

Board of Directors Monthly Meeting

**Wednesday, May 27, 2020 | 12:00pm
Via Microsoft Teams**



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, May 27, 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, April 29, 2020	Jayne Lahut	3
Recognition/Updates		
<ul style="list-style-type: none">Postponed		
Committee Reports: (Action Items Listed)		
Board Operations Committee (05/13/2020)	Jayne Lahut	
Performance Monitoring/Audit Committee (05/20/2020)	Denise Figueroa	
<ul style="list-style-type: none">Approve FYE Audit		12
<ul style="list-style-type: none">Award Sole Source Contract to Creighton Manning		13
<ul style="list-style-type: none">Award Contract for Wilton Mall Park and Ride Lease		18
Investment Committee		
Community and Stakeholder Relations Committee (05/21/2020)	Patrick Lance	
Strategic and Operational Planning Committee (05/21/2020)	Michael Criscione	
Chief Executive Officer's Report*	Carm Basile	
Executive Session		
Upcoming Meetings		
Wednesday, June 24, 2020 at 12:00pm via Microsoft Teams		

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

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

MINUTES OF WEDNESDAY, APRIL 29, 2020 BOARD MEETING

MEMBERS PRESENT

via Microsoft Teams:

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
Jaclyn Falotico

MEMBERS EXCUSED

OTHERS PRESENT

via Microsoft Teams:

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
Lance Zarcone, Vice President of Operations
Vanessa Salamy, Executive Assistant
Sarah Matrose, Internal Auditor
Jonathan Scherzer, Director of Marketing
Jeremy Smith, Director of Facilities
Philip Parella, Jr., Director of Finance
Stacy Sansky, Director of Procurement
Ross Farrell, Director of Planning
Thomas Guggisberg, Director of IT

CALL TO ORDER At 12:08 p.m., Chairman Lahut called the meeting to order.

- Chairman Lahut noted that a quorum was present.

AGENDA APPROVAL

No Objections

Carried Unanimously

APPROVAL OF THE MARCH 25, 2020 BOARD MEETING MINUTES

Motion – Ms. Figueroa

Seconded – Mr. Criscione

Carried Unanimously

RECOGNITIONS

- Postponed

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Jayme Lahut

- Board Operations Committee met on Wednesday, April 15, 2020 at 9:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- The committee reviewed agendas for the month of April. For the time being, all meetings will be virtual, via Microsoft Teams.
- Committee members talked about election of board officers; it was agreed that the Chairman would ask current officers if they wished to continue and he would advance a slate of officers at the April board meeting.
- We continue work on our Strategic Plan for the company. The members will have a conference call with Barbara Gannon to talk about the best way to resume the process.
- Staff provided an update on CDTA's COVID-19 work. Everything we are doing aligns with the Governor's Executive Orders and Guidance. Staff reviewed the communications plan that ensures that employees, customers and the public are aware of our efforts.
- Mike Collins gave a brief financial update. Transit is included in the federal stimulus package (CARES); we applied for funding and have been notified that a \$42.8 million grant has been approved. This program will be tracked by the Performance Monitoring Committee.
- The next meeting of the committee is scheduled for Wednesday, May 13, 2020 at 9:15AM via Microsoft Teams.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

- Performance Monitoring Committee met on Wednesday, April 22, 2020 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 20 – 2020 – Approve Contract to Purchase Traffic Signal Priority Equipment

- The committee discussed and recommends a contract to Global Traffic Technologies to deploy traffic signal priority equipment on buses and at intersections that gives buses priority at certain intersections along the River Corridor.
- The Authority hereby approves a contract to Global Traffic Technologies of Saint Paul, Minnesota for an amount not to exceed \$1,458,055.

Motion – Ms. Falotico

Seconded – Mr. Criscione

Carried Unanimously

Audit Committee Items

- No items scheduled.

Investment Committee

Resolution No. 21 – 2020 – Approve Investment Policy

- The Public Authorities Law requires authorities to annually review and approve their investment policy. The policy details the requirements for investing, monitoring, and reporting of funds. There are no changes being recommended to the policy.
- The Authority hereby approves the 2020 Investment Policy.

Motion – Mr. Stackrow

Seconded – Ms. Falotico

Carried Unanimously

Administrative Discussion Items

- Mike Collins gave the Monthly Management Report. We finished the year strong, exceeding budget expectations by \$2 million. MRT exceeded budget by \$900,000 and Customer Revenue exceeded by \$90,000, despite the March collapse (COVID-19). Health Benefit expenses were under budget by \$300,000 and Workers' Compensation was under by \$700,000. A good year.
- Chris Desany gave the Monthly Non-Financial Report. COVID-19 had a significant impact to ridership in March. Total ridership was down 25% for the month, down 3% for the year; STAR was down 28% for the month, but "up" 6% for the year. On time performance remained steady at 74%; while preventable accidents were at 13 and non-preventable accidents at 21.
- Next meeting of the Committee is scheduled for Wednesday, May 20, 2020 at 12:00 pm via Microsoft Teams.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Jackie Falotico

