



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, February 26, 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, January 29, 2020	Jayne Lahut	2
Recognition/Updates		
<ul style="list-style-type: none">Mark Miller – 25 Years of ServiceJoe Falu – 30 Years of Service	Carm Basile/ Jayme Lahut	
Committee Reports: (Action Items Listed)		
Board Operations Committee (02/12/2020)	Jayne Lahut	
Performance Monitoring/Audit Committee (02/19/2020)	Denise Figueroa	
<ul style="list-style-type: none">Award Sole Source Contract for Purchase of FareboxesAward Sole Source Contract for Diesel FuelAward Contract for Wellness Center ConstructionAward Contract for Radio Communications SystemAccept State Funding		13 17 22 27 31
Community and Stakeholder Relations Committee (02/20/2020)	Jayne Lahut	
Strategic and Operational Planning Committee (02/20/2020)	Michael Criscione	
<ul style="list-style-type: none">Authorize WWBRT Local Funding MatchApprove RRS Parking Rate Hearing and Recommendation		34 37
Chief Executive Officer's Report	Carm Basile	41
Executive Session		
Upcoming Meetings		
Wednesday, March 25, 2020 at 12pm at 110 Watervliet Ave, Albany		

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

MINUTES OF WEDNESDAY, JANUARY 29, 2020 BOARD MEETING

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

MEMBERS EXCUSED David M. Stackrow, Treasurer

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
 Jonathan Scherzer, Director of Marketing
 Jeremy Smith, Director of Facilities
 Stacy Sansky, Director of Procurement
 Philip Parella, Jr., Director of Finance
 Thomas Guggisberg, Director of IT
 Kelli Schreivogl, Director of Human Resources
 Allison Schreffler, Marketing Manager
 Brooke Simoncavage, Marketing Coordinator
 Nicholas Chenard, Assistant Superintendent of Albany
 Vanessa Salamy, Executive Assistant
 Ed Rich, CDCAT

CALL TO ORDER At 12:03 p.m., Chairman Lahut called the meeting to order.

- Chairman Lahut noted that a quorum was present.

AGENDA APPROVAL

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

APPROVAL OF THE DECEMBER 18, 2019 BOARD MEETING MINUTES

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

RECOGNITION

- Chairman Lahut and Mr. Basile presented the following service awards to
 - Moussa Kouyate, Albany Operator – 20 Years of Service
- The members offered their congratulations.

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Jayme Lahut

- Board Operations Committee met on Wednesday, January 15, 2020 at 9:15am at 110 Watervliet Avenue, Albany.

Administrative Discussion Items

- The Committee met on Wednesday, January 15. We reviewed the committee agendas for the month of January, which contained updates and progress reports on many of our projects. We also looked at the Committee and Board Calendar for the remainder of the year.
- Our work to develop a Strategic Plan for the company is continuing. We expect to meet with Barbara Gannon in the coming weeks to discuss our findings and the direction for the plan. Still on target to have the plan completed by the middle of this year.
- We continue to develop KPI's and monitor STAR operating results. This report will begin to transition to the Performance Monitoring/Audit Committee.
- Advocacy Update – Lisa Marrello provided us with an update from the capitol. With the state of the state and the executive budget presented, we are now in advocacy season. Details to follow.
- The next meeting of the committee will be Wednesday, February 12, 2020 at 9:15am at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

- Performance Monitoring Committee met on Wednesday, January 22, 2019 at 12:00pm at 110 Watervliet Avenue, Albany.

Consent Agenda Items

Resolution No. 01 – 2020 – Approve Annual Procurement Report

- Stacy Sansky provided the annual report on procurement activities. The report reviews our various procurements, including surplus sales, change orders, sole sources, minority/women owned businesses, and service-disabled veterans owned businesses.
- Our MWBE program is in good shape with a participation rate of 37% for 2019, which exceeds the state mandated goal of 30%. The disabled veteran's program, which is a newer state program, has a participation rate of 1%, but continues to grow as more firms are certified. A total of \$48,717 was returned to the operating budget as proceeds from the disposition of surplus materials in 2019.
- The Authority hereby approves the disposition of vehicles, equipment and parts in 2019

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

Resolution No. 02 – 2020 – Approve Contract for Bus Wash Soap

- An invitation for bids was issued to purchase bus wash soap for our bus wash racks. The soap is a concentrated liquid mix that is used to clean the exterior of buses. One bid was received, which is typical of this type of contract. Staff recommends a three-year contract to Dynasty Chemical Corporation for \$50,209.
- The Authority hereby awards a three-year contract to Dynasty Chemical Corp of Albany, not to exceed \$50,209 over three years.

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

Resolution No. 03 – 2020 – Approve Contract for Fiber Optic Services

- With growing demand for cloud-based solutions and off-site hosting enterprises, we obtained quotes from fiber service vendors to increase the speed and reliability of our applications. All quotes came from internet providers listed in NYS OGS contracts. First Light fiber was the low-cost provider, while providing more network speed and reliability. Staff recommends a three-year contract to First Light Fiber for \$200,000.
- The Authority hereby approves a three-year contract to First Light Fiber of Albany not to exceed \$200,000.

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

Resolution No. 04 – 2020 – Approve Contract for Legal Services

- Carter Conboy, one of our panel counsel firms, has dissolved and some of their attorneys have formed a separate law firm named Monaco Cooper Lamme & Carr.
- Since several cases assigned to that firm had not been closed, and in order to allow continuation of these cases with the same legal staff, our staff is recommending a sole source contract to this new firm.
- The Authority hereby approves a two-year contract to Monaco Cooper Lamme & Carr, PLLC of Albany not to exceed \$50,000 per year.

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

Audit Committee Items

- Sarah Matrose provided her quarterly report. The Revenue Audit Report was completed, which contained one recommendation that staff incorporated.

- Upcoming work items include a review of our Warranty process, the Davis-Bacon & Prevailing Wage Audit, and the Annual Risk Assessment. The Internal Audit Charter was reviewed, and a written summary was provided.

Investment Committee

- No items scheduled.

Administrative Discussion Items

- Lance Zarcone and Steve Wacksman gave the annual fleet inspection report based on Transit Resource Center's (TRC) maintenance audit. Total defects during the audit of 70 buses were at 313, up from 118. Most of the increase was with "B" defects. Most "B" defects are exterior and engine compartment issues, with many being cosmetic in nature. With that said, staff is enhancing our quality assurance program and implementing quarterly internal audits of our fleet.
- Despite an uptick in defects, TRC remains impressed with our fleet and garage and is confident we will reverse this one-year trend.
- Mike Collins gave the Monthly Management Report for December. We are in a good financial position through December. MRT is \$925,000 over budget for the year; Customer Fares are more than 3% ahead of budget for the year; and Facility Advertising is 60% over budget for the year, mostly because of overage payments from Lamar. Wages are over budget by 2.5% for the year; Health care is under budget by 10%; and Workers' Compensation is under budget by 25%. Total Revenue is up 3.2% for the year and expenses are down 2.3%.
- Chris Desany gave the Monthly Non-Financial Report for December. Total ridership for the month was down 5% and down 2% for the year; STAR ridership was flat for the month and up 9% for the year; Preventable accidents spiked to 28 and Non-preventable accidents to 32 due to the two-foot snowstorm early in December. On-time performance was at 71%.
- Next meeting of the Committee is scheduled for Wednesday, February 19, 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, January 23, 2020 at 10:45am at 110 Watervliet Avenue, Albany.

