe Boardman Emerging Leader Award. Joe Boardman was a giant in our industry and Ross is well deserving of this recognition. It was also great to see Dave Stackrow provide attendees with news from Washington in his role as immediate past chair of APTA.
- On November 14, I attended our Veteran's Day lunch at the Zaloga Post in Albany. About 50 CDTA employees and retirees who have or are serving our country attended. We always have a great time thanking them for their service to our country. Pat Lance represented the board.
- On November 14, I attended a meeting of the CDTC Administration and Finance committee. This is akin to our Board Operations committee. We talked about the agency budget and human resource issues.
- On November 14, my wife Sheila and I attended the Northeast Kidney Foundation Community Leaders event at the Keeler Motor Cars Showroom. We were joined by Mike Criscione and his wife, Pat Lance and his wife, and Jaime Watson.
- On November 15, I attended our Strategic Planning retreat at the Times Union Hearst Media Center. It was great to see board members and the staff leadership team engaged in discussions about CDTA, what we do, what needs attention and what is on our horizon.
- On November 18, I met with Terri Crowley from Hinman Straub. Terri and I served on the Equinox board together and we talk periodically about state government and funding matters.

- On November 19, I met with Cindy Pettit from Key Bank Government Relations. Cindy and I meet periodically to talk about trends in government banking. Cindy and I also served together on the Colonie Senior Services Center Board of Directors.
- On November 19, my wife Sheila and I attended a *Real Men Wear Pink* event at the Capital Center in Albany. This wrapped-up a great effort by the Capital Region team. We raised close to \$375,000; we are the number one campaign in the country. Hats off to the CDTA team led by Jaime Watson; they do a great job supporting the campaign.
- On November 20, Jon Scherzer and I met with Todd Shimkus from the Saratoga Chamber of Commerce. We talked about our micro transit pilot (FLEX) in Southern Saratoga County and the need for stronger community support throughout the county.
- On November 20, I attended a meeting at the Capitol with NYPTA lobbyists and members of the Governor's transportation staff. We talked about electric buses, ways to advance the purchasing cycle, and help our industry would need to accomplish this.
- On November 21, I was a speaker at the *Discover Albany Hospitality Summit* on the campus of SUNY Poly. I talked about the work we do to provide mobility choices and efforts to connect with the hospitality community. Our trolley services are targeted to this market and we do a good deal of outreach with hotels and meeting groups.
- On November 22, I attended a meeting for new United Way Board members at the Bull Moose Club in Albany. I gave an overview of the expectations of board members and some of the things we will be dealing with in the coming 6-12 months.
- On November 22, I joined CDTA employees at CapCom headquarters to prepare thanksgiving food bags. We teamed with CapCom to deliver more than 400 meals to needy families. Our team prepared the bags and arranged deliveries with trolleys on the days leading up to Thanksgiving. Jaime Watson organized our participation.
- On November 22, I talked with Assemblywoman Carrie Woerner about FLEX services in Southern Saratoga County and outreach to community leaders regarding transit service and Universal Access agreements. The Assemblywoman is supporting this work.
- On November 25, I attended a Colonie Industrial Development Agency and Local Development Corporation board retreat to set our goals for the next year. I am a member of both boards that promote economic development activities throughout the town.
- On November 26, I participated in a NYPTA conference call with CEO's from the four upstate transit systems to talk about electric vehicles and our rate of purchase. We discussed the need to modernize maintenance facilities and consideration of new facilities at most properties. More on this in the coming months.
- On November 27, I spent 15 minutes on Art Ware's radio show (WSPN) on the campus of Skidmore College. We talked about CDTA projects and activities, and the work that our employees do to make CDTA function so well.
- On December 4, I attended a meeting of the Regional Development Coordinating Committee. The RDCC includes CEO's from local transportation and economic development organizations. We get together a few times during the year to talk about the things our companies do to support regional development. Meetings are hosted by the Capital Region Chamber of Commerce and the Center for Economic Growth.

- On December 5, staff members from the Division of the Budget toured our electric charging infrastructure. Lots of interest from state government as we get ready to operate electric buses. Jaime Watson, Lance Zarcone and Lisa Marrello joined me.
- On December 5, I attended a CDTC Policy Board meeting. This is the group that establishes the direction for the region's transportation projects. Funding for our BRT services were on the agenda.
- On December 10, 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 December 10, I attended a meeting in the governor's transportation office with NYPTA staff. The purpose of the meeting was to talk about ways to buy electric buses on a statewide level.
- On December 10, Assemblywoman Mary Beth Walsh spent time at our Albany facility. She is interested in what we are doing with electric buses. We also talked about micro transit and STAR service. Jaime Watson set this up.
- On December 11, I chaired an Executive Committee meeting of the United Way. We discussed governance structure and a capital project that would relocate the United Way offices to downtown Albany.
- On December 11, we held an all Authority staff meeting. We hold these meetings for the management team about 6 times a year to keep everybody up to speed on what we are doing. About 65 people attended. Chris Desany and Dave Stackrow updated the group on their Europe trip (similar presentation to the board retreat). Lots of interest in MaaS.
- On December 11, I attended a training session on Sexual Harassment. This training is mandated by the State of New York and everyone goes through it. It is organized by our Human Resources staff.
- On December 16, I had breakfast with Wally Altes. Wally is the former Chief Executive Officer of the Capital Region Chamber and a long-time advocate for the Capital Region.
- On December 16, I attended a board meeting of the Colonie Industrial Development Agency and Local Development Corporation. I am a member of both boards that promote economic development activities throughout the town.
- On December 17, I attended a Labor Management meeting. We organize these meetings a few times a year to talk about company and union relations and ways to make it better. Kelli Schreivogl, Lance Zarcone and Mike Collins are the leads on this. The ATU executive team represents the union at these meetings.
- On December 17, my wife Sheila and I attended an adult spelling bee at the Fort Orange Brewing Company. The spelling bee is a United Way event, which drew several hundred people from throughout the community.
- Earlier today, I attended a meeting of the United Way Board of Directors. This was the first meeting of the board since I assumed the chair position.

Final Thoughts

The work we do at CDTA is paying dividends and we are approaching the new year with optimism and a sense of accomplishment. With the holiday season all around us, we can take pause and be thankful for everything that we have available to us – a strong company with great employees, a great board of directors, and a terrific reputation in the community.

Our record of success makes what we do interesting, exciting, and valuable. Our team is always ready for a challenge and it has become the hallmark of our company and the people who work here. Our reputation starts with the work of our Board of Directors and we appreciate what you do. On behalf of our 700 employees, I wish you a Happy and Joyful Holiday Season.