- The Community and Stakeholder Relations Committee met on Thursday, April 23, 2020 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jaime Watson summarized the monthly Community Engagement report. There were 30 stories on television, radio, in newspaper and online. Stories all related to our response to COVID-19. Most of them highlighted the great work of our Operators and Maintenance team on the front lines.
- Jaime also discussed the communications plan to keep employees, retirees and the public informed about company efforts surrounding COVID-19. It is a multi-pronged approach that works to keep everyone informed and engaged. Our plans are continually updated based on guidance coming from the Governor's office.
- Jonathan Scherzer summarized our marketing efforts surrounding COVID-19. He talked about customer engagement, social media and advertising assets that have been produced as part of CDTA's COVID messaging.
- Next meeting of the Committee will be on Thursday, May 21, 2020 at 11:30am via Microsoft Teams

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

- The Strategic and Operational Planning Committee met on Thursday, April 23, 2020 at 12:40pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Ross Farrell reviewed service changes and ridership impacts since COVID-19 became an issue at the beginning of March. Transit properties across the U.S. have lost significant ridership, and other modes have also been negatively impacted (rideshare, vehicle, retail foot traffic). While initial declines were steep, they have leveled off (down 61% on weekdays; 48% on weekends). Routes to colleges are most affected. STAR ridership is down 65%, with most of the decline coming from recreation, school, and church-based trips.
- Our first round of service changes took place on March 23 when we adjusted most routes to a Saturday schedule. Based on ridership levels, on March 30 we increased spans on essential routes while still cutting back on low ridership routes.
- On April 6, we went to rear door boarding. Operations staff monitors ridership for compliance with social distancing and adds in buses to thin out crowding. On April 26, we modified service on 28 routes; most of this added frequency/capacity. STAR service levels are unchanged.

- Carm Basile provided additional insight as to what we are doing in response to the outbreak; board members receive regular updates.
- Next meeting of the Committee will be on Thursday, May 21, 2020 at 12:00pm via Microsoft Teams.

ELECTION OF BOARD OFFICERS – Jayme Lahut

- Jayme Lahut asked the current slate of officers if they would continue to stay in their roles for 2020-2021. The officers agreed and the Authority hereby approves, unanimously, the following slate of officers for 2020-2021:

Chairman – Jayme B. Lahut

Vice-Chairman – Michael J. Criscione

Treasurer – David M. Stackrow

Secretary – Mark Shaeffer

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

- The Chief Executive Officer provided his report for April.

EXECUTIVE SESSION

- No items scheduled.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, May 27, 2020 at 12:00pm via Microsoft Teams.

ADJOURNMENT

No Objections

Carried Unanimously

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: April 29, 2020

CHIEF EXECUTIVE OFFICER'S REPORT

What a difference 6 weeks can make! In that short time, we went from planning a second BRT line, expanding our service network, and talking about electric buses to a COVID-19 crisis that has our nation on PAUSE. Impacts of the pause have been life altering for people, businesses, and communities. In a matter of days, the need for social distancing modified everyone's behavior. In those same days, the CDTA team repositioned what we do and how we do it. The team understands our front-line responsibility and we have not missed a beat to connect our community. Service has been modified several times; social distancing promoted through a new boarding system, and a remote working policy instituted.

Never afraid of a challenge, we have followed Governor Andrew M. Cuomo's Executive Orders and directives. These orders have changed the way we think about our work, our customers, and our employees. Transit systems like CDTA have been deemed an essential service and our entire company responded accordingly.

Our service design is focused on getting people to employment sites, health care centers, grocery stores and pharmacies. The design adjusts for ridership levels that are 40% of what was normal. Service design is complicated by the need for social distancing. These factors are accounted for and a new network is operational. Our team monitors ridership by route, by time of day, and by destination. They work with bus operators and field supervisors to ensure rear door boarding and facemask use, and they make changes as needed with a range of resources provided.

Maintenance efforts have been modified to provide for extensive cleaning of buses and facilities. This is a combination of daily cleaning, bus wipe downs at layover locations and deep cleanings with a hospital grade sanitizer. We have assigned crews to this work and have contracted for specialized service as required. This is a team effort that requires coordination between all departments and employees.

Virtual meetings and working remotely are the new ways of managing and doing business. To meet the Governor's work from home directives, several employees are working remotely or are alternating days in the office. Hats off to our Information Technology staff who ensure that our systems, servers, and infrastructure meet the demand for network capacity.

As we reported, our finance staff devoted considerable time and energy to submitting a CARES grant application to the Federal Transit Administration. This was accomplished in a matter of weeks using little guidance into a very new territory. Our intention is to cover expenses and to replace lost revenue as a result of COVID-19. Last week, I received a personal call from the FTA Regional Administrator that our grant was approved. We expect to draw funds later this week, providing a needed relief on a very contentious cash flow situation. Extremely good work!

We continue to advance our Strategic Plan with the development of a set of pillars on which the plan will be built. The pillars outline what we stand for as a company, what is important to us, and how we organize our work and activities. Once the pillars are finalized and approved by the board, a series of goals will be developed for each pillar – highlighting the things we want and need to do to make CDTA bigger and better. Barbara Gannon continues to help us navigate the steps involved in the Strategic Planning process.

