

Board of Directors Monthly Meeting

Wednesday, June 24, 2020 | 12:00pm
Via Microsoft Teams



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, June 24, 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, May 27, 2020	Jayne Lahut	3
Recognition/Updates		
<ul style="list-style-type: none">• Postponed		
Committee Reports: (Action Items Listed)		
Board Operations Committee (06/10/2020)	Jayne Lahut	
Performance Monitoring/Audit Committee (06/17/2020)	Denise Figueroa	
<ul style="list-style-type: none">• Approve Contract for Bokland Building Demo• Approve SMS Safety Plan• Approve Drug & Alcohol Policy		11 16 19
Investment Committee (06/24/2020)	Denise Figueroa	
Community and Stakeholder Relations Committee (06/18//2020)	Jackie Falotico	
Strategic and Operational Planning Committee (06/18/2020)	Michael Criscione	
Chief Executive Officer's Report*	Carm Basile	
Executive Session		
Upcoming Meetings		
Wednesday, August 26, 2020 at 12:00pm via Microsoft Teams		

**Materials or additioanal 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, MAY 27, 2020 BOARD MEETING

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

MEMBERS EXCUSED Jaclyn 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
 Lance Zarcone, Vice President of Operations
 Vanessa Salamy, Executive Assistant
via Microsoft Teams: Philip Parella, Jr., Director of Finance
 Sarah Matrose, Internal Auditor
 Jonathan Scherzer, Director of Marketing
 Jeremy Smith, Director of Facilities
 Stacy Sansky, Director of Procurement
 Thomas Guggisberg, Director of IT

CALL TO ORDER At 12:07 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 APRIL 29, 2020 BOARD MEETING MINUTES
Motion – Ms. Nugent
Seconded – Mr. Stackrow
Carried Unanimously

RECOGNITIONS
 • Postponed

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Jayme Lahut
 • Board Operations Committee met on Wednesday, May 13, 2020 at 9:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items
 • The committee reviewed agendas for the month of May. We continue to host meetings via Microsoft Teams, and it is working well.

- We have drawn from the CARES grant and are using funds appropriately and anticipate it will help us to manage expenses and cash flow through the summer. We will provide more specific updates at the Performance Monitoring Committee meetings.
- The staff Leadership Team is meeting with Barbara Gannon next week to continue work on the Strategic Plan. They are working on a set of goals for each Strategic Pillar.
- Lisa Marrello provided the committee with a glimpse of state funding issues and how this is tied into federal stimulus funding discussions. The most pressing issue is timely STOA payments. Lisa and her team will provide updates as developments occur.
- Carm provided an update on our COVID-19 work. We continue to keep employees and customers safe. At the same time, we are shifting our attention to a phased reopening of services. This will accommodate expectations for maintenance, cleaning and social distancing. Our approach aligns with guidance from the Governor and CDC. It uses industry best practices and will be designed to welcome customers back to CDTA. More to follow on this.
- The next meeting of the committee is scheduled for Wednesday, June 10, 2020 at 9:15am via Microsoft Teams.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

- Performance Monitoring Committee met on Wednesday, May 20, 2020 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Audit Committee Items

Resolution No. 22 – 2020 – Approve FYE 2020 Audit

- Donna Gonser and Seth Hennard from Lumsden & McCormick, CDTA’s external auditors, presented the draft FY2020 year-end audit. We received a clean opinion with no findings or weaknesses.
- Lumsden reviewed their audit process and approach, required communications and the balance sheet. It was noted that \$14.3 million of the CARES Act was recorded as revenue in FY2020; and that our liability for Postemployment Benefits increased to \$105 million on our balance sheet.
- The Authority hereby approves the FY2020 Financial Statements and Compliance Summary prepared by Lumsden & McCormick.

Motion – Mr. Criscione

Seconded – Ms. Figueroa

Carried Unanimously

Consent Agenda Items

Resolution No. 23 – 2020 – Approve Creighton Manning Contract

- For the past several years, we have been working with Creighton Manning Engineering to design and construct our River Corridor and Washington/Western BRT. The committee discussed and recommends a sole source contract to Creighton Manning as our prime engineering firm to finish our BRT lines.
- The Authority hereby approves a two-year contract with three, one-year extensions to Creighton Manning Engineering of Albany, for an amount not to exceed \$8,250,000.

Motion – Mr. Stackrow

Seconded – Ms. Figueroa

Carried Unanimously

Resolution No. 24 – 2020 – Approve Wilton Mall Park and Ride Lease

- Our Park and Ride lot lease at Wilton Mall is expiring and staff recommends a new lease with additional parking spaces. The lot provides parking for NX customers who travel into Albany; we anticipate growth with our new OGS contract. Staff negotiated 35 more parking spaces for a total of 135; the payment is \$12,800 per year with a 2.5% escalator after the first year.
- The Authority hereby approves a five-year contract to Wilton Mall LLC, c/o Macerich, of Santa Monica, California for an amount not to exceed \$67,300.

