

Board of Directors Monthly Meeting

Wednesday, April 29, 2020 | 12:00pm
Via Microsoft Teams



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, April 29, 2020 | 12:00pm | 110 Watervliet Avenue, Albany
via Microsoft Teams

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Ascertain Quorum and Approve Agenda	Jayne Lahut	
Approve Minutes of Wednesday, March 25, 2020	Jayne Lahut	3
Recognition/Updates		
• Postponed		
Committee Reports: (Action Items Listed)		
Board Operations Committee (04/15/2020)	Jayne Lahut	
Performance Monitoring/Audit Committee (04/22/2020)	Denise Figueroa	
• Approve Traffic Signal Priority Contract		12
Investment Committee (03/25/2020)	Denise Figueroa	
• Approve Investment Policy		16
Community and Stakeholder Relations Committee (04/23/2020)	Jackie Falotico	
Strategic and Operational Planning Committee (04/23/2020)	Michael Criscione	
Election of Board Officers	Jayne Lahut	
Chief Executive Officer's Report*	Carm Basile	
Executive Session		
Upcoming Meetings		
Wednesday, May 27, 2020 at 12pm at 110 Watervliet Ave, Albany		

**Materials or additional material will be provided at meeting.*

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

MINUTES OF WEDNESDAY, MARCH 25, 2020 BOARD MEETING

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

MEMBERS EXCUSED Jaelyn Falotico

OTHERS PRESENT Carmino N. Basile, Chief Executive Officer
Amanda A. Avery, General Counsel
Michael P. Collins, Vice President of Finance and Administration
Christopher Desany, Vice President of Planning and Infrastructure
Jaime Watson, Director of Corporate Communications
Vanessa Salamy, Executive Assistant

Remote Via Phone:
Sarah Matrose, Internal Auditor
Jonathan Scherzer, Director of Marketing
Jeremy Smith, Director of Facilities
Philip Parella, Jr., Director of Finance
Kelli Schreivogl, Director of Human Resources
Stacy Sansky, Director of Procurement

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

Carried Unanimously

APPROVAL OF THE FEBRUARY 26, 2020 BOARD MEETING MINUTES

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

RECOGNITION

- Postponed

COMMITTEE REPORTS –

BOARD OF DIRECTORS MEETING - Report from Jayme Lahut

- Jayme Lahut reported on a modified board agenda and the order of business. Normally, each committee chair makes a report on the activities for their committee. This includes an update on their monthly meeting and request for action on any items requiring a board resolution. In the interest of time and everyone having access to appropriate technology, Jayme advanced each action item and asked for action. This will dispense with the normal committee reports. It is hopeful the normal committee reporting will resume at the April meeting of the board.

PERFORMANCE MONITORING COMMITTEE - Report from Jayme Lahut

- The Performance Monitoring Committee met on Wednesday, March 18, 2020 at 12:00pm at 110 Watervliet Avenue, Albany.

Consent Agenda Items

Resolution No. 13 – 2020 – Approve Harriman & Downtown Campus Contract

- To complete sitework and installation for the WWBRT line. The project involves constructing new roadways, traffic signals, concrete sidewalks, electrical infrastructure, and landscaping.
- The Committee recommends a contract with New Castle Paving for Harriman West and downtown UAlbany campus stations construction as part of the WWBRT.
- The Authority hereby approves a contract to New Castle Paving, LLC of Troy, NY for a total amount not to exceed \$4,603,716, which includes a 20% contingency.

Motion – Ms. Figueroa

Seconded – Mr. Schaeffer

Carried Unanimously via Roll Call

Resolution No. 14 – 2020 – Approve Contract for River BRT Phase III

- The committee recommends a contract with Callanan Industries for station infrastructure and signal work along the River Corridor BRT.
- The Authority hereby awards a contract to Callanan Industries of Albany, NY for a total of \$3,101,691, which includes a 20% contingency

Motion – Mr. Schaeffer

Seconded – Mr. Stackrow

Carried Unanimously via Roll Call

Resolution No. 15 – 2020 – Approve Contract Smart Card Purchase

- In order to ensure compatibility with our fare collection system, staff recommends a sole source contract to SPX-Genfare for the purchase of the smart cards to replenish our Navigator inventory.
- The Authority hereby approves a contract to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$84,200.