I am pleased to report on construction projects amid the COVID-19 crisis. Our Wellness Center is moving along, and it will be ready for occupancy by the end of May. We are working with CDPHP, our partners on this project; they will staff the center with medical professionals to keep CDTA employees well and ready for work. The expansion of our Troy garage continues with most of the work within the expanded space. This should be complete by the end of summer to accommodate the River Corridor BRT fleet. And finally, several of our staff have been involved in an extensive review of the Washington-

Western BRT project. This is done by FTA staff and consultants to make sure project details are thought through and the funded organization (CDTA) has the technical capacity and know-how to build the project and operate the service.

Lots of talk about heroes these days. Here are some of the people that I admire:

- CDTA employees who come to work every day to connect people who must travel, people who are essential to beating the Coronavirus. No questions asked - tell me what route to drive, which bus to fix, which facility to clean, what system to monitor, which payroll to process, or what product to buy. Front liners all the way!
- Our staff who is managing in uncharted territory. Working from home when they never did it before. Using technology that we knew would work but was never tested. Dealing with kids, schooling at home, pets, and so on. They are making the best of an unnatural situation.
- Our long list of partners, stakeholders, and supporters. I have lost count of the number of people who have helped us or reached out to ask if everything was OK at CDTA and is there anything you need? You see the strength and resolve of a community when times are tough.
- Our Board of Directors. All eight of you, there for every phone call, email, or meeting. Providing guidance, ideas, and encouragement. Constantly asking what we can do to make CDTA bigger and better.

Because of all these amazing people, the State of CDTA is very strong!

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for March and it is compared to March 2019. The March reports are also an end of the year wrap-up and give perspective to the work we do. These measures provide an overview of our company and the effectiveness of our service delivery systems. The first half of March was normal but the last two weeks saw the beginning of New York on Pause with different outcomes for CDTA – I will note some of these differences, trying not to be repetitive.

Total ridership in March was 1.01 million, 34% less than last March. We had seen a recovery in ridership and were on pace to finish the year ahead of last year. COVID-19 had other ideas. For the fiscal year, total ridership was 15.3 million as compared to 15.7 million last year, a decrease of 3%. Boardings on Northway Xpress (NX) buses in March were 7,600, 52% less than last year. For the year, NX ridership was 172,585 as compared to 180,585 last year, a decrease of 4%. Boardings on STAR buses in March were 20,960, 28% less than last March. For the year, STAR ridership was 340,486 as compared to 321,905 last year, an increase of 6% (not everything is down!).

The company financial reports are a point of pride. Staff works with the Board of Directors to develop spending plans that provide for the needs of employees, customers and the community we serve. Last month, the board approved a balanced budget plan that looks forward, anticipates new services, expanded facilities and a deeper menu of options for customers. We are confident that we will deliver on all that we planned for when we emerge from New York on Pause. I am proud to report that we closed the books on last year's budget with revenue exceeding expenses by \$2 million. I consider this one of our biggest accomplishments of the year. It comes about because of the work of the board/staff and their commitment to smart management, risk taking where appropriate, and a desire to make CDTA bigger and better.

On the revenue side of the budget, Mortgage Recording Tax finished the year 8% ahead of budget, customer revenue was almost 1% ahead of budget (despite the impacts of COVID-19), and Facility Advertising finishing the year 55% higher than expectations. Our partnership with Lamar Transit Advertising continues to produce great results for CDTA.

Although wages and benefits proved to be our biggest challenge throughout the year, overall results were good. Salaries and wages finished the year at \$45.3 million, about 1% more than budgeted. Lots of ups and down – working to get headcount to budgeted levels, paying more in overtime to cover for headcount gaps, and providing enough service to respond to emerging markets. As a note, this line was helped by a board approved adjustment, moving money between the health care and wage lines.

Some expense notes – Purchased Transportation finished the year over budget by \$266,000 or less than 5%. Although there is still work for us to do, we are balancing STAR service output and contractor requirements. Professional Services, which includes advertising, communications and commissions, finished over budget by \$560,000 or 21%. We adjusted this line in next year's budget plan to accurately reflect expenses. Workers Compensation costs were down by \$700k or 27%. We expected loss of use awards to come at a faster pace and still expect this to happen. Maintenance service costs are down by \$530,000 or 18%; there are several categories in this line but for the most part, some IT projects and contracts haven't made it to billing yet.

We missed 31 trips on the fixed route system; last March, we missed 167 trips. Last March, a shortage of bus operators caused issues with work selection schedules. We reported 34 accidents in March with 13 categorized as preventable; last March, we reported 39 accidents with 11 categorized as preventable. All preventative maintenance inspections were done on time, same as last March. Scheduled maintenance work was at 87%; last March it was at 85%. Fixed route timeliness was at 76%; last March it was 77%. Our call center processed 142 comments compared to 228 last March. Response time to close inquiries within 10 days was at 99%; last March it was 95%. There were 650,090-page views at www.cdda.org. Last March, there were 685,000-page views.

Community Engagement:

Although we cannot participate and organize our usual community engagement activities at this time, we are planning so we can pick right back up where we left off when it is safe to do so.

Activity Report

Over the last month we have settled in to our new normal and have conducted meetings and media interviews virtually. My activities center around updating customers and the community with what CDTA is doing to do keep the region moving; we are also telling the story of our frontline workers who deserve recognition for their work through this pandemic.