Happy Holidays!

Copy: Senior Staff
Director of Corporate Communications
Director of Marketing

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 01 - 2020**

Summary Report of Disposition of
Surplus Equipment, Parts and Vehicles in 2019

WHEREAS, by Resolution 5-2005 the Capital District Transportation Authority (the “Authority”) authorized the Chief Executive Officer, as General Manager, to dispose of surplus equipment and vehicles, and

WHEREAS, the Authority disposes of various items of personal property when they reach the end of their respective useful lives or when they are no longer needed, as authorized by Public Authorities Law section 1306 (7) and by such manner as is required by various state and federal laws, and

WHEREAS, the Authority has required an annual report from the Director of Procurement pertaining to the disposition of all surplus property, and has reviewed the report for the 2019 calendar year, and has determined it to be satisfactory.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority accepts the attached Summary Disposal Report for the 2019 calendar year, including a return of \$48,717 to the operating budget.
2. The Authority continues to delegate to the Chief Executive Officer the authority to declare personal property, equipment and vehicles to be surplus and to dispose of such property in accordance with the applicable law; transferring title to any such item to the appropriate federal or state agency expressing a desire for same; or, if unwanted there, advertising for public sale and sold to the highest bidders; or if no bids are received or if the item has no value, recycling or disposing of unwanted items.
3. 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 January, 2020.

Dated: January 29, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Summary of vehicles, equipment and parts disposed of in 2019.

Committee: Performance Monitoring/Audit

Committee Meeting Date: January 22, 2020

Board Action Date: January 29, 2020

Background:

The Board passed Resolution 05-2005 to allow staff to dispose of equipment, vehicles and parts that have surpassed their useful life and then report these disposals on an annual basis. CDTA disposes of items in the best way possible, through recycling, donation and sale through eBay auction. CDTA collects sales tax for applicable transactions.

Purpose:

Surplus sale allows staff to remove items from physical inventory that are past its useful life, no longer needed, or not working properly and require replacement.

Summary of Proposal:

Vehicles were auctioned to the highest bidder on eBay. If no bid was received, the vehicle was sold for scrap metal value. A few cell phones and accessories were auctioned to employees. The remaining items had little or no value on the open market and were either recycled or disposed of in the most environmentally friendly way possible.

Financial Summary and Source of Funds:

A total of \$48,717 was returned to the operating budget as proceeds from the disposition of surplus materials in 2019.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Stacy Sansky, Director of Procurement

Surplus Asset Distribution

Part/Bus/Tag #	Description	Mileage/Serial #	Sold To	Amount	Date
249	2012 FORD E-350 Bus	328,252.00	RENSELAER IRON & STEEL, INC	\$ 568.10	1/10/2019
239	2009 FORD E-350 Bus	331,343.00	DEPARTMENT OF HOMELAND SECURITY	\$ 1.00	2/14/2019
240	2009 FORD E-350 Bus	336,474.00	RENSELAER IRON & STEEL, INC	\$ 588.90	1/11/2019
316	2002 MCI D4500	796,279.00	FIVE STAR EQUIPMEN T LEASING LLC	\$ 9,825.00	2/1/2019
317	2002 MCI D4500	725,799.00	FIVE STAR EQUIPMEN T LEASING LLC	\$ 9,825.00	2/1/2019
246	2012 FORD E-350 Bus	318,515.00	RENSELAER IRON & STEEL, INC	\$ 551.20	1/28/2019
A96	2007 TOYOTA HYBRID	155,787.00	MARK ANDERSON	\$ 1,550.00	1/28/2019
A94	2008 FORD ESCAPE	171,909.00	FRED NEUMANN	\$ 702.00	1/31/2019
A101	2008 FORD ESCAPE HYBRID	149,575.00	JAMES HOFFMAN	\$ 750.00	1/31/2019
A99	2008 FORD ESCAPE HYBRID	168,932.00	MICHAEL FALZO	\$ 1,031.08	1/25/2019
A106	2011 FORD E-150	205,476.00	NAVJOT SINGH	\$ 2,760.00	1/22/2019
A110	2011 GMC VAN	178,687.00	STEPHEN GRACE	\$ 3,257.00	1/22/2019
9917	1999 NOVA LFS	536,528.00	RENSELAER IRON & STEEL, INC	\$ 2,071.80	2/26/2019
9913	1999 NOVA LFS	581,420.00	RENSELAER IRON & STEEL, INC	\$ 2,258.00	3/21/2019
243	2012 FORD E-350 Bus	300,825.00	RENSELAER IRON & STEEL, INC	\$ 728.00	3/22/2019
A97	2007 Toyota Prius Hybrid	66,639.00	Fernando Palacios	\$ 3,151.00	9/16/2019
A98	2007 Toyota Prius Hybrid	138,527.00	Sean C McMahon	\$ 2,533.68	9/20/2019
T86	2006 Dodge 1500 PICKUP	187,941.00	MICHAEL FALZO	\$ 1,242.00	9/16/2019
A93	Ford E-350 VAN 2006	162,540.00	Elijah Brister	\$ 561.00	11/18/2019
A95	Ford ESCAPE HYBRID 2008	129,405.00	Sean C McMahon	\$ 680.40	11/25/2019
T46	Ford F80 1998	44,774.00	Juan Perdomo	\$ 545.00	11/25/2019
T74	International 4700 2002	216,636.00	Michael Ratigan	\$ 687.00	11/18/2019
A102	Ford ESCAPE HYBRID 2008	198,304.00	James Hoffman	\$ 690.00	11/18/2019
A103	Ford ESCAPE HYBRID 2008	111,974.00	Frederick W Neumann	\$ 810.00	11/25/2019
NA	Samsung Galaxy S7 Phone	NA	Joseph Cole	\$50.00	
NA	Samsung Galaxy S7 Phone	NA	Joseph Cole	\$50.00	
NA	Samsung Galaxy S7 Edge	NA	Ed Butler	\$64.09	
NA	Samsung Galaxy S6	NA	Ed Butler	\$23.00	
NA	iPhone 7 Black	NA	Michael Rafferty	\$105.02	
NA	iPhone 7 Black	NA	Michael Rafferty	\$105.02	
NA	iPhone 7 Plus Pink	NA	Claire Miller	\$205.00	
NA	Samsung Galaxy S7	NA	Claire Miller	\$60.00	
NA	iPhone 7 Silver	NA	Joe Landy	\$93.00	
NA	Otterbox iPhone 7 Commuter Case	NA	Brian Gariepy	\$15.00	
NA	Samsung Galaxy S7	NA	Brian Gariepy	\$40.00	
NA	iPhone 6S Silver	NA	Alton Ming	\$60.00	
NA	iPhone 6 Silver	NA	Alton Ming	\$55.00	
NA	Sony Xperia Z2 Tablets (Qty of 17)	NA	CDTA Employees	\$425.00	(25/EA)
			TOTAL	\$ 48,717.29	