Motion – Ms. Nugent

Seconded – Ms. Figueroa

Carried Unanimously via Roll Call

Resolution No. 16 – 2020 – Approve Procurement Manual

- The Procurement Manual provides a blueprint to staff, vendors, and the Board for how goods and services are procured at CDTA. The manual provides guidance that conforms to CDTA, FTA and New York State procurement regulations.
- The Authority hereby approves the Procurement Manual.

Motion – Mr. Criscione

Seconded – Ms. Nugent

Carried Unanimously via Roll Call

Resolution No. 17 – 2020 – Approve Transfer of Bikeshare Contract

- CDTA operates the successful CDPHP *Cycle!* bike-share program. A new company, Mobility Cloud, Inc. has purchased all assets from Social Bicycles (JUMP Bikes) and a contract is required with the new company for continued service.
- The Authority hereby approves a sole source contract to Mobility Cloud, Inc. of New York, New York in an amount not to exceed \$630,000 for the first year with four optional one-year renewals at the same amount, effective April 1, 2020.

Motion – Ms. Nugent

Seconded – Ms. Figueroa

Carried Unanimously via Roll Call

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Jayme Lahut

- The Community and Stakeholder Relations Committee met on Thursday, March 19, 2020 at 10:45am at 110 Watervliet Avenue, Albany. There were no action items from this committee.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Jayme Lahut

- The Strategic and Operational Planning Committee met on Thursday, March 19, 2020 at 12:00pm at 110 Watervliet Avenue, Albany.

Consent Agenda Items

Resolution No. 18 – 2020 – Approve FY2021 Budget Adoption

- Over the past 6 months, we have developed a budget plan for Fiscal Year 2021. We agreed on a \$97.7 million operating plan and a \$425.1 million capital plan (5 years). The first year of the capital plan is funded at \$53.2 million. This includes several projects, including River BRT and our bus replacement program. It also includes annual lease obligations for buses.
- The Authority hereby authorizes the \$97.7 million operating plan and a five-year capital plan that totals \$425.1 million.

Motion – Mr. Stackrow

Seconded – Mr. Criscione

Carried Unanimously via Roll Call.

Resolution No. 19 – 2020 – Approve Purchase of 122 Industrial Park Road

- We are moving several service-related initiatives, including River BRT, State worker transportation, and a possible expansion into Montgomery County. Along with those initiatives is the need for adequate storage and maintenance facilities to sufficiently operate the services.

- The property across the street at 122 Industrial Park Road is owned by Rick Bokland who operates Bokland Custom Visuals. The location of this building is advantageous due to its proximity to 110 Watervliet Avenue and will serve as employee parking (approximately 100-120 spaces) for those displaced as a result of the Albany garage expansion.
- Jeremy Smith explained what we plan to do with the property. He focused on property acquisition, demolition, and construction. The entire project is estimated to cost \$1.7M
- The Authority hereby authorizes the purchase of 122 Industrial Park Road for \$925,000.

Motion – Ms. Figueroa

Seconded – Mr. Criscione

Carried Unanimously via Roll Call

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

- The Chief Executive Officer provided his report for March.

UPCOMING MEETINGS

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

ADJOURNMENT –

No Objections

Carried Unanimously

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: March 25, 2020

CHIEF EXECUTIVE OFFICER'S REPORT

Our attention, our priorities and our work has changed dramatically in a matter of ten days. The Coronavirus and the immediate need for social distancing has modified everyone's behavior. Governor Andrew M. Cuomo has issued daily guidance, executive orders and directives to guide the activities of all New Yorkers. Transit systems have been deemed an essential service and we have responded accordingly.