- On Sunday, March 29, a staff team met to talk about things needed to address COVID-19. This was the second meeting of the group who would go on to meet more than 10 times during April. Meetings are divided into sections that include Service, Operations, Employees, Communication, Technology, and Finance. The group reviews actions that are needed, how they are communicated and any needed follow-up.
- On Monday, March 30, I was interviewed by WRGB regarding our COVID-19 response. Throughout the month of April, I did several interviews; Jaime Watson has done many others and is coordinating our communication strategy.
- On Tuesday, March 31, I attended a virtual meeting of the United Way Executive Committee. This meeting updated the committee on the United Way's COVID-19 response, particularly

efforts to raise funds for those disproportionately affected by the virus. In a matter of weeks, almost all meetings have shifted from in-person to virtual status as we practice social distancing.

- On Friday, April 3, I started the day with our Coronavirus Team meeting focused on service changes that would be effective on Monday April 6. We have tried to implement changes to be effective on a Monday. This creates familiarity for the media and gives us time to position messages accordingly.
- On Friday, April 3, I read the Polar Express book on the United Way FaceTime page. It was fun to read to a large audience (and bring back fond memories). This is part of a series that the United Way is doing to connect kids and families during COVID-19.
- On Friday, April 3, I was interviewed by reporters from radio station WGDJ and the Daily Gazette regarding changes that would take effect on Monday, April 6.
- On Wednesday, April 8, I chaired a virtual meeting of the United Way Executive Committee. The purpose of the meeting was to prepare for the upcoming April board meeting and to get an update on the organization's response to COVID-19.
- On Wednesday, April 8, I chaired a virtual meeting of the NYPTA Legislative Committee. The purpose of the meeting was to provide members with information about the state budget, which was is now official. The budget contains an increase in STOA appropriations for transit systems across the state; and it funds the first year of a 5-year capital plan and money for electric buses. The committee also received an update on what systems are doing to respond to COVID-19.
- On Wednesday, April 8, I was interviewed by WTEN Channel 10. We talked about rear door boarding and our efforts to promote social distancing on all buses.
- On Tuesday, April 14, I recorded a :30 second narrative for a commercial that will highlight the work of CDTA employees during COVID-19. We are doing several things to highlight the work of our employees and to message the need for social distancing, face coverings and other measures to combat the Coronavirus.
- On Wednesday, April 15, I chaired a virtual meeting of the United Way Board of Directors. The board passed several resolutions mostly relating to the establishment of funding resources for COVID-19 and new banking relationships.
- On Friday, April 17, Jaime Watson organized "Sound the Horn" to recognize the work of CDTA employees during the COVID-19 crisis. This was an APTA event where all transit vehicles tapped their horns twice at 3pm in a show of support. We were joined by the Albany Fire Department (2 pieces of apparatus), Mayor Kathy Sheehan and media representatives. A nice show of support and a needed pick me up for our workforce.
- On Wednesday, April 22, I participated in a virtual Town Hall panel sponsored by the Troy Innovation Garage. My panel included educators, elected officials, hospitality experts and people from the arts community. We discussed the impact of COVID-19 on businesses and talked about ways to support each other and reopen the Capital Region.

- On Friday, April 24, I recorded a video that showed the work of CDTA people and their connections to the Capital Region. The video will be shown throughout our company and on various social media sites.
- On Monday, April 27, I spoke to the Albany Business Review about service levels, rear-door boarding, and the great work of our 700 employees. We also spoke about leading through a crisis and the need to pivot in response to a changing business landscape.

Final Thoughts

As we conclude another month of operating through the COVID crisis, I am convinced that we will come out of this better than before. Hats off to our employees, front-line workers who are here every day to make sure our service continues for those who need us the most. We are stretching our system, our people, and the way we do business. Doing this will make for a bigger and better CDTA. The best is yet to come. #CDTAStrong

Copy: Senior Staff
Director of Corporate Communications
Director of Marketing

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 22 – 2020**

Approval of the Draft Financial and Compliance Report for FY2020

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

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

WHEREAS, the Performance Monitoring and Audit Committee has reviewed and recommended the approval of the Draft Financial and Compliance Report by Lumsden & McCormick, LLP, external auditors, dated March 31, 2020 for fiscal year April 1, 2019 through March 31, 2020.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves the Draft Financial and Compliance Report by Lumsden & McCormick, LLP, external auditors, dated March 31, 2020 for fiscal year April 1, 2019 through March 31, 2020.
2. The Authority hereby authorizes the filing of the Draft Financial and Compliance Report dated March 31, 2020 for fiscal year April 1, 2019 through March 31, 2020 with the appropriate governmental entities.
3. This resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 27th day of May, 2020.