Items Disposed of at Authority's Expense:		
Item Description	Item Location	Disposal dated
Elite 8300 Computer	IT Inventory	2/28/2019
Elite 8300 Computer	IT Inventory	2/28/2019
EliteDesk 800 G1 Computer	IT Inventory	2/28/2019
Elite 8300 Computer	IT Inventory	2/28/2019
Elite 8300 Computer	IT Inventory	2/28/2019
Elite 8300 Computer	IT Inventory	2/28/2019
Elite 8300 Computer	IT Inventory	2/28/2019
Elite 8300 Computer	IT Inventory	2/28/2019
Brother 4750e Fax	IT Inventory	2/28/2019
Small UPS x3	IT Inventory	2/28/2019
KVM Console	IT Inventory	2/28/2019
KVM Switch	IT Inventory	2/28/2019
Elite 8300 Computer	IT Inventory	2/28/2019
Point of Sale system	IT Inventory	2/28/2019
HP 1702 Monitor	IT Inventory	2/28/2019
ViewSonicVa2702w Monitor	IT Inventory	2/28/2019
Avaya Phone	IT Inventory	2/28/2019
Power Strips x10	IT Inventory	2/28/2019
Cable Rack x2	IT Inventory	2/28/2019
Radio Charging Station	IT Inventory	2/28/2019
Juniper SA 700	IT Inventory	2/28/2019
Schneider APC	IT Inventory	2/28/2019
Hewlett-Packard Server x2	IT Inventory	2/28/2019

Hauppauge! x2	IT Inventory	2/28/2019
Four Winds Computer	IT Inventory	2/28/2019
Four Winds Computer	IT Inventory	2/28/2019
Four WInds Computer	IT Inventory	2/28/2019
Four Winds Computer	IT Inventory	2/28/2019
Elite 8300 Computer	IT Inventory	2/28/2019
NEC TV V552	IT Inventory	2/28/2019
Book Case	IT Inventory	2/28/2019
File Cabinet	IT Inventory	2/28/2019
Z600 Computer	IT Inventory	2/28/2019
Z600 Computer	IT Inventory	2/28/2019
ProBook 650 G1	IT Inventory	2/28/2019
HP Elite 8300 SFF	IT Inventory	5/1/2019
HP Elite 8300 SFF	IT Inventory	5/1/2019
HP Elite 8300 SFF	IT Inventory	5/1/2019
HP Elite 8300 SFF	IT Inventory	5/1/2019
HP Elite 8300 SFF	IT Inventory	5/1/2019
HP Elite 8300 SFF	IT Inventory	5/1/2019
HP PROBOOK 650 G2	IT Inventory	5/1/2019
HP PROBOOK 6570B	IT Inventory	5/1/2019
HP PROBOOK 6460B	IT Inventory	5/1/2019
HP PROBOOK 6450B	IT Inventory	5/1/2019
HP Elite 820-0 SFF	IT Inventory	5/1/2019
HP Elite 830-0 SFF	IT Inventory	5/1/2019
HP Elite 830-0 SFF	IT Inventory	5/1/2019

Cisco WS-C3550-24WR	IT Inventory	5/1/2019
HP Elite 830-0 SFF	IT Inventory	5/1/2019
HP Elite 830-0 SFF	IT Inventory	5/1/2019
HP Elitebook 840 G3	IT Inventory	5/1/2019
HP Compaq 2006x	IT Inventory	5/1/2019
HP L1750	IT Inventory	5/1/2019
HP TFT 1501	IT Inventory	5/1/2019
HP 1702	IT Inventory	5/1/2019
HP Laser Jet 2300	IT Inventory	5/1/2019
Smart UPS-3000	IT Inventory	5/1/2019
Avaya 4625SW Phone	IT Inventory	5/1/2019
HP Elite 830-0 SFF	IT Inventory	8/20/2019
HP Elite 830-0 SFF	IT Inventory	8/20/2019
HP Elite 8300 SFF	IT Inventory	8/20/2019
HP Elite 830-0 SFF	IT Inventory	8/20/2019
HP Elite 830-0 SFF	IT Inventory	8/20/2019
HP Elite 830-0 SFF	IT Inventory	8/20/2019
HP Elite 830-0 SFF	IT Inventory	8/20/2019
HP Elite 830-0 SFF	IT Inventory	8/20/2019
HP Elite 830-0 SFF	IT Inventory	8/20/2019
HP Elite 8300 SFF	IT Inventory	8/20/2019
HP Elite 8300 SFF	IT Inventory	8/20/2019
HP Elite 8300 SFF	IT Inventory	8/20/2019
HP Elite 8300 SFF	IT Inventory	8/20/2019
HP Elite 8300 SFF	IT Inventory	8/20/2019

HP Elite 8300 SFF	IT Inventory	8/20/2019
HP Elite 8300 SFF	IT Inventory	8/20/2019
HP Elite 8300 SFF	IT Inventory	8/20/2019
HP Elite 8300 SFF	IT Inventory	8/20/2019
HP Elite 8300 SFF	IT Inventory	8/20/2019
HP Elite 8300 SFF	IT Inventory	8/20/2019
HP ProBook6460b	IT Inventory	8/20/2019
HP EliteBook 8570w	IT Inventory	8/20/2019
Verizon MiFi 7730L	IT Inventory	8/20/2019
Verizon MiFi 7730L	IT Inventory	8/20/2019
HP Docking Station	IT Inventory	8/20/2019
HP Server	IT Inventory	8/20/2019
HP Ultra Slip Docking Station	IT Inventory	8/20/2019
Brother Intellifax 4750e	IT Inventory	8/20/2019
Avaya 4625 IP Phone	IT Inventory	8/20/2019
Barracuda ES 750 GB	IT Inventory	8/20/2019
Barracuda ES 750 GB	IT Inventory	8/20/2019
Brother MFC 9450 CDN Printer	IT Inventory	8/20/2019
Cannon FaxPhone L100	IT Inventory	8/20/2019
Brother Intellifax 4100e	IT Inventory	8/20/2019
Brother Intellifax 4750e	IT Inventory	8/20/2019
HP 1050 Fax	IT Inventory	8/20/2019
HP LaserJet Pro 400	IT Inventory	8/20/2019

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 02 - 2020**

Award Contract for Bus Wash Soap

WHEREAS, the Capital District Transportation Authority (the “Authority”) provides omnibus transit operations in Albany, Schenectady, and Troy by use of a fleet of nearly 300 buses, shuttles and paratransit buses, and

WHEREAS, the Authority desires to maintain its fleet in a good state of repair and to keep the buses clean and attractive for transit operations, and

WHEREAS, the Authority issued an Invitation for Bids and one bid was received, and

WHEREAS, a survey of the bid list found that most firms could not provide soap that met the Authority’s needs, or the quantities required, and

WHEREAS, staff recommends a three-year contract for bus wash soap be awarded to Dynasty Chemical Corp. of Albany, NY, at a cost not to exceed \$50,209 over three years.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards a three-year contract for bus wash soap to Dynasty Chemical Corp. of Albany, NY, subject to compliance with all the requirements included and set forth in the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding is 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 29th day of January, 2020.