First our heroes – the CDTA employees who come to work every day to connect people who must travel, people who have been deemed essential to beating the Coronavirus. It amazes me what our employees have done to monitor ridership, to modify services, and to communicate with customers, the media and with each other. For the time being, we are operating on a modified weekday schedule. This uses Saturday service as its base with additions of routes that serve health facilities, grocery stores and other important locations. STAR is operating on a weekday schedule. We are monitoring reservations and aligning the service to demand. FLEX continues to operate in a geocoded zone, and we are promoting it to people who need to travel between Guilderland, Colonie and Latham. This information is on our web site and we are communicating through social media channels.

There have been lots of procedural changes to realign services. An emergency work pick was executed, revised supervisor assignments were implemented, call center hours were changed, and maintenance priorities have been modified. All buses are disinfected at least every third day, cleaning crews are at layover locations wiping down the interior of buses, and we are using social distancing throughout the company. A special thank you to ATU leadership who is working closely with us to implement changes and explain them to the workforce.

More heroes on the management side – to comply with the Governor's directives, a work from home program has been developed for those whose jobs can be accomplished remotely. Some are working from home on regular schedules, others are alternating days in the office. This has required lots of on-the-spot problem solving to accomplish. A special thanks to the Information Technology staff who ensured that our systems, servers and our infrastructure can accommodate this change in demand for network capacity. All of this is a developing story for us.

Finally, thank you to our Board of Directors. We appreciate your commitment to CDTA and our employees. For now, we will meet remotely. Staff is looking at streaming capabilities to improve our mobile capacity, More on that in the coming days.

Some of our work must continue as planned. First and foremost, we are pleased to provide a balanced budget with a spending plan that is appropriate for the needs of our company. The plan includes a capital plan that is fully funded in Year 1 and anticipates the needs of CDTA to advance an aggressive agenda of projects and activities.

The budget for Fiscal Year 2020-2021 was developed with an inclusive process that provides all departments with input for their projects and activities. The Strategic and Operational Planning Committee began budget discussions almost 6 months ago to provide for a thoughtful, detailed process. This process considered several scenarios to get us at a balance point. It also gives us a Plan B in the event our assumptions need to be reconsidered. We can move ahead confidently, thanks to the condition of this year's financial plan, which includes healthy returns from the Mortgage Recording Tax, customer revenue, and proceeds from facility advertising.

The budget includes the addition of major new services, provides for wage adjustments called for in our collective bargaining agreement, and acknowledges increased costs for purchased transportation, technology infrastructure, marketing and communications. We will be able to draw on grant funds for new services, a first for CDTA. This helpful revenue source comes from the work of our staff to deepen

relationships with federal and state funding organizations. It also includes a new parking rate structure at Rensselaer Rail Station. This will standardize rates in surface lots and bring us in line with market rates for similar facilities. We are revisiting the actual start date for the transition to the new parking rates given current events.

With so many initiatives to manage, we developed monitoring programs that allowed us to present a budget plan that calls for an 8.3% increase in spending and corresponding revenue to provide the menu of services that our customers want, need and deserve. Our budget totals almost \$98 million and it provides the company with the resources it needs to make CDTA bigger and better. I am proud of this budget work, and grateful for the tireless work of our board of director and our staff to assemble and execute it.

We are monitoring the state budget process, which changed when the focus shifted to containing the Coronavirus. Lisa Marrello and her staff are in touch with us and we are working closely with our partners at the New York Public Transit Association. The situation is similar at the federal level as the government works to respond to new economic realities. At all levels, there is a recognition of the important role that transit systems play to connect communities, especially during difficult times. I will keep you updated as we get more information about this.

Our work to develop a Strategic Plan for the company continues. The leadership team met with Barbara Gannon and identified the strategic pillars that the plan will be built on., The next step is for the board and staff to refine the pillars, to develop goals to support the pillars, and to review the company mission to align it to this work. Barbara is thinking about the appropriate venue for this work given our current situation. More to follow.

The state of the company, the welfare of our employees and the continuation of some sense of normalcy is my focus right now. We are likely to make more changes to service, to our business structure and to our methods for conducting business. Good communication channels will be more necessary than ever and all of us are cognizant of that. Together, we will move forward.