Dated: May 27, 2020

Mark Schaeffer, Secretary

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 23 - 2020**

River & Washington/Western BRT Design and Construction Sole Source Contract

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

WHEREAS, the Authority is empowered by N.Y. Public Authorities Law section 1306 (7) to retain or employ engineers and private consultants, and chooses to utilize such consultants to engage in the necessary study and design to advance such repairs and improvements, and

WHEREAS, the Authority is in the process of constructing the Washington/Western and River Corridor Bus Rapid Transit (“BRT”) lines, and

WHEREAS, in 2015, a competitive procurement resulted in the award designating Creighton Manning Engineering, LLP (“CME”) for the design and construction of the BRT projects, and

WHEREAS, the existing contract with CME has expired, and a new contract is required to allow work on the BRT projects to continue, and

WHEREAS, the Authority has been satisfied with the work of CME and now desires to award a sole source contract for the continuation of work on the BRT projects, and

WHEREAS, the Authority recommends the award of a sole source BRT design and construction contract to Creighton Manning Engineering, LLP, for a two-year term with three optional one-year renewals, for an amount not to exceed \$8,250,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a sole source BRT design and construction contract for a two year term with three optional one-year renewals to Creighton Manning Engineering, LLP of Albany, New York, at a cost not to exceed \$8,250,000 subject to compliance with the terms and conditions of the proposal and contract documents.
2. The Chief Executive Officer is hereby authorized to execute the contract documents.
3. The source of funds shall be the River Small Starts Grant, BRT Set-aside (Tip#A545) and future Washington/Western 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 27th day of May, 2020.

Dated: May 27, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award to Creighton Manning Engineering (CME) of Albany, NY for BRT Design and Construction.

Committee: Performance Monitoring/Audit
Committee Meeting Date: May 20, 2020
Board Action Date: May 27, 2020

Background:

We are in the process of constructing the Washington/Western and River Corridor Bus Rapid Transit (BRT) lines, which require services of a design and engineering firm through the end of project implementation.

Purpose:

The current contract for these services with Creighton Manning Engineering (CME) has expired and a new one is required to allow work to continue.

Summary of Proposal:

In 2015 Creighton Manning was awarded the contract for design and engineering services for BRT projects through a competitive procurement process. Work on both BRT projects is ongoing, and Creighton Manning is an integral partner for the implementation of both BRT lines. River BRT is currently under construction and CME is providing construction support services. Washington Western BRT is still going through the FTA approval process which CME is supporting.

Based on cost effectiveness and ability to deliver satisfactory services and support, a sole source contract is recommended for two years with three, optional one-year renewals be awarded to Creighton Manning Engineering of Albany, NY for an amount not to exceed \$8,250,000.

Financial Summary and Source of Funds:

The contract value is for a total not to exceed \$8,250,000. It will be funded through our River Small Starts Grant; BRT Set-aside (Tip #A545), and future Washington/Western Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

May 20, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: River & Washington-Western BRT Design and Construction Contract Award

Overview

Over the past several years, CDTA has been working on completing final design details, procuring funding, and constructing the River Corridor Bus Rapid Transit (BRT) line. In 2015, awarded funds allowed CDTA to begin initial station construction in advance of Small Starts. Since then, with the announcement of Small Starts funding, we are now finishing construction of the Blue Line. During this same time frame, CDTA began work on design (and some construction) of the Washington-Western BRT line that will run east to west from Downtown Albany to Crossgates Mall.

Implementing two BRT lines does require the services of many subcontractors to complete the work. One such partner would be that of a prime design and engineering firm. In 2015 (after a competitive solicitation process) the Board awarded Creighton Manning Engineering a contract to perform the engineering work on these projects. The scope of services included:

- Environmental clearance
- Funding preparation and budget planning
- Final design and engineering
- Project and risk management planning
- Land acquisition services
- Intelligent transportation systems design and implementation
- Construction support
- Project administration

This contract has expired, and we seek to put a new agreement and place (with a similar scope) so that we may finish the two BRT projects. We are recommending awarding Creighton Manning Engineering a sole source contract for this work.

Justification:

The recommendation to award a sole source contract is based on cost effectiveness and the ability to deliver satisfactory services and support. Additional reasons to support this recommendation include:

- WWBRT has already been submitted to the FTA for rating, and Creighton Manning is deeply engrained in the design nuances for that project. Several components have already been constructed or are in progress and were done so with Creighton Manning as the prime engineering firm.
- River BRT is in the construction phase. Design is completed Creighton Manning is already performing construction support services.

- Creighton Manning has an in-depth knowledge of existing CDTA BRT operations.
- Going back out to RFP would cause a several month delay in the progress of the BRT subprojects.
- CDTA is very satisfied with Creighton Manning's work.
- Pricing has been capped at a 3% increase per year (the same rate increase during the original contract).

Recommendation

I am recommending a two-year sole source contract with three, one-year extensions be awarded to Creighton Manning Engineering of Albany, NY for River and Washington-Western BRT project development/management/engineering services. This contract value is for a total not to exceed \$8,250,000.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities
Director of Planning
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:

\$8,250,000 (NTE) fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 1 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 0
DBE Certification on file? Yes No Not Applicable
Was contract awarded to a DBE? Yes No
Number of DBE Subcontractors 1 DWBE

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Creighton Manning Engineering, LLP
2 Winners Circle
Albany, NY 12205

8. SOURCE OF FUNDS: River Corridor Small Starts/ BRT Setaside (Tip #A545) & Future Washington/Western 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: May 12, 2020

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
ACCESS TRANSIT SERVICES, INC.
RESOLUTION NO. 24 - 2020**

Authorizing Amendment to Agreement with Wilton Mall LLC for Shared-Use Park & Ride

WHEREAS, CDTA Facilities, Inc., (“FACILITIES”) operates as an independent subsidiary of the Capital District Transportation Authority (the ‘Authority’) to own and operate the Rensselaer Rail Station and other facilities, and

WHEREAS, in order to promote the use of public transportation, the Authority has previously entered into a lease agreement with Wilton Mall LLC, c/o Macerich, for a shared-use park & ride at Wilton Mall, and

WHEREAS, due to the continued increase in transit ridership, Facilities now desires to amend the lease agreement to extend the term, increase the number of spaces, and provide for a modest payment increase, and

WHEREAS, it has been determined to be in the best interests of Facilities to amend the lease agreement with Wilton Mall LLC to provide for an additional five year term, at \$12,800 for the first year, with a 2.5% annual escalator, for a total amount not to exceed \$67,300.