Consent Agenda Items

- No items scheduled.

Administrative Discussion Items

- Jonathan Scherzer provided an update on the newly rolled-out FLEX micro transit pilot program. CDTA launched FLEX on January 3, 2020. FLEX offers flexible routing and scheduling that allows users to book a trip through a mobile app, similar to rideshare. FLEX continues to grow its ridership through customers use, word of mouth, and marketing efforts by CDTA. To date, more than 300 passengers have taken trips and 4,000 miles have been logged.
- Jaime Watson summarized the monthly Community Engagement report and provided a 2019 year-in-review. In total CDTA had 174 earned media placements in television, newspaper and radio. Many of the stories highlighted in 2019 focused on CDTA's community partnerships,

electric buses and new services. Jaime discussed themes, projects and goals for CDTA's communication and community engagement activities over the next year.

- Next meeting of the Committee will be on Thursday, February 20, 2020 at 10:45am at 110 Watervliet Avenue, Albany.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

- The Strategic and Operational Planning Committee met on Thursday, January 23, 2020 at 12:00pm at 110 Watervliet Avenue, Albany.

Consent Agenda Items

Resolution No. 05 – 2020 – Authorize Payment for Uncle Sam Parcels

- As we have been discussing for some time, the location of the 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.
- The Board hereby authorizes staff to make the \$387,000 payment to the property owner, Uncle Sam Garages LLC (David Bryce) for the Uncle Sam acquisition.

Motion – Ms. Figueroa

Seconded – Ms. Nugent

Carried Unanimously

Administrative Discussion Items

FY2021 Budget Development

- Work continues as we shape the FY 2021 budget. Driving forces in the plan include commitments to adding two new services, a contractual wage increase, health benefits, and increased costs for purchased transportation services. The budget anticipates adding up to 40 new positions to operate our two new services, and it also incorporates our successful bike share program into our regular budget.
- On the revenue side, we are currently planning for no increase in MRT, a \$1.8M increase in customer revenue, a \$0.4M increase in facilities income, and a \$1.7M increase in STOA. It also includes a new operating grant to help offset expenses to the new River BRT line. We are also evaluating how much federal maintenance to allocate to operations.
- The current spending plan is \$100M with a \$4.25M gap. As we work through the next couple of months, we will look to refine expense projections, look at other revenue opportunities, and continue our advocacy efforts. We expect to significantly reduce the current projected budget gap by the February committee meeting.

Cybersecurity Update

- To ensure a safe and reliable operating environment, the integrity of our networks and data assets is of paramount importance. CDTA maintains an extensive cybersecurity program that focuses on people, processes and tools and is based on industry standard frameworks and protocols. We discussed threat response protocols, cybersecurity management in the organization, threat detection and mitigation, and the importance of the employee's role in cybersecurity. Our top cybersecurity risks were also reviewed, along with tactics used to address them.

Capital Projects Update

- Capital construction projects continue to be a busy area for the organization. We reviewed recently completed projects including electric bus infrastructure, the RRS top deck, operations department renovations, and the Crossgates Mall stop relocation. Projects under way include River BRT stations, the Troy garage, the Bokland property and the wellness center.
- Future projects include ETEC and the downtown campus on the Washington/Western BRT, Albany and Schenectady garage expansions, and the concepts of a consolidated operations facility and an Albany transportation center. We also reviewed a long list of other projects that focus on improvements for employees, green infrastructure upgrades, and investments at the rail stations.

Executive Session

- No items scheduled.
- Next meeting of the Committee will be on Thursday, February 20, 2020 at 12:00pm at 110 Watervliet Avenue, Albany.

CHIEF EXECUTIVE OFFICER'S REPORT – Carm Basile

- The Chief Executive Officer provided his report for January.

EXECUTIVE SESSION

- No items scheduled.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, February 26, 2020 – 12:00 PM

ADJOURNMENT –

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

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: January 29, 2020

CHIEF EXECUTIVE OFFICER'S REPORT

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 2018. 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.cdt.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

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 06 - 2020**

Award Sole Source Contract for Purchase of 27 Fareboxes

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by title 11-C of the Public Authorities Law with providing omnibus transportation within the Capital District transportation district and to make various capital purchases authorized by Public Authorities Law section 1306, and

WHEREAS, In July 2013, the Authority awarded a competitively procured Fare Collection System contract to Genfare, a division of the SPX Corporation, and

WHEREAS, the Authority has now contracted to purchase new revenue vehicles for Bus Rapid Transit (BRT) service that require new fareboxes, and

WHEREAS, the Genfare contract has since expired, requiring the execution of a new contract for the purchase of additional fareboxes for the new BRT vehicles, and

WHEREAS, it is necessary that the new fareboxes be compatible with the existing system purchased from Genfare, requiring the execution of a new farebox contract with SPX Corporation of Elk Grove, IL, and

WHEREAS, the proposed unit cost for fareboxes is \$12,035, plus associated charges for a total of \$331,207 for 27 units, which has been determined to be both fair and reasonable,

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards the contract for the purchase of 27 additional fareboxes to SPX Corporation, Inc., of Elk Grove Village, IL.
2. Authority staff is hereby authorized to contract with SPX Corporation, Inc., to provide the equipment in accord with the quoted unit and other charges, as set forth in the contract documents, at a cost of \$331,207.
3. The source of funding for this project will be from the River BRT Small Starts Grant and FY2021 Capital Plan.
4. This resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 26th day of February, 2020.

Dated: February 26, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for the purchase of fareboxes to SPX Corporation of Elk Grove Village, Illinois.

Committee: Performance Monitoring/Audit
Committee Meeting Date: February 19, 2020
Board Action Date: February 26, 2020

Background:

As the river corridor Bus Rapid Transit (BRT) advances, additional buses have been ordered and need to be outfitted with the appropriate equipment. We are increasing the size of our fleet by 20 buses and additional fareboxes are required for the operation of the new BRT line.

Purpose:

To provide fareboxes for the additional new Gillig buses for the River BRT line.

Summary of Proposal:

In July 2013 the Board awarded a competitively procured contract to Genfare (a division of the SPX Corporation) for the purchase of a new fare collection system, including fareboxes. However, since this contract has expired, a sole source contract is recommended to allow for continuity of equipment and software for our new buses. Staff has reviewed the pricing provided by SPX and found it to be fair and reasonable based upon past purchases of the same style of farebox.

Staff recommends a contract for the purchase of 27 fareboxes be awarded to SPX Corporation of Elk Grove Village, Illinois for an amount not to exceed \$331,207. Upon approve a contract will be immediately executed and fareboxes will be ordered.

Financial Summary and Source of Funds:

The farebox cost is \$331,207 and will be funded through the River BRT Small Starts Grant and FY2021 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

February 19, 2020

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Farebox Purchase

Summary

We are introducing another BRT line this fall in 2020. The River BRT corridor extends 17-miles along the Hudson River connecting Albany, Cohoes, Menands, Troy and Waterford.