Performance Measures

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

Total ridership in February was 1.26 million, 3% more than last February. Year-to-date, ridership is within a percentage point of last year's totals. Boardings on Northway Xpress buses were at 14,473, down 4% from last February; there were 28,057 boardings on STAR vehicles, up 8% from last February.

Our financial reports drive the company. As we approach the end of the fiscal year, we are pleased to report consistent results with revenue exceeding expenses. With 11 months behind us, operating revenue is 6.4% ahead of budget, driven by the Mortgage Recording Tax, which saw another million-dollar month in February; customer revenue, which is almost 2.5% ahead of budget, and facility advertising, which is 57% more than expected.

Total expenses for the first 11 months of the fiscal year are 1% under budget. The wage line is 1% over budget; health insurance is 4% under budget; a reminder, we adjusted the budget last month, moving funds between the health insurance and wage lines to better reflect reality. Workers compensation expenses are 27% under budget; maintenance services and fuel expenses are both 20% under budget. Purchased Transportation expenses are 6% over budget; professional services are 16% more than expected – we have adjusted these lines in the 2020-2021 budget to better reflect our needs. At the end of February, our year-to-date surplus is \$2.7 million.

We missed 57 trips on the fixed route system; last February, we missed 86 trips. We reported 43 accidents in February with 9 categorized as preventable; last February, we reported 52 accidents with 11 categorized as preventable. All but one preventative maintenance inspections were done on time, last February, 100% were on time. Scheduled maintenance work was at 81%; last February it was at 84%. Fixed route timeliness was at 77%; last February it was 75%. Our call center processed 202 comments compared to 228 last February. Response time to close inquiries within 10 working days was at 97%; last February, it was 90%. There were 798,000-page views at www.cdta.org. Last February, there were 640,000-page views.

Community Engagement:

- The events and activities we had scheduled for this reporting period did not take place due to coronavirus concerns. We will revisit this each month and evaluate what to report.

Activity Report

The first 3 weeks of the month were full of activities and events that showcased the work we do and our involvement in the Capital Region community. That work came to a screeching halt around March 15. Our activities are now directed on responding to the Coronavirus, keeping our workforce safe and connecting people who must travel. These activities will return, and we will continue to work to make CDTA bigger, better and stronger. The hashtag *#cdtastrong* best describes our attitude.

- On February 27, I spoke at Discover Albany's annual meeting (formerly Albany County Convention and Visitors Bureau). I talked about the work we do and our partnerships within the hospitality community.
- On February 28, the staff leads, and I spoke with Barbara Gannon about our Strategic Planning process. The staff leads provided updates on their data collection work and we discussed the next few steps in the process.
- On February 28, Lisa Marrello, Jay Bove and I met with Senator Neil Breslin, Assemblywoman Pat Fahy and John McDonald. We talked about the work we do at CDTA, the state budget process and the need for increased STOA and capital funding.
- On March 2, Lisa Marrello, Jay Bove and I met with Assemblyman Phil Steck. We discussed the state budget, the impact on CDTA, and how the process for one house bills may change under emergency conditions.
- On March 2, Lisa Marrello, Jay Bove and I met with Senator George Amedore. We talked about the state budget process and the status of Montgomery County joining the CDTA service district. The Senator, who has announced that he will not seek reelection, has been especially supportive of us expanding our service district.
- On March 2, Lisa Marrello, Jay Bove and I met with staff from Senator Jim Tedisco's office. We talked about the need for stronger funding and to develop streams of revenue that transit systems can count on.
- On March 3, I met with Steve Congel and his staff to talk about the work we do at Crossgates Mall. Steve is Chief Executive Officer at Pyramid Companies, the owners of Crossgates Mall and surrounding developments. We bring lots of people to the Mall and have developed a good working relationship with them over many years (30 plus).