Motion – Mr. Stackrow

Seconded – Mr. Criscione

Carried Unanimously

Investment Committee

- No items scheduled.

Administrative Discussion Items

- Mike Collins gave the Monthly Management Report. The impact of COVID-19 in April was unprecedented. Most financial categories were down. Revenue and expenses were both down by about 20%. We will modify our financial reports to include a line for CARES Act funding.
- Chris Desany gave the Monthly Non-Financial Report. COVID-19 is having a significant impact to ridership. Total ridership was down 58% for the month; STAR was down 64% for the month. On time performance for fixed route was steady at 74%; while STAR on-time performance was at 82%. Preventable accidents were down to 11 and non-preventable accidents down to 14.
- Next meeting of the Committee is scheduled for Wednesday, June 17, 2020 at 12:00pm via Microsoft Teams.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Patrick Lance

- The Community and Stakeholder Relations Committee met on Thursday, May 21, 2020 at 11:30am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer presented a plan to roll out Season 4 of CDPHP *Cycle!* in mid-June. Bicycles will be rolled out in phases, giving customers the opportunity to use the program safely and efficiently. To do this, we have revised the way we operate and maintain the program. Safety and sanitary measures will be in place to protect customers.
- Jaime Watson summarized the monthly Community Engagement report. There were 13 stories on television, newspaper and online. Stories related to our efforts regarding COVID-19. Many of them highlighted the work being done by the Operators and Maintenance team on the front lines.
- Jaime also discussed an updated communications plan to keep employees and customers informed about COVID-19. Over the next few weeks there will be updated messaging, videos, commercials and social media content to keep the public updated on CDTA and our commitment to the community.
- Next meeting of the Committee will be on Thursday, June 18, 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 21, 2020 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Ross Farrell gave a presentation on mobility hub and dedicated bus lane studies that we will participate in. These projects look at “big picture” initiatives, with focus on improving access, integrating fixed route and mobility services, reducing travel times and providing more efficient operations. These goals have shown up in various forms in our strategic planning discussions.
- Both studies will define what we are trying to accomplish, identify locations for projects, and develop concepts and preliminary designs.
- Mobility hubs are typically outdoors, have a lower cost than transit centers, and can be deployed relatively quickly. This project is in partnership with CDTC and CalStart and is funded by a \$250,000 grant. We have already identified a “demonstration station” in Troy to accelerate development of our first mobility hub.
- The bus lane feasibility study is funded in CDTC’s work plan, and seeks to identify potential locations based on ridership, decreases in travel time and roadway width. Buy in from local municipalities and adjacent landowners will be critical.
- Next meeting of the Committee will be on Thursday, June 18, 2020 at 12:00pm via Microsoft Teams.

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

- The Chief Executive Officer provided his report for May (attached).

EXECUTIVE SESSION

- No items scheduled.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, June 24, 2020 at 12:00pm via Microsoft Teams.

ADJOURNMENT

No Objections
Carried Unanimously

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: May 27, 2020

CHIEF EXECUTIVE OFFICER'S REPORT

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 gives us an overview on the effectiveness of service delivery systems. 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. Expenses and 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. 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 reports. Mortgage Recording Tax was 29% less than budget, but still good considering the circumstances; customer fares were 61% less than budget; this will be even lower in May as we began rear door/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 is 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.cdta.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 hold these meetings several times a week to make sure that our team is 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 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 talks frequently; our relationships have stood the test of time.
- On Friday, May 15, Brian O'Grady, Executive Vice President/Chief Marketing Officer at CDPHP visited our Wellness Center. He is the lead for CDPHP on development of the wellness center concept. The center is nearing completion and we talked about opening 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 who have been working remotely. A detailed plan will guide these activities.
- On Monday, May 18, I attended a United Way media event at Crossgates Mall to kick off 518 Day. I joined United Way CEO Peter Gannon and fellow board member Rabbi Matt Cutler 518 Day is a community event that promotes 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 discussed 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 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

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 25 - 2020**

Awarding Contract for Bokland Demolition and Parking Lot Construction

WHEREAS, the Capital District Transportation Authority (“Authority”) is charged with the continuance, further development and improvement of transportation and other services related thereto within the Capital District transportation district, and

WHEREAS, in connection with the Albany garage expansion project, the Authority has undertaken to construct an employee parking lot on a nearby parcel of property located at 122 Industrial Park Road, which was recently acquired by the Authority, and