As a result of the River Corridor service, we need to increase our fleet to operate this new service. Since buses are not equipped with fareboxes, we need to purchase them separately and have them installed. We will purchase 27 fareboxes to cover 20 new River Corridor buses and 7 spares.

Background

A new fare collection system was competitively procured through SPX Genfare (GFI) in July 2013. The CDTA fleet is now equipped with the SPX Genfare Fast Fare farebox system.

However, since the contract has expired, we want to sole source this procurement to continue using the same SPX Genfare farebox. Using the Genfare farebox will minimize adding new parts to inventory, retain the same technology, eliminate training for operators and technicians, and keep the customer experience identical to what they are accustomed to by utilizing the same farebox system.

Recommendation

In order to allow for fleet continuity and integration into existing systems staff is recommending a sole source contract for the purchase of 27 fareboxes be awarded to SPX Corporation of Elk Grove Village, IL for an amount not to exceed \$331,207. These costs have been evaluated and compared to previous purchases of the same items and are found to be fair and reasonable.

Copy: Chief Executive Officer
Director of Procurement

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:**

\$331,207 **fixed** estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

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

Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

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

Are there known DBEs that provide this good or service? Yes **No**

Number of DBEs bidding/proposing _____

DBE Certification on file? Yes No **Not Applicable**

Was contract awarded to a DBE? Yes **No**

Number of DBE Subcontractors 0

DBE Subcontractor Name and Certification Type: _____

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

800 Arthur Ave

Elk Grove, IL 60007

8. **SOURCE OF FUNDS: Funded through the River BRT Small Starts Grant and FY2021 Capital Plan**

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: February 12, 2020

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 07 - 2020**

Award A Sole Source Fuel Contract to Mirabito Energy Products

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

WHEREAS, the Authority is authorized to make purchases and enter into contracts providing for purchases designed to provide the necessary fuel for its omnibus transportation operations, and

WHEREAS, the purchase of fuel comprises a significant portion of the Authority’s annual budget, rendering it in the best interests of the Authority to enter into fixed-price fuel contracts to promote fiscal stability and to compensate for the volatile nature of the fuel market, and

WHEREAS, the Authority has closely monitored pricing for the purchase and delivery of Ultra Low Sulfur Diesel (ULSD) and Ultra Low Sulfur Kerosene (ULSK) fuel, and

WHEREAS, the Authority has determined that due to the volatility of the market, it would be prudent to lock in future fuel purchases at a current quoted price of \$1.97/gal for Ultra Low Sulfur Diesel, and \$2.28/gal for Ultra Low Sulfur Kerosene, by entering into a contract with Mirabito Energy Products of Binghamton, NY, the incumbent provider of fuel, and

WHEREAS, Mirabito Energy Products has always provided competitive pricing and superior service to the Authority, and

WHEREAS, after due deliberation and discussion, the Authority has determined that the significant cost savings justifies the award of a one-year sole-source contract to Mirabito Energy Products of Binghamton, New York, commencing in June 2021 through June 2022, for an estimated minimum contract value of \$4,179,840.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards a one-year sole source contract for purchase and delivery of ULSD at a fixed price of \$1.97/gal and ULSK at a fixed price of \$2.28/gal, with an estimated minimum value of \$4,179,840, subject to acceptance and satisfaction of all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be the FY2022 Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 26th day of February, 2020.

Dated: February 26, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Sole Source contract award to Mirabito Energy Products of Binghamton, NY for Ultra Low Sulfur Diesel (ULSD)

Committee: Performance Monitoring
Committee Meeting Date: February 19, 2020
Board Action Date: February 26, 2020

Background:

Staff routinely monitors fuel markets to project reasonable pricing for future operating budgets. This allows for improved budgeting and predictability; a model that has been successful in reducing fuel costs. Mirabito is now able to execute an additional one-year contract starting in June of 2021.

Purpose:

Ultra-Low Sulfur Diesel (ULSD) is used by the fixed route bus fleet. Locking in a fixed price allows staff to ensure budget predictability for a product that is part of a highly volatile market.

Summary of Proposal:

A competitive procurement process takes a minimum of six weeks to complete, meaning we will not know for six weeks what our potential pricing is. Fuel suppliers are generally unwilling to provide firm pricing for a length of time longer than six months.

Fuel is a highly volatile commodity, with little predictability. Because prices change daily, it is in the best interest of CDTA to forgo the prolonged competitive procurement process and lock in pricing when it becomes cost effective to do so. Fuel represents about 6% of our operating budget.

Upon Board approval, staff will execute an agreement with Mirabito to lock in pricing at \$1.97 per gallon for 100% of the fuel needed from June 2021 through June 2022. In the winter months, we typically add Kerosene at .31 cents more per gallon to prevent the fuel from freezing. Staff recommends a contract award to Mirabito Energy Products of Binghamton, NY for Ultra Low Sulfur Diesel and Kerosene.

The actual dollar value of this contract is variable because it is dependent upon actual fuel consumption.

Financial Summary and Source of Funds:

\$4,179,840 is the minimum expected contract value
Ultra-Low Sulfur Diesel \$1.97/gal; Kerosene Additive is \$2.28/gal
This contract will be funded beginning in the FY2022 Operating Budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Phil Parella, Director of Finance

Memorandum

February 19, 2020

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

From: Philip Parella, Jr., Director of Finance

Subject: Sole Source Procurement-ULSD

Summary

Staff recommends awarding a sole source contract to Mirabito Energy Products of Binghamton, New York for the purchase of diesel fuel. This contract would be for the purchase of 2,016,000 gallons at a cost of \$1.97 per gallon, and an additional \$0.31 cents more per gallon for a winter blend to prevent fuel from freezing during the winter months.

Background

The CDTA Board of Directors grants staff the authority to purchase fuel from our supplier without a traditional competitive bid process. Competitive bid processes must be initiated in advance to adhere to procurement guidelines while allowing vendors time to prepare their most competitive proposal. During this time, pricing for market-traded commodities like fuel can change significantly and produce undesirable prices.

To have more control of the price we pay, we receive pricing from our vendor daily while monitoring the fuel markets and world news. We have worked with Mirabito for many years and have developed a very good relationship. In consultation with Mirabito, we will purchase fuel on a specific day when the future price meets our goals.

Our goal is to secure 12-months of fuel supply ensuring budget predictability through a fiscal year and to pay a price that is lower than our current price.