NOW, THEREFORE, BE IT RESOLVED:

1. FACILITIES is authorized to amend the current lease with Wilton Mall LLC to provide for an additional five-year term for 135 space, subject to the Lessor’s compliance with the lease terms and conditions.
2. FACILITIES is authorized to expend the total sum of \$67,300.
3. The source of funding for the first year will be the FY2021 Capital Plan.
4. The Chief Executive Officer is hereby authorized to execute all necessary documents.
5. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 27th day of May, 2020.

Dated: May 27, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract amendment for park and ride spaces to Wilton Mall, LLC (c/o Macerich) of Santa Monica, California.

Committee: Performance Monitoring/Audit
Committee Meeting Date: May 20, 2020
Board Action Date: May 27, 2020

Background:

CDTA operates 22 park and ride lots throughout our service network. They provide mobility options for people who do not live near a transit route and can also offer a convenient place to meet their vanpool or carpool.

Purpose:

The current contract term for parking spaces at the Wilton Mall Park & Ride Lot is set to expire, and an amendment to the current contract is required for continued access to this parking lot.

Summary of Proposal:

CDTA has had an agreement with Wilton Mall LLC, c/o Macerich for several years. It includes one hundred (100) parking spaces at a cost of \$100 per space with a 2.5% escalator. The amended agreement will provide thirty-five (35) additional spaces for a total of 135 spaces, at a cost of \$94.81 per space with an annual 2.5% cost escalator. The cost per space at this location will now be the lowest we pay for any of our Park & Ride locations. Based on these factors staff finds the pricing and amendment terms to be fair and reasonable.

Staff recommends amending the Wilton Mall Park & Ride agreement with Wilton Mall, LLC c/o Macerich for a total of 135 parking spaces at a cost of \$12,800 per year (\$94.81 per space) plus an annual 2.5% cost escalator for five years. The total cost will be \$67,300. Upon Board approval the amendment will be issued immediately.

Financial Summary and Source of Funds:

The total five-year cost will not exceed \$67,300, and it will be funded starting in the FY2021 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

May 20, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Amendment to Agreement with Wilton Mall LLC (Wilton Mall Park & Ride)

Overview

CDTA provides for an integrated system of park and ride lots throughout our service network. Park and ride facilities are a great option for people who have a long commute, do not live near a transit route, or need a convenient place to meet their vanpool or carpool. We currently operate 22 park & ride locations.

In September 2010 CDTA entered into an agreement with Wilton Mall LLC, c/o Macerich, for access to a park & ride (known as Wilton Mall Park & Ride). The agreement was for 100 spaces at \$10,000/yr. (\$100/space) for a five-year term, and a 2.5% escalator after the first year.

With the term expiring in May 2020 and the continued increase in ridership and service in the area, it is necessary to continue to lease this location. Furthermore, there may be a future need for more spaces. The location is an NX stop and is expected to garner higher utilization due to the upcoming partnership with OGS.

Justification:

Staff has negotiated with Macerich to increase the number of spaces from 100 to 135 and will continue with the 2.5% escalator starting at \$12,800 in May of 2020 (135 spaces at \$12,800 = \$94.81/space). Of all the CDTA leased park & rides, this will result in the lowest price per space. The funding source for this lease is covered in the capital budget for park & rides.

Recommendation

I am recommending approval of the first amendment to the agreement as a five-year contract beginning at \$12,800 /year with a 2.5% escalator after the first year, for a total amount not to exceed \$67,300. The terms of this agreement have already been agreed to in principle but are subject to final adoption by the Wilton Mall property management company.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities



Memorandum

May 27, 2020

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for May

Overview

With more than two months of COVID-19 behind us, are well into a transition from *On Pause* to *In Action*. So much has happened in 10 weeks that it is sometimes hard to keep track of what we have done amid the many issues caused by this crisis. My report provides a summary of our actions, our financial condition, and an illustration of the great work of the CDTA team.

The work of CDTA employees continues to be the centerpiece of everything we do to react to COVID-19. They come to work every day, in person and remotely. They give it their best effort and they work safe, and in turn keep customers safe and secure. Over time, our ridership dipped to under 40% what we considered normal. I am pleased to report that it has slowly inched back to nearly 50% of normal.

At the same time, we are managing the company through a difficult period with our financial condition strong, solid and secure. There are issues to address and it is not clear sailing, but the foundation is in place to build on. We have been helped by the prompt processing of our CARES submission by FTA staff and their efforts to deliver funds promptly. We have drawn \$14 million to pay our line of credit and will use the remainder of the funds to compensate for customer revenue losses, loss of facility revenue, and declines in Mortgage Recording Receipts. Moving forward, CARES funds will allow us to manage and sustain cash flow to run our business.