Dated: January 29, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for bus wash soap to Dynasty Chemical Corp of Albany, New York.

Committee: Performance Monitoring/Audit

Committee Meeting Date: January 22, 2020

Board Action Date: January 29, 2020

Background:

The current contract for bus wash soap is set to expire and a new one is required.

Purpose:

Bus wash soap is utilized in the maintenance of a clean fleet of vehicles.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for the purchase of bus wash soap for use in the bus wash racks at all three maintenance facilities. The scope of work specified the requirements to ensure compatibility with equipment and that it would not damage the vehicles.

Twenty-two (22) firms downloaded the IFB and one bid was received. A survey of the bid list found that for the most part either firms could not provide soap that met CDTA's needs or in the quantities required. Historically, CDTA has generally not received many bids for this contract. Additionally, the IFB was advertised in numerous local and state-wide publications per standard practice.

Based on all this data staff does not think that the scope of work was too restrictive or not made available widely. Therefore, staff is recommending that a contract be awarded to Dynasty Chemical Corp of Albany, New York for the provision of bus wash soap for a term of three years. Upon Board approval a contract will be executed to commence on February 20, 2020.

Financial Summary and Source of Funds:

Total Not to Exceed \$50,209 over three years

Year 1: \$16,445

Year 2: \$16,790

Year 3: \$16,974

This will be funded starting with the FY2020 Operating Budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

January 22, 2020

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Bus Wash Soap

Background:

CDTA recently solicited an Invitation for Bid (IFB) asking a firm to provide bus soap to be used in CDTA's bus wash racks in its three maintenance facilities. CDTA bus wash racks utilize a concentrated liquid mix to effectively clean the exterior of the bus without damaging the painted surface. Buses are washed daily at all divisions.

Justification:

Invitation for Bids were solicited, and twenty-two bids were downloaded. Only one bid was received. The qualified bidder is Dynasty Chemical Corp of Albany, New York.

Recommendation:

Staff recommends a contract award for Bus Wash Soap to Dynasty Chemical Corp of Albany, New York for a total amount not to exceed \$50,209 over three years.

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:

\$50,209 (three years) 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 # 22 and Advertised
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

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

Are there known DBEs/MWBEs that provide this good or service? Yes No
Number of DBEs/MWBEs bidding/proposing 0 DBE 0 MWBE
DBE/MWBE Certification on file? Yes No Not Applicable
Was contract awarded to a DBE/MWBE? Yes No
Number of DBE/MWBE Subcontractors 0 DBE 0 MWBE

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Dynasty Chemical Corp

444 North Pearl Street

Albany, NY 12204

8. SOURCE OF FUNDS: This will be funded starting with the FY2020 Operating Budget.

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: January 13, 2020

BID SUMMARY
CDTA-Maintenance 144-3000

BUS WASH SOAP

12/16/19
1:00PM

Bidder	Item	Total
Dynasty Chemical Corp	Year One	\$715.00
444 North Pearl Street		
Albany, NY 12204	Year Two	\$730.00
518.463.1146		
mjwaldman@dynastychemical.com	Year Three	\$738.00
Michael Waldman		

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-Maintenance 144-3000, which bids were opened the 16th day of December 2019.

Carm Basile

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 03 - 2020**

Awarding Contract for Fiber Optic Service

WHEREAS, the Capital District Transportation Authority (“Authority”) operates facilities in Albany, Schenectady, Saratoga and Rensselaer Counties in connection with the delivery of public transportation services, and

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

WHEREAS, there is an increased demand for cloud-based solutions and off-site hosting and integration among the Authority’s locations has become a vital component of operations, and

WHEREAS, purchasing fiber services will provide increased reliability and speed for the Authority’s Enterprise Applications such as Smart Card, Microsoft Teams and camera systems, and

WHEREAS, staff has reviewed NYSOGS contracts for fiber optic services and obtained quotes from three vendors, with the lowest responsive and responsible provider being FirstLight Fiber of Albany, NY, and

WHEREAS, staff now recommends the award of a three-year fiber optic service contract to FirstLight Fiber of Albany, New York, at a cost not to exceed \$200,000 over three years.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards the three-year contract for fiber optic services to FirstLight Fiber of Albany, New York, with costs not to exceed \$200,000 over three years, subject to the contractor’s compliance with all the applicable requirements including those set forth in the contract documents.
2. The source of funds for this project will be the FY2020 Operating Budget.
3. The Chief Executive Officer is hereby authorized to execute the necessary documents.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 29th day of January, 2020.

Dated: January 29, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for purchase of fiber services from FirstLight Fiber of Albany, NY.

Committee: Performance Monitoring/Audit
Committee Meeting Date: January 22, 2020
Board Action Date: January 29, 2020

Background:

There is an increased demand for cloud-based solutions and off-site hosting.

Purpose:

This contract will provide increased reliability and speed for CDTA Enterprise Applications such as Smart Card, Microsoft Teams and camera systems.

Summary of Proposal:

Staff from the Information Technology Department reviewed New York State Office of General Services (NYS OGS) contracts for fiber services and obtained quotes from three vendors including the incumbent provider. As a result of their review staff found that the proposal submitted by FirstLight Fiber was able to provide an improvement in reliability and higher speeds at a lower cost.

Staff recommends a three-year contract be awarded to FirstLight Fiber of Albany, New York for fiber services for a cost not to exceed \$200,000. Board approval is required for NYS OGS contracts valued at \$100,000 or higher.