Below is the history of pricing since we started this process;

<u>Delivery Dates</u>	<u>Price</u>	<u>Contract Date</u>
May 2021 – May 2022	\$1.97	February 2020
May 2020 – May 2021	\$2.06	June 2019
May 2019 – May 2020	\$2.30	December 2018
May 2018 – May 2019	\$2.04	March 2017
May 2017 – May 2018	\$2.69	February 2015
May 2016 – May 2017	\$2.87	October 2014
May 2015 – May 2016	\$3.03	September 2014
May 2014 – May 2015	\$3.10	October 2013
May 2013 – May 2014	\$2.97	June 2012

Copy: Chief Executive Officer
Vice President of Finance & Administration
Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 08 - 2020**

Award Contract for Construction of Wellness Center

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

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

WHEREAS, The Authority and CDPHP have partnered to build and operate a Wellness Center for employees in the Albany Division, and

WHEREAS, The Wellness Center will provide basic healthcare and consultations to Authority employees and regulatory physicals, drug and alcohol testing services will be relocated to this facility, and

WHEREAS, an Invitation for Bids was issued to convert the “training room” on the first floor of the Albany Division into a wellness center, which included demolition of the existing space, general construction work, plumbing and HVAC, and

WHEREAS, competitive bids were duly received and AOW Associates, Inc. of Albany, New York, was the lowest responsive bid with an amount not to exceed \$143,699, with a completion date of May 2020.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards the contract for construction of the Wellness Center to AOW Associates of Albany, New York, for an amount not to exceed \$143,699, subject to complying with all the applicable requirements including those set forth in the bid and contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this project will be from FY2021 Capital Plan.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 26th day of February, 2020.

Dated: February 26, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for construction of Wellness Center to AOW Associates, Inc. of Albany, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: February 19, 2020
Board Action Date: February 26, 2020

Background:

CDTA and CDPHP have partnered to build and operate a Wellness Center for our employees in the Albany Division.

Purpose:

The Wellness Center will afford the opportunity for basic healthcare and consultations to CDTA employees. Additionally, regulatory physicals, drug and alcohol testing services will be relocated to this facility.

Summary of Proposal:

An Invitation for Bids (IFB) was issued to convert the “training room” on the 1st floor of the Albany Division into a wellness center. The IFB specified the requirements which include demolition of the existing space, general construction work as well as specialty work such as plumbing and HVAC. The IFB was downloaded by forty (40) vendors, five (5) of which submitted bids.

The bid submitted by AOW Associates, Inc was the lowest responsive and responsible bid received. Staff has qualified AOW Associates as able to perform the work through interviews and reference checks and is satisfied in their ability to complete the project.

Staff recommends a contract for wellness center construction be awarded to AOW Associates, Inc of Albany, NY for an amount not to exceed \$143,699. Upon contract execution a contract will be executed immediately with a completion date of May 2020.

Financial Summary and Source of Funds:

Base Bid	\$119,699
20% Contingency	\$24,000
TOTAL:	\$143,699

This will be funded in the FY2021 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

February 19, 2020

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

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Contract Award Recommendation for Construction of Wellness Center

Overview

As we have been discussing over the past several months, we have been working with our partners at CDPHP to develop the concept of a “wellness center” as part of our program of benefits. This idea is based upon a similar and very successful program implemented by Precision Value and Automation in Cohoes, a customer of CDPHP.

The wellness center will be multipurpose and provide employees with every opportunity to have convenient access to health services. The wellness center would afford basic care and consultation services and the ability to follow up with a resident nurse practitioner, on site at 110 Watervliet Avenue. Wellness activities will include smoking cessation programs, blood pressure testing, cholesterol testing and health counseling. Additionally, we will conduct regulatory physicals along with drug and alcohol testing which will reduce costs and provide convenient access for employees. CDPHP will be taking on the cost for the practitioner, and CDTA will be responsible for the build-out of the space.

To facilitate this program, the first-floor training room has been earmarked for renovation and conversion into the wellness center. We will be building two examination rooms, a bathroom for taking samples, a practitioner office area, an agility testing area and a waiting room.

Justification

An Invitation for Bids was solicited that included the demolition of the existing space, general construction (framing and finishing, floor, ceiling) electrical, plumbing, and HVAC. The work does not include network/telecom, furniture, or medical equipment. The specification was downloaded 40 times and five bids were received. AOW of Albany, New York was the lowest qualified bidder with a bid of \$119,699. This bid is in line with the engineers estimate for construction, and references have checked out satisfactorily.

Recommendation

I am requesting that a contract for the construction of the wellness center be awarded to AOW of Albany, New York in the amount of \$119,699 plus a \$24,000 (20%) contingency, for a total amount of \$143,699.

Copy: Chief Executive Officer
Director of Facilities

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:**

\$143,699 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 # 40 and Advertised
Number of Proposals/Bids Received # 5

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 3 MWBE (2WBE/1MBE)

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: AOW Associates, Inc.**

30 Essex Street
Albany, NY 12206

8. **SOURCE OF FUNDS: Funded in the FY2021 Capital Plan**

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:** February 11, 2020

BID SUMMARY
CDTA-FAC 166-2000 Wellness
Center Construction

2/10/20

1:00PM

Bidder	Item	Total
AOW Associates, Inc. Craig Kennedy 30 Essex St Albany, NY 12206 518.482.3400 ckennedy@aowassoc.com	Total Base Bid	\$119,699.00
Sam Greco Construction, Inc. Sam Greco 18 Industrial Park Road Troy, NY 12180 518.465.1155 stever@grecoconstruction.com	Total Base Bid	\$194,800.00
M.A. Schafer Construction, Inc. Mark Schafer 4928 Western Turnpike Altamont, NY 12019 518.357.0221 maschconstruction@gmail.com	Total Base Bid	\$136,700.00
Gallo Construction Corp Michael A Gallo 50 Lincoln Ave Watervliet, NY 12189 518.273.0234 mmaquire@gallogc.com	Total Base Bid	\$155,600.00
Rosch Brothers, inc. William Rosch 424 Old Niskayuna Road Latham, NY 12110 518.573.8265 bill@roschbrothers.com	Total Base Bid	\$124,800.00

I, Carm Basile, Chief Executive Officer of the Capital District Transportation Authority, hereby certify that the above is a true, complete and accurate record of the bids received by the Capital District Transportation Authority for the Authority's project CDTA-FAC 166-2000, which bids were opened the 10th Day of Febru

Carm Basile

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 09 - 2020**

Award Sole Source Contract for P25 Radio Communications System Maintenance

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

WHEREAS, in 2018, a new voice and data communications system was competitively procured and awarded to Motorola, Inc., and

WHEREAS, the new Motorola system requires ongoing contracted maintenance services, and

WHEREAS, Wells Communications has extensive knowledge of the CDTA communications systems, processes and locations, having always provided satisfactory service, and is already under contract for routine maintenance of the P25 radio system, and

WHEREAS, the awarding of a sole source agreement to Wells Communication will allow one vendor to provide complete maintenance and oversight of CDTA’s communications systems and equipment, and

WHEREAS, staff has reviewed Wells’ proposed pricing and has determined it to be fair and reasonable, and

WHEREAS, it is in the best interests of the Authority to award a one-year communications maintenance contract with four optional renewal years to Wells Communications of Troy, New York for a total amount not to exceed \$164,600.

NOW, THEREFORE, IT IS RESOLVED as follows

1. The Authority authorizes a one year communication maintenance support contract, with four optional one year renewals, with Wells Communications, subject to compliance with the terms and conditions of the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding is the FY2021 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 26th day of February, 2020.

Dated: February 26, 2020

Mark Shaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for Radio Communications System Maintenance to Wells Communications of Troy, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: February 19, 2020
Board Action Date: February 25, 2020

Background:

The new P25 system is now operational and requires maintenance support services.

Purpose:

To allow for maintenance support on the new communications equipment and for the decommissioning of obsolete equipment.