- On March 4, I joined about 50 of our best employees at the annual Exemplary Attendance Awards lunch at the Desmond. Several management staff joined me to congratulate these employees on their dedication and commitment to CDTA and what we do. Kudos to the Human Resource staff for organizing a great event.
- On March 5, I met with Joe Mahoney from the Cushman and Wakefield Brokerage Company. Joe is one of the agents helping us sell the Saratoga property.
- On March 5, I was interviewed by WAMC about our cleaning efforts on our buses and facilities in the wake of coronavirus concerns.
- On March 5, I was interviewed by WNYT's Benita Zahn for her Health Beat segment, which focused on cleaning efforts on our buses and CDTA facilities including our train stations in Rensselaer and Saratoga as coronavirus concerns started to heighten.
- On March 5, I was joined by more than 100 CDTA employees in our Albany Maintenance Center. We presented our State of CDTA report to them and kicked-off our 50th anniversary year. We talked about the work they do to make our company successful. Lots of questions and a little bit of fun, which made for an outstanding event.
- On March 6, I took part in interviews for a United Way senior staff position. I was there to give a board perspective on a potential hire.
- On March 6, I took part in a conference call meeting to discuss the upcoming NYPTA Transit Advocacy Day. We talked about the roles we will play in the day's activities and solidified the messages we wanted to transmit.
- On March 6, I was interviewed by Spectrum News regarding our level of preparedness for the coronavirus and what actions we were taking to support containment efforts.
- On March 6, I attended a retirement party for Jim Mulligan, longtime Employee Campaign Director at the United Way. Jim has overseen CDTA campaigns for the last 30 years. He is respected in the community and well known to our employees and retirees.
- On March 9, I spoke with our newest class of CDTA bus operators. The 20-person class is one of our largest in recent memory. I talked with them about CDTA and the work we do, specifically new services that we will introduce later this year.
- On March 9, I spent some time with Chief Joe Gregory and his Albany Fire Department Leadership team. We talked about our partnership, the work we do together and ways we can expand our relationship.
- On March 9, I accompanied United Way staff on a meeting with Senator Neil Breslin. We talked about a shared space for not for profits in downtown Albany and the benefits it will have on a wide audience of people and organizations.
- On March 9, I attended a meeting of the NYPTA Board of Directors at the Renaissance Hotel in downtown Albany. We talked about several issues but mostly prepared for our advocacy program the next day. Jaime Watson attended the meeting; she is one of the leads on the New Yorkers for Better Transit coalition.

- On March 10, I moderated two panel discussions as part of NYPTA's Transit Advocacy Day. One panel featured developers and advocates for better transit services throughout the state. The second panel included elected officials who talked about the state budget, allocations for STOA and Capital funding and equity between upstate and downstate systems.
- On March 10, I accompanied the NYPTA leadership team on a series of meetings with elected officials, staff from the Division of the Budget, the Governor's transportation team and senate and assembly finance units. We talked about the state budget, the need for more transit funding and equity regarding funding increases
- On March 11, the staff leadership team met with Barbara Gannon to continue our work on the Strategic Plan. We reviewed the data collected, the information we have and the input we have received from constituency groups. Barbara guided us through a process to define the pillars that the Strategic Plan will be built on. The pillars will have action plans and deliverables to guide implementation. Details to follow.
- On March 12, Jaime Watson and I had lunch with bus operator Joe Falu and his wife Demetria to celebrate his 30-year anniversary. Lots of laughs and stories about the work that CDTA does.
- On March 12, I had a lengthy conversation with Lauren Baily from the Tri-State Transportation Campaign, Lauren is our former mobility manager who moved to the Tri-State campaign She is the Director of Climate Policy and there are several things we can advocate for together.
- On March 13, Chris Desany, Ross Farrell, and I met with state officials to talk about ways that we can assist in encouraging their employees to use our services.
- On March 16, I spoke with several CDTA supervisors about leadership. These are people new to supervision and we talked about the challenges and the rewards that come with leadership. An hour or so where I learn more than I give.
- On March 17, the reaction and measures to respond to the coronavirus began to hit us in full force. This resulted in meetings, appointments and events being cancelled or postponed. It has changed the way we work, the way we think and the way we engage with other people and companies. At least for now, my activity list will no longer be listed bullet style. Rather it will include the things we are doing to keep employees and customers safe and the ways that we are adapting our operation to a new reality.