Financial Summary and Source of Funds:

The contract value will not exceed \$200,000 over three years. This will be funded starting in the FY2020 Operating Budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

January 22, 2020

To: Performance Monitoring/Audit Committee

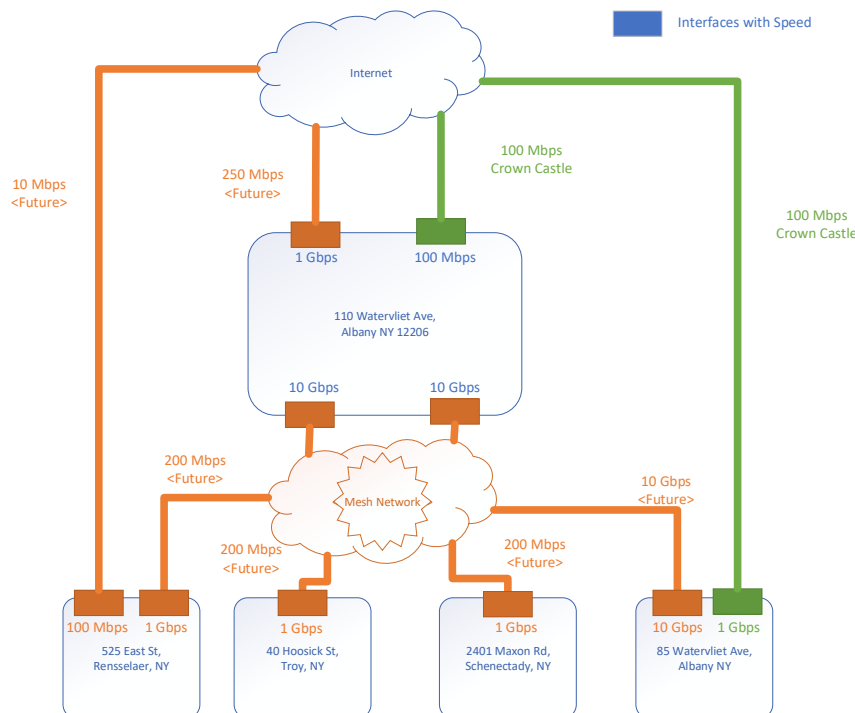
From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Purchase of Fiber Services

Background:

In 2014, CDTA competitively procured and awarded a contract to Level 3 Communications (now CenturyLink) to provide internet service and connectivity across all CDTA facilities. With increased demands for cloud based solutions and off-site hosting, integration among our locations has become a vital component of operations. Enterprise applications that depend on this functionality include:

- Microsoft Teams – cloud-based telephony
- Office 365 – cloud-based email, calendaring and office products
- ITMS – connected vehicles and real time passenger information
- Smart card (Navigator) central data systems and customer service tools
- End point (tablets, phones, PC's, etc.) management and security
- Disaster recovery infrastructure including replication of data to other sites
- Camera systems in facilities and on buses
- Internal and external web sites and applications



This list continues to grow each year as bandwidth needs increase, and we look to move from maintaining dedicated infrastructure to using commodity services.

The Information Technology department designed a network architecture that would ensure access to these services while improving speed and reliability. This solution will also allow CDTA to room to expand over the next several years.

After a review of the internet providers listed in New York State Office of General Services Contracts PS68696 and PS68694, we received quotes from three of the providers listed. FirstLight submitted the lowest quote, and we have no negative feedback about their ability to provide services and delivery support.

	Current	FirstLight	Crown Castle	CenturyLink
Monthly	\$6,211	\$5,135	\$5,255	\$8,436
Yearly	\$74,535	\$61,620	\$63,060	\$101,234
3 Years	\$223,607	\$184,860	\$189,180	\$303,702
Taxes and Fees	Included	\$4,000	\$4,000	\$4,000
Total (3 year)	\$223,607	\$188,860	\$193,180	\$307,702

Justification:

This recommendation to award a contract for fiber services to FirstLight is based on cost effectiveness and ability to deliver satisfactory services and support. Additional reasons to support this recommendation include:

- FirstLight is listed on NYS OGS Contract PS68696.
- FirstLight fiber is physically redundant and on a separate ring from our current provider. This improves network reliability in cases of physical damage or power outages.
- FirstLight fiber terminates in a separate physical location that is sufficiently far enough from other providers which also improves network reliability.
- FirstLight can provide a package that provides for 10x the speeds at a lower cost than what we are currently paying.

The FirstLight pricing is based on government rates provided to New York State agencies including deep discounts and is therefore considered to be fair and reasonable.

Recommendation:

I am requesting that a three-year contract for the purchase of fiber services be awarded to FirstLight of Albany, NY for an amount of \$200,000.

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:

\$50,209 (three years) NTE fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

☐ Request for Proposals (RFP) ☒ Invitation for Bids (IFB) ☒ Other-NYS OGS

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 and Advertised
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

8. Disadvantaged Business Enterprise (DBE)/Minority/Women's Business Enterprise (MWBE) involvement

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: FirstLight Fiber

41 State St Floor 10

Albany, NY 12207

8. SOURCE OF FUNDS: Funded in operating budgets FY2020, FY2021 and FY2022

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:** January 14, 2020

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 04 - 2020**

Award Sole Source Contract for Legal Services Panel Counsel
to Monaco, Cooper, Lamme & Carr, PLLC

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 counsel, and chooses to utilize panel counsel to assist the Authority’s internal General Counsel, and

WHEREAS, the Authority awarded five-year contracts to five legal firms in 2017 after a competitive RFP process, and one firm, Carter, Conboy, has dissolved and some attorneys have formed a new law firm, and

WHEREAS, staff desires to continue the contract with the new law firm and has reviewed the hourly rates and finds them to be fair and reasonable based on rates of other panel counsel, and

WHEREAS, the Authority recommends a two-year sole source legal services panel counsel contract be awarded to Monaco, Cooper, Lamme & Carr, PLLC of Albany, NY, with an amount not to exceed \$50,000 per year, with services performed on an as-needed basis at agreed-upon hourly rates.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority hereby awards a two-year sole source legal services panel counsel contract to Monaco, Cooper, Lamme & Carr, PLLC of Albany, NY, with the total cost not to exceed \$100,000 over two years.
2. The contract carries no guarantee of work, but shall establish the terms and conditions governing any work that the Authority solicits to be done and is conditioned upon agreement as to hourly fees and other charges.
3. The Chief Executive Officer is hereby authorized to execute the contract, subject to compliance with all the applicable requirements, including those set forth in the contract documents.
4. Funding for any services provided shall come from the FY2020 and FY2021 Operating Budgets.
5. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 29th day of January 2020.