Summary of Proposal:

In 2016 a new communications system was competitively procured and awarded to Motorola, Inc. This communication system not only includes voice and data equipment but also equipment at tower locations. A maintenance agreement is required to maintain all equipment.

Wells Communication is a subcontractor on the P25 contract and is also the incumbent service provider for maintenance and service on CDTA radio equipment. Wells Communication has extensive knowledge of CDTA communications systems, processes and locations and provides satisfactory service. Wells Communication is already under contract for routine maintenance of the P25 radio system. A sole source agreement will allow one vendor to provide complete maintenance and oversight of CDTA's communications systems and equipment. As part of this agreement Wells will also decommission the obsolete tower equipment. Staff has compared this pricing to historical pricing and found it to be fair and reasonable.

Staff recommends a one-year contract with four optional renewal years for communication maintenance support be awarded to Wells Communications of Troy, New York for an amount not to exceed \$164,600.

Financial Summary and Source of Funds:

Decommission of tower equipment	\$39,600
Maintenance Services	\$25,000 per year (not to exceed)
Total not to exceed:	\$164,600

This contract will be funded by the FY2021 operating budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

February 19, 2020

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

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Radio Communications System Maintenance Contract

Overview

In 2016, CDTA implemented a Motorola P25 radio communications system which was competitively procured and provided by Motorola, Inc. This system is used throughout the agency on all CDTA revenue vehicles and most non-revenue vehicles for voice and data communications. In addition to components on vehicles, we also maintain equipment at six tower locations. We hold two different contracts to support this radio equipment. The first is for the equipment at the towers, and that work is done by Wells Communications as a subcontractor to Motorola. The second is a maintenance contract is for the equipment on the buses. Our technicians do quite a bit of this work, so this second contract is on a time and materials basis.

This recommendation is for that second contract. Additionally, since the new P25 system is now operational, we require services to have the legacy equipment at the tower locations decommissioned and removed. The scope of this contract includes that work as well.

Justification:

This recommendation for a sole source award of a system maintenance agreement is based on a number of important considerations. Wells has a unique knowledge of our system through their long-standing relationship with CDTA, which dates back over 25 years to the original installation of this equipment. The scope of work includes support and maintenance of new radio components and decommissioning of legacy radio infrastructure.

Advantages of using Wells Communications for this work include:

- Wells is our incumbent service provider currently responsible for all maintenance and service of our radio system and has extensive knowledge of our infrastructure and the programming behind it. We have always been very happy with their service.
- Pricing is fair and reasonable, since it is based on historical pricing from previous purchases of the same items and services performed.
- Portions of this work are part of routine maintenance of our new P25 radio communications system, for we have an existing services contract with Wells.

Staff Recommendation

Staff is requesting that a one-year maintenance contract with four optional years be awarded to Wells Communications of Troy, New York in an amount of \$39,600 for decommissioning services, and an amount not to exceed \$125,000 (over five years) for maintenance services.

Copy: Chief Executive Officer
VP of Finance and Administration
Director of Procurement

**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:

\$64,600 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

10. 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: Wells/Bearcom

221 N. Greenbush Road

Troy, NY 12180

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: February 10, 2020

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 10 - 2020**

Authorizing the implementation and funding in the first instance of the State Mass Transportation Capital program-aid eligible costs of mass transportation projects described in NYS Department of Transportation Agreement #K007407, annexed hereto, and appropriating funds therefor.

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

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

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

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

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

RESOLVED, that the sum of FIVE MILLION, FOUR HUNDRED NINETY FOUR THOUSAND, NINE HUNDRED FORTY-SIX DOLLARS (\$5,494,946) is hereby appropriated and made available to cover the cost of participation in the above phase of the projects; and it is further

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

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

of the local share of federal-aid and state-aid eligible project costs and all project costs within appropriations therefor that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution shall be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the projects, and it is further

RESOLVED, this Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 26th day of February, 2020.

Dated: February 26, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Resolution to accept \$5,494,946 in State funding.

Committee: Performance Monitoring/Audit

Committee Meeting Date: February 19, 2020

Board Action Date: February 26, 2020

Background:

CDTA is apportioned Federal funds on an annual basis through the Section 5307 and Section 5339 programs. Section 5307 supports CDTA's bus and bus facilities program, bus shelter replacement program, passenger amenities, and preventive maintenance associated with federally funded assets. Section 5339 also supports CDTA's bus replacement program.

These project costs are funded with two federal grants. Section 5339 funds will be used to support the replacement of two bus washers, seven support vehicles, seven paratransit vehicles and the acquisition of a Trolley. Section 5307 funds support preventive maintenance associated with federally funded assets, the bus shelter replacement program, and passenger amenities.

The Federal government supports 80% of the costs associated with these activities. New York State Department of Transportation (NYSDOT), subject to approval of agreement K007407, will provide 10% or \$1,853,528 as local match. CDTA will provide \$1,853,528, the remaining 10% in support of these activities.

Additionally, New York State supports flexible use of capital funding to address transit system needs through the Accelerated Transit Capital (ATC) Program. CDTA was allocated \$3,641,418 in ATC funds. These funds were budgeted in our capital program to support the purchase of 40 foot Gillig buses and commuter buses. The State supports 100% of the costs associated with these vehicles.

Purpose:

NYSDOT requires a Board resolution to accept State funding prior to being reimbursed for expenses incurred as part of this agreement. This is a routine action.

Summary of Proposal:

The resolution will permit CDTA to execute an agreement with NYSDOT to accept \$5,494,946 in funds.

Financial Summary and Source of Funds:

NYSDOT Agreement K007407 will fund 10% of the Section 5307 and Section 5339 programs at \$1,853,528 and 100% of the ATC program at \$3,641,418, for a total of \$5,494,946.

Prepared by:

Melissa Shanley, Grants Manager

Project Managers:

Lance Zarcone, Vice President of Operations

Ross Farrell, Director of Planning

Philip Parella, Jr., Director of Finance

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 11 – 2020

Authorizing the Programming of Local Financial Commitment for Washington-Western BRT

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by Title 11-C of the Public Authorities Law with the continuance, further development and improvement of transportation and other services related thereto within the Capital District transportation district, by railroad, omnibus, marine and air, and

WHEREAS, the Capital District “Washington-Western Corridor” consists of a dense urban cluster of development characterized by high transit propensity that currently produces over 3 million transit riders per year, and

WHEREAS, in the Authority’s Transit Development Plan, Bus Rapid Transit (“BRT”) has been identified as its premium service mode, expanding it into its own route network is a strategic priority and the “Washington-Western Corridor” falls within the criteria for BRT, and

WHEREAS, on February 26, 2014, the Authority’s Board of Directors adopted Resolution No. 3-2014, accepting the *CDTA Transit Development Plan Update*, including progression of the Washington-Western BRT, and

WHEREAS, multiple studies conducted by CDTA, the Capital District Transportation Committee (“CDTC”), the University at Albany, the City of Albany, and other stakeholders have concluded that BRT would be a cost effective investment to connect the activity centers along the Washington-Western Corridor and proposed routing and station locations, and