Final Thoughts

Our work is more important today than ever before. We have been deemed a very necessary service and we will continue to operate and align our resources to demand. At the same time, we will protect every CDTA employees by making decisions that are thoughtful, sympathetic, and compassionate. We will be better tomorrow than we are today.

Copy: Senior Staff
 Director of Corporate Communications
 Director of Marketing

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION No. 20 - 2020

Awarding a Sole Source Contract for Traffic Signal Priority Equipment and Services

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

WHEREAS, in 2016, the Authority competitively procured a contract for the implementation of an Intelligent Transportation Management System, including an updated Traffic Signal Priority (“TSP”) system for the BRT Red Line, and

WHEREAS, the TSP system was provided by Global Traffic Technologies, LLC (“GTT”), and

WHEREAS, although the TSP contract is still in place, a new scope of work and master services agreement is required in order to deploy a TSP system at 76 additional intersections on the River BRT line, and

WHEREAS, in order to ensure cost effectiveness, timely implementation and continuity of services, staff now seeks to award a sole source TSP contract to GTT, and

WHEREAS, GTT is already familiar with the architecture of the TSP system and the Authority’s service requirements, has extensive local knowledge of local municipalities’ infrastructure, requires no third-party integration or customization and the proposed infrastructure and services costs are deemed to be fair and reasonable, and

WHEREAS, the Authority now recommends the award of a sole source TSP contract to GTT of Saint Paul, MN, in the amount of \$1,215,046 plus a \$243,000 contingency for a total contract amount of \$1,458,055.

NOW, THEREFORE, BE IT RESOLVED,

1. The Authority authorizes the award of a sole source TSP contract to GTT of Saint Paul, MN, for a total amount not to exceed \$1,458,055, subject to compliance with the terms and conditions of the contract and related documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding is the River BRT Small Starts grant.
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 29^h day of April, 2020.

Dated: April 29, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for the purchase of traffic signal priority equipment and services to Global Traffic Technologies (GTT), LLC of Saint Paul, Minnesota.

Committee: Performance Monitoring/Audit

Committee Meeting Date: April 22, 2020

Board Action Date: April 29, 2020

Background:

As the river corridor Bus Rapid Transit (BRT) advances, the deployment of traffic signal priority (TSP) equipment on buses and at intersections is needed to allow CDTA buses to take priority over vehicular traffic. We have been using this technology on the 905 BRT line since 2011.

Purpose:

To provide traffic signal priority equipment and services for the river corridor BRT line.

Summary of Proposal:

In 2017, CDTA competitively procured and awarded a contract to Innovations in Transportation, Inc. for the implementation of an Intelligent Transportation Management System that included an upgraded TSP system for the red line. This system was provided by Global Traffic Technologies. This new master services agreement includes site surveys, project management, installation, training services, intersection infrastructure, and equipment for each vehicle operating on the river BRT line.

To ensure cost effectiveness, timely implementation and continuity of operations, a sole source contract is recommended to GTT for traffic signal priority equipment and services. Staff has reviewed the pricing provided by GTT and found it to be fair and reasonable based upon past purchases of the same equipment and services.

Staff recommends a contract for the implementation of a traffic signal priority system be awarded to Global Traffic Technologies, LLC of Saint Paul, Minnesota for an amount of \$1,215,046 plus a \$243,000 contingency (20%), for a total amount of \$1,458,055. Upon approval a contract will be immediately executed, and equipment will be ordered.

Financial Summary and Source of Funds:

The traffic signal priority system cost of \$1,458,055 will be funded through the River BRT Small Starts Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

April 22, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Award Recommendation for Traffic Signal Priority Equipment & Services

Overview

Traffic Signal Priority (TSP) technology uses equipment on buses and intersections that communicate to allow for bus traffic to take priority over vehicular traffic. This allows for better run times and schedule adherence and is typically an integral part of a Bus Rapid Transit (BRT) system. We have been using this technology on the 905 BRT line since 2011. In 2017, CDTA competitively procured and awarded a contract to Innovations in Transportation, Inc. for the implementation of an Intelligent Transportation Management System that included an upgraded TSP system for the red line. This system was provided by Global Traffic Technologies (GTT), LLC.