Dated: January 29, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Award recommendation for Legal Services Panel Counsel to Monaco Cooper Lamme & Carr, PLLC of Albany, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: January 22, 2020
Board Action Date: January 29, 2020

Background:

General Counsel maintains contracts with law firms to assist in a wide variety of specialties on an as-needed basis.

Purpose:

Panel Counsel contracts were last awarded on January 25, 2017. Since that time, one of our contracted personal injury firms has dissolved and some of the attorneys have formed a separate law firm. Since it is technically a new entity, a new contract is recommended.

Summary of Action:

In 2017, a Request for Proposals (RFP) was issued seeking legal panel counsel to provide specialized services on an as-needed basis. After review, contracts were issued to several firms, including Carter Conboy. This firm has recently dissolved, and a number of attorneys have formed a new firm – Monaco Cooper Lamme & Carr, PLLC. Carter Conboy was assigned several cases that have not been closed, and in order to allow continuation of these cases with the same legal staff, it is recommended we award a sole source contract. Staff has reviewed the hourly rates and find them to be fair and reasonable based on comparison with rates of other panel counsel. There is no change to the remaining existing panel counsel contracts.

Staff recommends a sole source contract for panel counsel be awarded to Monaco Cooper Lamme & Carr, PLLC of Albany, New York for a term of two (2) years for an amount not to exceed \$50,000 per year. (Services will be performed on an as-needed basis at agreed-upon hourly rates. Actual cost is highly variable depending on the nature of the services involved but are anticipated not to exceed \$50,000 to see a case through to trial.)

Financial Summary and Source of Funds:

The contract will not exceed \$100,000 over a two-year period and will be funded in the FY2020 and FY2021 Operating Budgets.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Amanda Avery, General Counsel

Memorandum

January 22, 2020

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

From: Amanda Avery, General Counsel

Subject: Sole Source Legal Services Panel Counsel

Background

Through the General Counsel, CDTA's internal legal department provides legal services, risk management and administrative assistance to the Authority.

From time to time, the legal department requires the assistance of outside legal counsel covering certain practice areas, including personal injury defense. As the need for these particular services can be predicted, it is in the best interests of the Authority to enter into term contracts covering certain practice areas. Term contracts allow the legal department to utilize outside firms on an as-needed basis, as matters arise, at specified rates that are agreed upon in advance.

In 2017, after a competitive RFP process, five-year legal services term contracts were awarded to five different firms. Since that time, one of the firms – Carter Conboy – has dissolved, and a number of attorneys have formed a new firm, Monaco, Cooper Lamme & Carr, PLLC. As we wish to continue the contract with the new entity, a sole source contract award is now recommended.

Recommendation:

I am recommending approval of a two-year sole source Legal Services Panel Counsel contract with Monaco, Cooper Lamme & Carr, PLLC. Services, if any, will be performed at agreed-upon rates and terms.

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:

\$100,000 (two years) 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 # 1 and Advertised
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

9. Disadvantaged Business Enterprise (DBE)/Minority/Women's Business Enterprise (MWBE) involvement

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Monaco Cooper Lammee & Carr, PLLC

1881 Western Ave Suite 200

Albany, NY 12203

8. SOURCE OF FUNDS: FY2020 and FY2021 Operating Budgets

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:** January 15, 2020

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 05 - 2020**

Authorize Payment for the Uncle Sam Parcels

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by New York Public Authorities Law Section 1304 with the development and improvement of transportation and related services within the Capital District, and

WHEREAS, the Authority is partnering with the City of Troy to build a transit center adjacent to the Uncle Sam parking garage (the “Uncle Sam Transit Center”) to improve public transportation options and provide customer amenities in the City of Troy, and

WHEREAS, the Authority negotiated with the Uncle Sam Garage property owner to develop a 40-year ground lease for the Uncle Sam Transit Center, and

WHEREAS, good faith efforts to negotiate acquisition of real property at 15-24 Fourth Street in Troy for the construction of the Blue Line (River) BRT failed, and

WHEREAS, after a long series of eminent domain proceedings, the Authority has been awarded the property per eminent domain procedure law, and

WHEREAS, the acquisition of property consists of 14 parcels composed of four purchases, three permanent easements and seven temporary easements representing 30,000 square feet with a total sum of just compensation of \$387,000, and

WHEREAS, staff requests the Authority to make the \$387,000 payment to the property owner, Uncle Sam Garages, LLC (David Bryce) for the acquisition of the Uncle Sam parcels and to file the tax maps that will enable the Authority to take official control of the parcels.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority authorizes payment in the amount of \$387,000 to property owner, Uncle Sam Garages, LLC (David Bryce) for the acquisition of 14 parcels and the subsequent filing of the tax maps that will enable the Authority to take official control of the parcels.
2. The Chief Executive Officer is hereby authorized to execute all necessary documents.
3. 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 January, 2020.

Dated: January 29, 2020

Mark Schaeffer, Secretary

Memorandum

January 23, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Acquisition of Uncle Sam Parcels

Background:

As we have been discussing for some time (most recently at the December 2019 Committee meeting), the property at 15-25 4th Street in Troy ("Uncle Sam Garage") is of strategic importance for the construction of the Blue Line (River) BRT. The acquisition process has been under way since late 2017 and after a long series of legal actions, we have been awarded the property as per eminent domain procedure law. This action was authorized by the Board in February of 2018.

In summary, the acquisition consists of 14 parcels which are composed of four purchases, three permanent easements, and seven temporary easements. They represent a total of 30,000 square feet. The sum total of just compensation amounts to \$387,000.

Recommendation:

I am requesting that the Committee advance to the full Board a recommendation that authorizes staff to make the \$387,000 payment to the property owner, Uncle Sam Garages LLC (David Bryce) for the Uncle Sam acquisition. We will subsequently file that tax maps that will enable us to take control of the parcels.

Cc: Carm Basile, Chief Executive Officer
Amanda Avery, General Counsel



Memorandum

January 29, 2020

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for January

Overview

This is a very exciting time as we embark on a year of innovative projects that will move CDTA forward and further evolve the mobility landscape in the Capital Region. We are deep into budget development, which sets the tone for the year. At the same time, we are in the middle of a Strategic Planning process, which will build a roadmap for a successful CDTA into the future. Work has begun to update our Transit Development Plan and our Facilities Master Plan. We do all this work understanding the important role that we have in the development of the region.

Electric buses have been on the streets of Albany for almost a month. With a successful event to unveil them followed by lots of media attention, the pilot operation is off to a great start. The four buses are operating on fixed routes based in the Albany Division. Bus operators enjoy the ride quality and we have received positive feedback from customers. The on-board systems are providing data to analyze operations, power consumption and range. We are working with National Grid regarding charging times and cost. The buses are stars in the community – people want to get on board to take pictures and selfies with CDTA’s electric additions to the family.