WHEREAS, on December 18, 2013, the Authority’s Board of Directors adopted Resolution No. 48-2013 endorsing the Locally Preferred Alternative for the Washington-Western BRT and providing approval to submit to the Federal Transit Administration (“FTA”) for entrance into the Capital Investment Grants (“CIG”) “Small Starts” funding program, and

WHEREAS, on March 13, 2014, the CDTC Policy Board endorsed the Locally Preferred Alternative for the Washington-Western BRT, and

WHEREAS, on July 8, 2014, the FTA accepted the Washington-Western BRT into the Project Development phase, and

WHEREAS, on September 3, 2015, the CDTC Policy Board endorsed the Washington-Western BRT as part of *New Visions 2040*, the Capital Region’s long-range regional transportation plan, and

WHEREAS, on February 10, 2015, the FTA assigned a D-list categorical exclusion for the Washington-Western BRT, thereby completing the mandatory National Environmental Policy Act (“NEPA”) process, and

WHEREAS, CDTA has submitted applications, titled Project Rating Package(s), to the FTA for Small Starts funding in 2017, 2018 and 2019, and

WHEREAS, FTA rated the project a Medium, which is a satisfactory rating making the project eligible for funding, and

WHEREAS, FTA and CDTA have continued to progress the project through the Small Starts process and, in furtherance of a Small Starts Grant Agreement (SSGA), CDTA is required to document a formal commitment to the non-CIG project funding share, and

WHEREAS, it has been determined to be in the best interests of the Authority to commit to fund the 25% capital local match portion of the Washington-Western BRT, currently estimated at \$20.3 million, from non-CIG funding sources,

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority approves the full funding of the 25% capital local match portion of the Washington-Western BRT, currently estimated at \$20.3 million, from non-CIG funding sources.
2. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 26th day of February, 2020.

Dated: February 26, 2020

Mark Schaeffer, Secretary

Memorandum

February 20, 2020

To: Strategic & Operational Planning Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Washington-Western BRT Local Financial Commitment

Background:

The Washington-Western Bus Rapid Transit (WWBRT) line continues to be progressed by staff through the Capital Investment Grants (CIG) Small Starts program. Small Starts, a funding source provided by the Federal Transit Administration primarily for BRT lines, was recently awarded to the River Corridor BRT. We submitted a Project Rating Package (aka grant application) for the WWBRT, which received a “Medium” rating and is therefore eligible for CIG funding.

A key step of the Small Starts process is documenting that the candidate/applicant is committed to funding the non-CIG portion of the project. This is a requirement for FTA staff to recommend a project for funding to USDOT administration.

The WWBRT project under Small Starts is currently estimated to cost \$81.2 million dollars. This is split between \$60.9 million (75%) from CIG Small Starts and \$20.3 million (25%) from non-CIG sources.

This coming April, FTA will hold a workshop at CDTA to complete a review of the project’s status. Prior to this “risk/readiness review”, evidence of CDTA's local financial commitment is required via a Board resolution. The following are possible funding sources:

1. Land sale of CDTA property in Saratoga – up to \$1.685 million
2. NYSDOT Transit Capital Funding – up to \$12.0 million
3. Land value via easement donation for stations and busway constructed on property of New York State – minimum of \$1.25 million
4. Financing of bus purchase – up to \$16.4 million

As is standard practice for all CDTA capital projects, we will continue to identify additional funding sources to meet the match as the project progresses.

Staff Recommendation

I am recommending that the Board adopt a resolution that establishes CDTA's non-CIG local financial commitment for the Washington-Western Bus Rapid Transit project, and that staff be authorized to submit the resolution to the Federal Transit Administration for CIG Small Starts funding.

Cc: Carm Basile, Chief Executive Office

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 12 - 2020**

Approve RRS Parking Rate Hearing and Recommendation

WHEREAS, the Capital District Transportation Authority (the “Authority”) is empowered by Public Authorities Law Section 1307 to levy and collect fares and fees relating to its transportation services; and

WHEREAS, after the required publication of notice pursuant to Public Authorities Law 1307(3) annexed hereto, the Authority conducted a public hearing in order to obtain public testimony regarding a proposed increase in parking rates at certain of the Authority’s facilities, and also accepted the submission of written comments; and

WHEREAS, after review of public testimony and comments, and discussion and deliberation thereupon, the Authority now recommends adoption of the proposed parking rates as annexed hereto.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Authority hereby adopts the proposed parking rate increases, as annexed hereto and incorporated by reference.
2. The effective date for the implementation of the attached rate increases shall be April 6, 2020.
3. Authority staff is hereby authorized to take all reasonable and necessary action to implement the new parking rates.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, hereby 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 26th day of February, 2020.

Dated: February 26, 2020

Mark Shaeffer, Secretary

Memorandum

February 20, 2020

To: Strategic & Operational Planning Committee

From: Jonathan Scherzer, Director of Marketing

Subject: RRS Parking Rate Proposal

Background

Parking rates at Rensselaer Rail Station were last increased in April 2013. At that time, we agreed that rates would be reviewed for adjustment every few years. The Board adopted this as a good business practice. Staff reviewed the rate structure against similar facilities and found that our rates were in line to be adjusted. The proposed rate structure is projected to yield about \$400,000 in additional revenue annually.

Proposed Rensselaer Rail Station Parking Rate Changes

- **Garage Rates** – the daily rate will increase from \$12.00 to \$14.00. The rate for 7 consecutive days will be \$70.00.
- **Surface Lot A** – the daily rate will increase from \$8.00 to \$10.00. The rate for 7 consecutive days will be \$50.00.
- **Surface Lot B** – the daily rate will increase from \$7.00 to \$10.00. The rate for 7 consecutive days will be \$50.00.
- **Surface Lot C** – the daily rate will increase from \$8.00 to \$10.00. The rate for 7 consecutive days will be \$50.00.
- **Customers with Disabilities** – pay half for both the daily and 7 consecutive day rates.

Customers can park on the Top Deck free of charge for up to two hours, while the station will continue to offer free parking in the garage and surface lots for the first hour. After this grace period, parking in the garage and surface lots costs \$2 per hour until the daily maximum is reached.

Public Hearing

We held a public hearing on January 29, 2020 to give customers an opportunity to comment on our proposal. We also accepted comments over the phone, via mail and email through February 15, 2020. There were two speakers at the public hearing, and we received 19 written comments (summary attached). Most of the comments are against any increase; a few supported the proposal with requests that revenue be used to upgrade facility amenities. All comments will be included in the public record of the hearing on the matter.

Recommendation

After reviewing testimony and considering our proposal, we recommend an increase in the parking rates at Rensselaer Rail Station as planned. The new rate structure would take effect on or about Monday, April 6, 2020.

Cc: Carm Basile, Chief Executive Officer
Senior Staff
Phil Parella, Director of Finance
Jeremy Smith, Director of Facilities

RRS Rate Restructure Public Hearing Comment Summary

A total of 19 comments were submitted regarding the proposal to increase the parking rate structure at the Rensselaer Rail Station. They came mostly through the CDTA website with a few speakers at the public hearing, and additional commentary through public communications channels. A majority of the comments were not supportive of the increase with a sub sample that did not object to rate increases as long as they go toward specific station improvements.