Our work is shifting from reacting to reopening and rebuilding. This starts with our service network; we are planning to bring trunk routes back to normal operation. In some cases, we will need to increase the resources dedicated to the service as social distancing impacts capacity. Rebuilding will also come with new expectations regarding cleanliness and security. Our staff in maintenance and facilities are making changes to cleaning schedules, what is done during cleaning, and how vehicles and facilities are disinfected. These processes require different approaches and management systems, all of which is being captured in our reopen plans.

Our plans will include extensive efforts to support employees and enhance their work environment and the customer experience. This includes protective equipment and support systems, new ways to board and pay fares, and an extensive system of information, marketing and communication. Luckily, our work in these areas has been extensive and the reopen and rebuild process will take place from a position of strength and experience.

The way we use technology has also changed and our IT staff is keeping us ahead of the curve in that regard. This will continue with the need to monitor service capacity, management of new cleaning programs, development of more cashless payment systems and identifying better methods of communicating directly with customers.

We are pleased that CDPHP *Cycle!* will return in the next few weeks. Our staff has developed a reopening plan that will phase the deployment of bicycles. New cleaning and disinfecting systems will be incorporated into operating plans to provide a sense of security for customers as they cycle throughout the region. As time goes by, we will add more bikes and programs to provide a much-anticipated mobility option for the region.

While our focus has been on reopening and reconnecting the region, we have not lost sight of long-term projects. The staff leadership team continues to work with Barbara Gannon to advance a Strategic Plan for the company. Goals have been developed for each strategic pillar, which form a foundation for the plan. The goals provide support to the pillars and set a direction for CDTA for the next several years. The team has been pleased to see that the pillars are relevant through the COVID-19 crisis, supporting the activities of our company. When the goals are finalized, we will arrange a meeting of board members, the leadership team and Barbara Gannon.

The Wellness Center will be ready for occupancy in the next week or two. We are finalizing our arrangements with CDPHP for staffing the center with a medical professional who will be the health wellness expert for CDTA. The center will provide employment testing and screening systems for our employees. This innovative approach to employee well-being is especially timely during COVID-19. Expansion of our Troy garage should be complete by the end of summer to accommodate the River Corridor BRT fleet. At the same time, our staff has completed an extensive review of the Washington-Western BRT project. This is done by the FTA staff to ensure that the project is well developed and the funded organization (CDTA) has the technical capacity to build the project and operate the service.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for April and it is compared to April 2019. The data we look at gives us an overview on the effectiveness of service delivery systems. All our data and measurements will be unique in April as we are in the middle of the COVID-19 crisis.

Total ridership was 571,000 in April, 58% less than last April. This represents the severest impacts of COVID-19 (ridership has recovered a bit in May). There were less than 600 total boardings on Northway Express buses; a drop of 96% from last April. We are running a few trips a day on this line, which is heavily used by state and federal employees, almost all of whom are working from home. Boardings on STAR buses in April totaled 10,750, 65% less than last April.

Our financial reports are good given the circumstances we are facing. Our expenses (and corresponding revenue) are about 80% of what we would normally spend. This is driven by a reduction in service hours operated. For most of April, we operated the equivalent of Saturday service hours. We increased service on trunk routes late in the month and continue to do so in May to adjust to Corona-crowding expectations and the return of some ridership.

Total revenue was about \$70,000 less than expenses; we have not included CARES revenue, which we began to draw in late April; we will show that as a separate line in future management and financial reports. Mortgage Recording Tax was 29% less than budget, but still very good considering the circumstances; customer fares were 61% less than budget; this will be even lower in May as we began rear door and no fare collection half way through April; facility revenue, mainly from the Rensselaer Rail Station was, 74% less than budget.

Almost all expense lines are under budget in April, reflecting the slowing of service production and the various components that drive the company. Wages were 12% less than budget expectations, health care costs were 2.5% less than budget; purchased transportation expenses were down almost 60%; fuel costs were down 41%; professional services costs were down 60%.

We missed 11 trips on the fixed route system; last April, we missed 151. This April, we operated less service; last April, a shortage of bus operators caused issues with work selection and service delivery. We reported 25 accidents in April with 11 categorized as preventable; last April, we reported 36 accidents with 10 categorized as preventable. All but one preventative maintenance inspection was done on time, same as last April. Scheduled maintenance work was at 91%; last April, it was 85%. Fixed route timeliness was at 74%; last April it was 76%. Our call center processed 119 comments compared to 262 last April. Response time to close inquiries within 10 days was at 96%, compared to 97% last April (our call center is almost exclusively a remote operation with call agents working from home). There were 412,000-page views at www.cdfa.org. Last April, there were 775,000-page views.

Community Engagement:

Although we cannot participate and organize our usual community engagement activities at this time, we are planning so we can pick right back up where we left off when it is safe to do so.

Activity Report

While virtual meetings and conference calls have become the new ways to communicate, my priorities have not changed. Everything I do is focused on the CDTA story of our employees, their dedication and commitment to connecting the Capital Region.