There is good news for transit in Governor Andrew Cuomo’s Executive Budget Request. The EBR proposes to increase State Operating Assistance for CDTA and other upstate systems by 4.25%. It rolls over the fifth year of the state capital plan while providing \$20 million for upstate systems to purchase battery electric buses. There is also a discussion about an appropriation of \$1.5 billion for electric buses and required infrastructure. This is a great starting point for budget discussions. Over the next two months, we will meet with elected and appointed officials to talk about the work we do at CDTA to provide better mobility choices throughout the Capital Region. This effort will be orchestrated by Lisa Marrello and her team and we will provide regular updates on our progress in this regard.

As we review the Governor’s EBR, we are deep into our own budget planning. Our team has developed a draft budget that was reviewed at last week’s Strategic and Operational Planning committee meeting. Based on discussion and suggestions, our team will refine revenue and expense items to get the budget to a balance point. Some information is forthcoming, like final state budget numbers, detail on federal appropriations and projections on things like Mortgage

Recording Tax. We will also finalize our five-year capital plan. This is based on our need's assessments and availability of federal and state funds for buses, infrastructure and new projects. We look towards a fresh start on the 2020-2021 budget because of the great condition of this year's financial plan. Thanks to the work of the CDTA team, our budget results are exemplary. The current fiscal year has seen healthy returns from the Mortgage Recording Tax, rising customer revenue driven by our wholesaling efforts, and record revenue from facility advertising. This is balanced by a laser focus on controlling expenses; hats off to everyone for their efforts to make us successful.

Our work revolves around telling our story, developing partnerships, and looking for ways to make our network meaningful to people who rely on CDTA. Over the past 10 years, we have made external relations, branding and image building a strategic issue. We think about how to do this, we integrate it into our planning work, and we work on it with our Community and Stakeholder Relations committee. By elevating the profile of this work, we are better at it, we can measure progress and adjust as required. As part of this work, we will hold our annual State of CDTA event on February 6. Our staff will turn our service center into a presentation room, giving guests a glimpse of what's in store for the next year. We will showcase everything we do at CDTA, show off our facilities, and deepen partnerships with decision makers from around the region. We will also use this opportunity to launch our 50th Anniversary Celebration!

While we showcase CDTA, our Leadership Team continues to work on our Strategic Plan. They are collecting information from customers and stakeholders and are developing employee engagement surveys to get input from all parts of our company. Barbara Gannon is coordinating activities and developing a list of things we need to do. This includes another meeting of board members and the Leadership Team to review the information we have collected, to ask what we have learned, and determine what else we need to complete the process. Work is underway on the next iteration of our Transit Development Plan and an update to our Facilities Master Plan.

As we reported last week, our new *FLEX* service is off to a great start. Ridership grows every day – on the first few days there were 5 or 6 customers, this week we were at 35-40 per day. In addition to growing the customer base, our staff is field testing the mobile app and operating software and looking at how the operations department is handling this new process. The service operates in an area between Guilderland, Colonie and Latham. There have been a few bumps in the road, but in general, a thumbs up for our newest addition to the CDTA mobility menu.

A new service schedule went into effect this past Sunday. We review services constantly and make changes to the network three times a year (more often if needed). Several routes saw minor time changes and I am pleased that we could make notable additions of new Sunday service on Route 138 in Albany, Route 289 in Troy and Route 353 in Schenectady. These additions come about because of demand and the need for better connections in our communities.

We are preparing to increase the parking rates at the Rensselaer Rail Station. The increase will standardize rates in our surface lots and bring us in line with market rates for similar facilities. A public hearing will be held this evening at RRS. Customers and others can react to the proposal (and some have already done so on-line). We will assemble all comments and provide the board

with an opportunity to review them. The schedule aims to have the new rate schedule in place on or about Monday, April 6, 2020.

Construction work is continuing at our Troy garage. The frame of the expansion is complete, and work has shifted to the interior of the building. The garage work provides great optics for Blue Line BRT project. At the same time, crews are installing cable for signals and technology upgrades to support BRT service. Concrete sidewalks are being installed to provide better access to the BRT Line, to other CDTA services, and for the community along the corridor.

There is so much going on at CDTA and our employees are dedicated to making CDTA the best it can be. No doubt, 2020 will be a banner year for us - new services, expanded facilities, strategic planning and our 50th anniversary!

Performance Measures

Key Performance indicators for the company are included in our monthly reports. Data is for December and it is compared to December 2019. The measures that we use in our reports provide a high-level view of our company and the effectiveness of our service network and delivery systems.

Total ridership in December was 1.2 million, about 5% less than last December (1.25 million). Year-to-date, ridership is 2% lower than the same time last year. We have been up and down throughout the year, usually by one or two percentage points. Most of the decrease in December happened on the first few days of the month as a result of a major snowstorm. We recovered through the month but not enough to offset the early losses. Boardings on Northway Xpress buses were at 13,675, up 1% from last December; there were 28,050 boardings on STAR vehicles, level with last December.

Our financial reports reflect the solid footings that our company sits on, with positive trends in revenue lines and cost containment throughout our expense lines. Year-to-date (9 months), total revenue is 7% ahead of budget. This is driven by the Mortgage Recording Tax (11% ahead of budget), revenue from facility advertising (61% more than expected), and customer revenue (3% ahead of budget).

Year-to-date, total expenses are 1.5% under budget. The wage line is 2.5% over budget as we continue to hire people in anticipation of new services that will begin later in 2020; health insurance is 10% under budget; essentially washing out wage increases. The health changes are driven by plan redesign and more employees not selecting our coverage.

Workers compensation expenses are 25% under budget – however, a few loss-of-use awards can quickly eat into savings. Professional services are over budget by 13%; this is marketing, legal and planning services. Maintenance services are 24% under budget (this is IT, vehicle maintenance and facility expenses). We are looking at both lines to more accurately reflect costs. Purchased Transportation is 7% over budget; spending in this line has slowed as we improve STAR operations. At the end of December, we have a year-to-date surplus of \$2.8 million.

We missed 115 trips on the fixed route system; last December, we missed 44 trips. Most of the missed trips came during the major snowstorm and the days that passed in early December. We reported 71 accidents in December with 28 categorized as preventable; last December, we reported 45 accidents with 17 preventable. Many of these occurred the week following the snowstorm (ice and large snowbanks). There was also an uptick in accidents at the Tory garage, caused by the expansion project. We have modified circulation patterns in the garage and have seen improvement over the past few weeks.