Comments Included:

- I would very much like to see the additional funds used to add automated exit gates utilizing credit cards and/or EZPass. It's unbelievable that it is 2020, and we're still relying on parking attendants to process dozens of cars.
- The cost of the long term / economy lot at \$10 / day is high. The airport economy lot is \$6 / day and they have the cost of shuttle vans and drivers. The \$10 lot at the airport gets you valet parking if you want it.
- I travel from the train station to NYC for medical treatment, which occurs several times a month. Although a couple dollar increase does not seem like a lot- traveling to seek care is expensive and the increases matter. Amtrak has partnered with others to reduce fares for those seeking care. Could CDTA do something similar?
- My comment is for you to live more within your means. Shave the increase way down, if raised at all. 25 and 48 percent increases in fees are totally out of line.
- As a person who has parked each week in the garage for many years, I have coped with the constant repairs that I assumed were caused by faulty construction, materials and/or maintenance practices. There is a stark difference between the parking garage (clean, well maintained, up to date technology to pay and exit quickly) and customer experience at the airport and the parking garage (dusty, bird droppings, water leaks causing havoc with the paint on cars) and customer experience at the rail station.
- At a time when we're trying to encourage more people to take public transit to reduce traffic and help protect the environment, you're encouraging more people to avoid taking the train.
- You are making the cost of parking for MEGABUS riders, who are (by definition) cheap, almost as expensive as the ride itself. If there was a good alternative, similar to the RED BusPlus going to Greyhound, then this would not be an issue. Slightly unrelated, but is parking still free in Schenectady?

Improvement Suggestions Included:

- Update the entry/exit point with automated, technological improvements
- Cover the passenger walkway to the train station.
- Improve the overall customer experience at the station's public touch points
- Consider reduced fare structure on weekends
- Be sure to print new rate card for rail lobby areas.
- Install EZ-PASS as an option for payment where applicable



Memorandum

February 26, 2020

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for February

Overview

It was with great pride that we presented our annual State of CDTA report to nearly 100 stakeholders a few weeks ago. Our maintenance center was transformed into an events center and CDTA employees beamed as the presentation area was surrounded by buses, bicycles, support equipment and technology components. What a great way for us to showcase what we do, how we do it and the people who do it. I was joined at the podium by Chairman Jayme Lahut who provided remarks about the work we are doing to make CDTA bigger and better.

A special segment provided perspective on the foundation of our company and how we prepare ourselves for success. This unique perspective was provided by current board member and past Chairman, Dave Stackrow and former Executive Director Dennis Fitzgerald. Dave has spent 25 years on our board, leading us through many projects and initiatives. Dennis spent more than 30 years at CDTA with 22 as Executive Director. Dave is our longest serving board member and Dennis is our longest tenured Chief Executive. They spoke of the challenges they faced navigating CDTA through good times and tough times. They focused on the people that work at CDTA as being the constant in everything we have done. That was great to hear as our State of the State presentation focused on the accomplishments of our employees.

In our State of the State presentation, we talked about the need to be even more progressive. To do this we need to consider the challenges ahead of us and point our company in the right direction. In that vein, our Leadership Team continues work on our Strategic Plan. They are collecting information from customers, stakeholders and community leaders regarding direction – what should we be doing more of, what should we change, and what will our mobility landscape look like in the next 5 years. Barbara Gannon is coordinating this work, which will include another meeting of board members and the Leadership Team to review what we have learned and what else we need to complete the process. This work will help us build a clear roadmap for a successful CDTA.

We also used the State of the State to kick-off our 50th Anniversary and unveil a new logo. The logo is part of a comprehensive plan to celebrate the milestone and to feature the work we have done to build the company and expand our reach and services. The plan will showcase

employees and highlight their work. There is so much going on at CDTA and our employees are dedicated to making CDTA the best it can be. 2020 will be a banner year for us - new services, more facilities, strategic planning and our 50th anniversary!

Our budget team continues to work on the company spending plan for FY2021. Based on suggestions from the Strategic and Operational Planning Committee, we have developed several scenarios to get us at a balance point. We can move ahead confidently, thanks to the condition of this year's financial plan. In the current fiscal year, we have seen healthy returns from the Mortgage Recording Tax, rising customer revenue, and revenue from facility advertising. This is balanced by a focus on controlling expenses.

Moving forward, our budget planning is helped by a proposed increase in State Operating Assistance for CDTA and other upstate systems. We are planning for more customer amenities and better support systems for Bus Rapid Transit on the River Corridor and new Universal Access services. This is included in spending estimates and corresponding revenue lines. There are still some projections that need to be solidified. However, we expect to have a balanced budget for review/adoption by the Board of Directors at the March meetings.

The budget incorporates the new parking rate structure at Rensselaer Rail Station. Board action will set into motion a process to standardize rates in our surface lots and bring us in line with market rates for similar facilities. We will implement an information campaign to make sure that customers know of the increase, the changes to the structure of the payment system and available options. This campaign will strengthen through March to ensure that everyone is aware of what we are doing and why. The new rate structure is set to be in place on Monday, April 6, 2020.

Aligned with our budget work is advocacy and outreach. We are meeting with state elected leaders, their staff members and appointed officials to talk about resources we need to make CDTA better. These discussions include electrifying our fleet, infrastructure requirements, and work we need to do with suppliers and manufacturers. It is driving decisions about facility expansion and modernization. Lisa Marrello and her team are leading this effort. We will attend the New York State Transit Association advocacy day and the APTA Legislative Conference to support our work. This gives us an opportunity to talk with people from other systems and learn about their advocacy, funding and decision-making.

One of our major efforts has been to immerse ourselves in the community, to be a bigger part of it, and to raise our profile within it. Development of partnerships is our calling card and it is commonplace for people to call us for help. It forces us to think about partnerships, to monitor this work and to evaluate our success. The result has been an elevated role for CDTA in the community, more partnerships, more customers and revenue. We support this with a continual introduction of products and services and an external image that is built on results. We believe in the Capital Region and the region believes in us.

Our work to elevate our profile and be part of economic development discussions includes the way we position CDTA. Our staff spends lots of time on this and we have integrated it into advocacy work. We are involved in community efforts to make the region more attractive to people looking to locate here. In that regard, I am part of a group that has undertaken a Regional

Branding Initiative. This work will highlight the benefits of living and working in the Capital Region. It is intended to attract talent to the area and make it more appealing to everybody who lives here. The mobility options that we provide will be a key part of the branding initiative. This is exciting work that we hope to build into a Regionalization Plan that gets our communities supporting a common purpose.

Our new one touch service, which we call FLEX is exceeding expectations. Being run as a pilot, FLEX is now averaging about 75 customers per day. The mobile app and interface between vehicle and driver are working well and operating issues have been relatively easy to resolve. Keeping wait times short in the pilot area (Colonie, Guilderland, Latham) is a challenge with only a few vehicles on the road. As we evaluate the pilot operation, we are preparing for Pilot 2 in Southern Saratoga County, which will launch in late spring. Given the positive reaction to FLEX, it is obvious that we have a good product – how we integrate it into our mobility menu will be our challenge.