- On Wednesday, April 29, I participated in United Way news conference to promote their upcoming 518 Day. This was a virtual event, which used Facebook Live as its platform. 518 Day is a celebration of our community and the people who make it work. CDTA supports the events and our employees are active participants.
- On Wednesday, April 29, I spoke with Gazette reporter Steve Williams about our COVID-19 activities. We talked about the work we are doing to respond to social distancing requirements and the use of CARES funds.

- On Friday, May 1, I attended a virtual meeting of the United Way Executive Committee. We discussed the challenging financial condition of the United Way, which depends heavily on employee giving campaigns.
- On Friday, May 1, I started the day with our Coronavirus Team meeting. We have held these meetings several times a week to make sure that our team is fully briefed on developments surrounding COVID-19 and our response regarding service, employee wellness, cleanliness, and facility enhancements.
- On Monday, May 4, I participated in a CEO roundtable meeting sponsored by APTA to exchange of information regarding COVID-19. The meeting, attended by 10 CEO's from around the country, was led by APTA Chairwoman Nuria Fernandez and APTA CEO Paul Skoutelas. We talked about service levels, controlling crowding expectations, and cleaning standards that have developed as a result on COVID-19. Good to hear the things our colleagues are doing; hats off to APTA for keeping us up to date and involved.
- On Tuesday, May 5, I provided an update on CDTA service to several radio stations. We organized this so that we could get listeners up to speed on our response to COVID-19 and highlight the work of our employees. Jaime Watson also did a few of these – we essentially covered the local radio market in less than an hour.
- On Tuesday, May 5, we held another Coronavirus team meeting. These meetings have helped us manage through this crisis and make sure that our group is aware of what other team members and departments are doing, and how we can support each other.
- On Tuesday, May 6, we held our first virtual Authority Staff meeting. We used Microsoft Teams to bring together more than 80 people. This was a great way to provide staff with an update on the things we are doing during the COVID-19 crisis.
- On Monday May 11, we held another Coronavirus meeting. I mention every one of them so board members can appreciate the level of effort that our team is putting towards our response to the crisis. Meetings are broken into subject areas and we encourage suggestions across department lines to ensure a complete thought process and response.
- On Wednesday, May 13, I chaired a meeting of the United Way's Executive Committee. We discussed the United Way's response to COVID-19, the impacts of the crisis on our giving campaigns and the shifting of resources to serve those in need.
- On Thursday, May 14, I met via conference call with the CEO's from the transit systems in Syracuse, Rochester and Buffalo. We talked about our response to the COVID-19 crisis and shared things we are doing. This group meets and talks frequently; our relationships have stood the test of time.

- On Friday, May 15, Brian O'Grady, Executive Vice President and Chief Marketing Officer at CDPHP visited our new Wellness Center. He is the lead staff person for the development of the wellness center concept. The center is nearing completion and we talked about the steps required to open it for business.
- On Friday, May 15, we help another Coronavirus meeting. In addition to our regular agenda, we began to discuss plans for reopening. This includes restoration of service and welcoming employees how have been working remotely. This will require a detailed plan to guide these activities.
- On Monday, May 18, I attended the United Way's media event at Crossgates Mall to kick off 518 Day. I joined United Way CEO Peter Gannon and fellow board member Rabbi Matt Cutler to get the day off and running. 518 Day is a community event that the United Way uses to promote volunteerism. Jaime Watson joined me.
- On Monday, May 18, Jaime Watson and I joined a team of United Way volunteers to deliver 518 prepared meals to the nursing staff at Albany Medical Center. A CDTA trolley was the perfect delivery vehicle for this important front-line activity. This was part of the Feed Albany campaign, under the umbrella of 518 Day.
- On Tuesday, May 19, I had a conference call meeting with Donna Gonser and Seth Hennard from Lumsden and McCormick to talk about our internal audit. We discussed the audit process, which was 100% virtual, the work of our staff and overall company finances.
- On Wednesday, May 20, I chaired the May meeting of the United Way board of directors. This was virtual meeting with most of our time spent discussing financial matters and the community work of the United Way during COVID-19.
- On Wednesday, May 20, I attended a virtual spring meeting of the NYPTA board of directors. We talked about the industry's response to COVID-19 and spent a good deal of time on legislative issues, specifically STOA and the implications of federal funding on payment amounts and timeliness.
- On Thursday, May 21, our Leadership Group met with Barbara Gannon using Microsoft Teams. The group had been assigned the task of developing goals for each of Strategic Pillars The groups presented their goals and talked about the work they represent.
- On Friday May 22, we held another Coronavirus team meeting. The focus continues to be moving forward with service enhancements, new cleaning protocols and a return to on-site work for the management and support employees.

Final Thoughts

Our list of accomplishments is long and detailed as we fight through a difficult time. For the men and women of CDTA, this did not start 10 weeks ago; this is a continuation of excellence that we have come to expect from them. They are devoted, dedicated and respond to challenges, opportunities and a crisis caused by a virus. My admiration goes out to every one of them for a job well done. There is lots of work to be done as we rebuild our great company to respond to the challenges of tomorrow.

Thank you to bus operators, maintenance employees, supervisors, foreman, call agents, support personnel, management staff, board members and everyone that makes CDTA go. Because of them, I believe the best is yet to come for CDTA. *#CDTAStrong*

Copy: Senior Staff

Director of Corporate Communications

Director of Marketing