Although this contract is still in place, a new scope of work and master services agreement is needed to deploy a TSP system at 76 additional intersections on the River BRT line. This new master services agreement includes site surveys, project management, installation, training services, intersection infrastructure, and equipment for each vehicle. To ensure cost effectiveness, timely implementation and continuity of operations, staff seeks to award a sole source contract to GTT for traffic signal priority equipment and services.

Justification

This recommendation for a sole source award is based on several important considerations. Global Traffic Technologies is our incumbent TSP vendor responsible for the maintenance and operation of all existing TSP hardware, software, and management. Additional reasons to support this sole source recommendation include:

- GTT is already familiar with how the architecture of their system relates to CDTA's service requirements.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party software development.
- GTT has extensive knowledge of local municipalities' infrastructure and has already implemented systems with many of our partners. This minimizes compatibility issues with using another system.
- Infrastructure and services costs are fair and reasonable, as it is based on historical pricing for the same equipment.

Recommendation

I am requesting that a contract for the implementation of a traffic signal priority system be awarded to Global Traffic Technologies, LLC of Saint Paul, Minnesota in the amount of \$1,215,046 plus a \$243,000 contingency (20%), for a total amount of \$1,458,055.

Copy: Chief Executive Officer
Director of Information Technology

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:**

\$1,458,055 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: Global Traffic Technologies, LLC**

7800 3rd Street
St. Paul, MN 55128

8. **SOURCE OF FUNDS: River BRT Small Starts Grant**

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: April 10, 2020

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION No.: 21 - 2020

Annual Review and Approval of Investment Policy

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

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

WHEREAS, after review and discussion, the Authority now recommends the adoption of the Investment Policy, as attached.

NOW, THEREFORE BE IT RESOLVED, that the Investment Policy for the Capital District Transportation Authority dated April 30, 2020 be approved and adopted in its entirety.

CERTIFICATION

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

Dated: April 29, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Annual review and approval of the CDTA Investment Policy

Committee: Performance Monitoring/Audit

Committee Meeting Date: April 22, 2020

Board Action Date: April 29, 2020

Background:

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

Purpose:

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

Summary of Proposal:

The Investment Policy (IP) is attached for review. General Counsel has reviewed our IP and appropriate laws for changes and does not recommend modifications at this time. The investment advisor has also reviewed our IP and does not recommend any changes.

Based on these reviews, it is recommended that we approve the IP as is for another year.

Financial Summary and Source of Funds:

No financial impact

Prepared by:

Mike Collins, VP of Finance & Administration

Project Manager(s):

Mike Collins, VP of Finance & Administration

Amanda Avery, General Counsel

Memorandum

April 22, 2020

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

From: Mike Collins, Vice President of Finance & Administration

Subject: Investment Policy 2020

Overview

The Performance Monitoring/Audit Committee reviews the Investment Policy (IP) on an annual basis to make necessary revisions as necessary due to changes in the market and/or legal requirements. The IP is reviewed by staff, General Counsel and CDTA's Investment Advisor.

Recommendation

Based on our annual review of the policy, we are proposing no changes to the IP this year.

INVESTMENT POLICY CAPITAL DISTRICT TRANSPORTATION AUTHORITY

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

1. Purpose

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

2. Authorization and Management

All investment decisions are to conform to:

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

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

3. Types of Investments

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

- a) Certificates of Deposit issued by banks which are members of the Federal Deposit Insurance Corporation (FDIC). Certificates of Deposit of qualifying banks may also be purchased from Broker/Dealers licensed to conduct business in New York State

which are members of the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).

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

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

4. Operating Procedures

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

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

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

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

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

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

5. Collateralization

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

6. Review of Investment Guidelines and Audit Procedures

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

7. Evaluation and Reporting

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

8. Settlement of Securities Transactions

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

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

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

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

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