We are making steady progress with construction work to support BRT service on the River Corridor. The Troy garage expansion is on schedule with interior work beginning now that the extension is framed. This is a tough project because it is a working facility with regular activities going on around the construction. Hats off to our Troy employees who are getting work done with an eye on the long-term benefits of the project. Work will pick up again in the spring on cabling for technology upgrades to support BRT service and concrete for sidewalks that will improve access to the BRT Line, to other CDTA services along the corridor.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for January and it is compared to January 2019. These measurements provide a high-level view of our company and the effectiveness of our service network and delivery systems.

Total ridership in January was 1.27 million, 6% more than last January. Year-to-date, ridership is 1% lower than the same time last year. This continues the up and down pattern that we have seen through the year. Most of the bounce-back in January is attributed to warm weather and lack of large snowstorms. Boardings on Northway Xpress buses were at 15,715, down 6% from last January; there were 29,737 boardings on STAR vehicles, up 10% from last January.

Our financial reports have been consistent throughout the year with revenue exceeding expenses. With 10 months behind us, operating revenue is 6.4% ahead of budget, driven by the Mortgage Recording Tax (9% ahead of budget), customer revenue (3 ahead of budget) and facility advertising revenue (59% more than expected).

For the 10 months, expenses are about 1% under budget. The wage line is 3% over budget as we hire people in anticipation of new services throughout 2020; health insurance is 10% under budget, driven by plan redesign and more employees not selecting our coverage. Workers compensation expenses are 26% under budget; and maintenance services are 21% under budget. A positive note regarding Purchased Transportation. Although spending is still 6% over budget, it has slowed noticeably, and I'm pleased that January spending was spot on budget. At the end of January, our year-to-date surplus is \$2.5 million.

We missed 29 trips on the fixed route system; last January, we missed 36 trips. A nice return to normal after a tough December. We reported 52 accidents in January with 13 categorized as preventable; last January, we reported 43 accidents with 10 preventable. All preventative maintenance inspections were done on time, same as last January. Scheduled maintenance work was at 86%; last January it was at 82%. Fixed route timeliness was at 77%; last January it was at 76%. Our call center processed 174 comments compared to 220 last January. Response time to close inquiries within 10 working days was at 93%; last January, it was 89%. There were 796,000-page views at www.cdta.org. Last January, there were 682,000-page views.

Community Engagement:

- March 10, NYPTA Transit Awareness Day
- March 15-17, APTA Legislative Conference
- March 18, Transit Driver Appreciation Day
- April 22, Earth Day

Activity Report

The State of CDTA highlighted the work do to spotlight CDTA and our employees. My activities are part of a larger outreach effort to make CDTA more relevant in regional decision-making.

- On January 29, I spoke with Mike DiSocio from the Albany Business Review. We talked about the Troy Transit Center and the next few steps regarding the project development.
- On January 29, I attended our public hearing for the proposed rate increase at the Rensselaer Rail Station parking facility. There were several speakers and we received additional comments via electronic media. Jayme Lahut represented the Board of Directors.
- On January 30, I met with Malta Town Supervisor Darren O’Conner and Councilman Tim Dunn. We talked about ways to increase transit service in the town and connections to Saratoga Springs and Global Foundries.
- On January 30, I met with Cohoes Mayor Bill Keeler. We were joined by Assemblyman John McDonald who arranged the meeting so that the Mayor and I could begin a relationship. We talked about several issues, most notably the start of Blue Line BRT, which will serve Cohoes.
- On January 31, Chris Desany, Ross Farrell and I met with staff from the Empire State Development office. We talked about projects that ESD is funding and ideas for future funding opportunities.
- On February 4, I attended meetings with elected officials at the state capital. Several of these meetings were with the state association team and a few regarded specific CDTA interests. I met with Assemblywoman Pat Fahy, NYSDOT Commissioner Marie Therese Dominguez and staff from the Division of the Budget, senate finance and the governor’s transportation office.

- On February 5, I attended a meeting of the Regional Brand Steering Committee. I have been asked to be part of a group that is working on a regional branding initiative with a primary focus on talent acquisition.
- On February 6, I was pleased to be part of our annual State of the State presentation. Hats off to Jaime Watson and her team for transforming the Albany Maintenance facility into an event center. The display of buses and equipment made a great impression on our visitors and on many of our employees.
- On February 10, I met with Matt Peter the Executive Director of the Albany Parking Authority to talk about ways to move forward on the Albany Transit Center.
- On February 11, I met with Matt Ossenfort, the Montgomery County Executive. We discussed the status of transit service in Montgomery County and the county's desire to join the Authority service district.
- On February 12, I chaired a meeting of the United Way's executive committee. Like we do in our board operations committee, we previewed agendas and got a series of project updates from the United Way staff.
- On February 13, I met with Brian O'Grady, CDPHP Executive Vice President to talk about our Wellness Center project. With the board award for construction, we need to put together the working structure of the center as we move towards a spring opening.
- On February 13, I joined Amanda Avery and Vanessa Salamy in a closing conference with the Office of the State Comptroller. OSC staff audited our policies and procedures relative to the state Freedom of Information Law. The audit went well. Recommendations will include procedural adjustments and some fixes that we to make regarding FOIL.
- On February 14, I attended a Census Workshop sponsored by the United Way. I provided opening remarks (as Board Chair) regarding the importance of the census and the work of many people and organizations throughout the region to ensure that everyone is counted.
- On February 14, I participated in a panel discussion on Human Resources and Inclusion as part of the Rensselaer County Chamber of Commerce' Leadership Institute. This year's class numbers about two dozen young professionals who are engaged in an intensive, year-long development program.
- On February 18, Jaime Watson and I met with the publisher and the editor of The Daily Gazette. We talked about the things we are working on and issues surrounding the need for more mobility choices throughout the region. They had an interest in our efforts in Montgomery County.
- On February 18, I met with Jim Reeks from Sano Rubin Construction to talk about the work our companies are doing and ways that we might be able to work together.

- On February 19, I chaired a meeting of the United Way Board of Directors. The board endorsed a downtown Albany Shared Use concept that could lead to the development of a shared work environment for more than a dozen not-for-profits.
- On February 20, I attended a meeting at the Bull Moose Club with members of the team assembled by the United Way to begin work on a not-for-profit shared use facility in downtown Albany.
- On February 21, I attended a meeting of the Administration and Finance committee of CDTC. This is like our Board Operations committee. We discussed the agency budget; staffing issues, federal transportation legislation issues and the status of the work project currently being undertaken by CDTC staff.

Final Thoughts

The first quarter of the calendar year is always a busy period for us. Budget planning work and advocacy, especially at the state level consume lots of our time and attention. We are also active with federal developments, especially our relationship with the FTA regarding funding through the community investment grant program. All of this is in addition to our full plate of work activities – led by our Strategic Planning process, BRT and other new services, updates to tactical plans like Transit Development and Facility Master Plan and a possible expansion of our transit district.

Our board and staff know the importance of an expanded menu of mobility choices and we are always looking for ways to coordinate our offerings so that customers can use them however they want. This is front and center in the work we are doing. It is a very exciting time for CDTA and appropriate for us to celebrate as we near our 50th Anniversary!

Thank you to everybody for their outstanding efforts.

Copy: Senior Staff
Director of Corporate Communications
Director of Marketing