Close to 99% of our preventative maintenance inspections were done on time (we missed one in the time window); it was at 100% last December. Scheduled maintenance work was at 84%; same as last December. Fixed route timeliness was at 71%; last December, it was 75% (we want to be within a 0-5-minute late window at least 80% of the time). The drop in this measurement is related to snow and the resulting slowdown in travel speeds. Our call center processed 236 comments compared to 180 last December. Response time to close inquiries within 10 working days was at 94%; last December, it was 91%. There were 777,000-page views at www.cdfa.org. Last December, there were 656,000-page views.

Community Engagement:

- February 6 - State of CDTA
- March 10 - NYPTA Transit Awareness Day
- March 15-17 – APTA Legislative Conference

Activity Report

As we work to build a stronger CDTA, we are focused on making our foundation better. This is accomplished by reaching out to partners in the community and making what we do more relevant and meaningful throughout the region.

- On December 18, we presented a ceremonial check to Peter Gannon, Chief Executive Officer at the Capital Region United Way. This year's employee giving campaign exceeded \$152,000. We also announced the 2019 step-up winner, Victor Guerin (Albany bus operator). Step-up recognizes employees who contributed at least \$2 more per pay period than last year (Victor upped his contribution by \$5 pay period).
- On December 20, I attended the WGDJ annual holiday breakfast at the Century House. Lots of business and community leaders in attendance.
- On December 20, I attended an executive committee meeting of the United Way. We discussed the agency's financial condition, personnel matters and a shared-use capital project. This committee is akin to our Board Operations Committee.
- On December 20, I visited with Phil Calderone the new Chief Executive Officer at the Albany Airport Authority. We talked about common issues that we can work on together. The Airport is a Universal Access partner.

- On December 30, we had an opening conference with the New York State Comptrollers staff regarding their audit of our compliance with the requirements of FOIL. Amanda Avery and Vanessa Salamy joined me.
- On January 2, Mike Collins and I met with Dr. John Bennett and Brian O'Grady from CDPHP to talk about our proposed Wellness Center. We discussed the health care providers who will staff the Center. This is on track to open in spring 2020.
- On January 3, I participated in a conference call with Barbara Gannon to talk about our Strategic Planning process. Team leads were also on the call to discuss the next steps in development of information/data needed for the planning process. We are in good shape as we build the components of the plan.
- On January 6, I greeted a class of 16 new bus operators. This is one of our larger classes as we prepare for services that will begin in 2020. I talked with them about the work we do at CDTA, and ways we work together to make our company stronger.
- On January 8, I met with Mark Aesch to talk about developments in the transit industry. Mark was Chief Executive Officer at the RGRTA in Rochester. He now owns a business called TransPro. They provide performance metrics standards with an emphasis on customer service. Mark provides a unique perspective on public service.
- On January 9, I talked with Barbara Gannon to develop a timeline for our Strategic Planning activities. Things are moving well, and we hope to have another set of board/senior leadership meetings in the next month or two. Still on target to have the plan completed by mid-2020.
- On January 10, Paul Vandenburg (WGDJ) broadcast his radio show from CDTA. We talked on air about the things CDTA is doing with an emphasis on electric buses. Representatives from National Grid talked about their work to understand electric bus charging and infrastructure requirements.
- On January 10, we held a media event to unveil our electric buses. Our podium was filled with speakers who talked about the important step we are taking to test this technology. More than 100 people assembled in our garage with lots of media coverage. Great job by Jaime Watson and her team to execute the activities.
- On January 14, I met with Peter Gannon, United Way CEO and Jeff Buell, Redburn Development Principal to talk about development in the Capital Region. The United Way is interested in a shared services concept in one of the region's downtown cores.
- On January 14, Jon Scherzer and I met with Nancy Carey Cassidy and her staff to talk about Universal Access opportunities. Nancy is the Chief Operating Officer at the Picotte Companies. They manage properties throughout Albany, notably the Corporate Woods Office park. We have worked with the Picotte Companies on projects in the past.

- On January 15, I attended a meeting of the Christian Brothers Academy Board of Trustees. The board set tuition levels for next year, reviewed two major capital projects and took actions to restructure debt payments. Many CBA students use our services to travel to/from the campus in Colonie.
- On January 17, Lisa Marrello and I traveled to Amsterdam to meet with Mayor Michael Cinquanti. We talked about the proposal for Montgomery County to join the Authority and the service plan that we have developed. The Mayor pledged to advocate for this.
- On January 17, Jon Scherzer and I traveled to Saratoga Springs to meet with Assemblywoman Carrie Woerner and Adirondack Community College President Kristine Duffy. We talked about improving mobility for the college community. ACC has campus locations in Queensbury and Wilton and are looking to improve connections to Saratoga Springs and Glens Falls.
- On January 20, I participated in meetings with staff from the Governor's Office and others to talk about a proposal to build a transit center in downtown Albany.
- On January 21, I participated in a panel discussion on the Future of Small Cities. The discussion was held at the Troy Innovation Garage and included a presentation by Oscar Edmundo Diaz who was special advisor to the Mayor of Bogata, Columbia. Bogata has an advanced network of Bus Rapid Transit.
- On January 24, I chaired a conference call meeting of the NYPTA legislative committee. We talked about the Governor's Executive Budget Request and NYPTA advocacy.
- On January 26, I met with Maureen Sager who is working with the Upstate Alliance for the Creative Economy and the Center for Economic Growth on a regional branding initiative. We have been involved in this work to sharpen the Regional Identity and supportive development efforts.
- On January 27, I attended meetings of the Colonie Industrial Development Agency and Local Development Corporation. I am a member of both boards that promote economic development activities throughout the town.
- On January 28, I attended a meeting of the Capital Region Chamber of Commerce Board of Directors. I am completing my first year on the board and find it to be very interesting and very much related to the work we are doing at CDTA.
- On January 28, I attended a meeting of the Chamber's Strategic Plan work group. I have been asked to work with the group as the Chamber develops its strategic plan.

Final Thoughts

With the month of January already behind us, it is amazing to review the work that is going on at CDTA. New services, new programs, Strategic Planning, updates to tactical plans like Transit Development and Facilities has everyone energized and doing their part to make CDTA better.

We are expanding our menu of mobility choices and looking for ways to coordinate offerings so that customers can use them in whatever way they want. Our relationships and partnerships grow by the day, and people looking for us to lead the way on transportation, mobility and infrastructure initiatives. We have a great team at CDTA and are constantly looking forward – an exciting time indeed!

Copy: Senior Staff
Director of Corporate Communications
Director of Marketing