WHEREAS, demolition of the existing structure must be completed prior to commencement of construction relating to said improvements, and

WHEREAS, after issuance of an Invitation for Bids, seven competitive bids for demolition and construction were received and it appears that New Castle Paving of Troy, NY is the lowest responsible and responsive bidder, with a base bid of \$411,201 plus 20% contingency for a total amount of \$493,441, and

WHEREAS, the bid was reviewed, deemed accurate and reasonable, and is below the engineer’s estimate, and the Authority now desires to award a demolition and construction contract to New Castle Paving of Troy, NY.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards the contract for demolition and construction at 122 Industrial Park Road to New Castle Paving of Troy, NY, for the total amount of \$493,441, subject to the successful bidder complying with all the applicable requirements including those set forth in the bid and contract documents..
2. The source of funds for this contract will be a BRT Set-aside Grant.
3. The Chief Executive Officer is hereby authorized to execute the necessary documents.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 24th day of June, 2020.

Dated: June 24, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for demolition of the Bokland Property and construction of a parking lot to New Castle Paving, LLC of Troy, NY.

Committee: Performance Monitoring/Audit
Committee Meeting Date: June 17, 2020
Board Action Date: June 24, 2020

Background:

We have several new service initiatives (two BRT's and State worker transportation) that will take place over the next two years and there is a need to increase our storage capacity for new buses at our 110 Watervliet property. We have had several discussions with board committees over the past few months that have detailed our facility storage challenges.

Purpose:

The Bokland Property located at 122 Industrial Park Road will allow up to 120 employee parking spaces for those displaced due to the expansion of the Albany garage to accommodate additional BRT vehicle storage.

Summary of Proposal:

An Invitation for Bids (IFB) was issued specifying the demolition work required (building and foundation demolition, abatement, etc.) as well as the construction of the parking area to include paving, lighting, and fencing. Thirty-Six (36) firms downloaded the IFB and seven (7) bids were received. New Castle Paving of Troy, NY provided the lowest responsive and responsible bid. New Castle has retained two D/MWBE subcontractors and has committed to at least 5% participation by those subcontractors. The bid has been reviewed by staff and is below the engineer's estimate.

Staff recommends a contract for the demolition of the Bokland Property and the construction of a parking lot be awarded to New Castle Paving, LLC of Troy for an amount not to exceed \$493,441. Upon Board approval a contract will be awarded immediately with completion date of November 15, 2020.

Financial Summary and Source of Funds:

Base Bid: \$411,201
Contingency (20%): \$82,240
TOTAL: \$493,441

The contract value will not exceed \$493,441 and will be funded by a BRT Setaside Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

June 17, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Approval of Bokland Demolition and Construction of Parking Lot

Background:

We have been discussing several exciting service-related initiatives over the past year, including River BRT, State worker transportation, and the Washington/Western BRT. Along with those initiatives is the need for adequate storage and maintenance facilities to sufficiently operate the services. This was discussed in detail during the “CDTA Garage Expansions” conversation at the September Planning meeting, and more recently the December and January Board Operations meetings.

At the March Board meeting, the Board approved the purchase of the Bokland Property at 122 Industrial Park Road. Due to its proximity to 110 Watervliet Avenue, it would serve as employee parking (approximately 100-120 spaces) for those displaced as a result of the Albany garage expansion. We have sought to acquire this property several times over the past 15+ years. We have now closed on the property and it will be vacated on or before July 29, 2020.

Staff developed an invitation for bids to create the parking area, the scope of which included building and foundation demolition, abatement, backfilling/leveling, surface removal, paving, lighting, and fencing. Sidewalk and crosswalk improvements will come later. 36 firms downloaded the specifications and seven bids were received. New Castle Paving of Troy, NY was the lowest qualified bidder with a price of \$411,201.

Justification:

The bid was reviewed, deemed accurate and reasonable, and is below the engineer’s estimate. We currently are under contract with New Castle for the Harriman West and downtown campus stations are satisfied with their work.

Recommendation:

At this time, I am recommending awarding a contract to New Castle Paving, LLC. of Troy, NY in an amount of \$411,201 plus a 20% contingency for a total amount of \$493,441.

Copy: Carm Basile, Chief Executive Officer
Stacy Sansky, Director of Procurement
Jeremy Smith, Director of Facilities



0 Bid Summary



Contract Name: New Parking Lot Construction@ 122 Industrial Park Rd

Contract No: CDTA FAC 168-2000

Date/Time of Opening: June 2, 2020 1:00PM

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: AOW Associates Inc. Address: 30 Essex St Albany, NY 12206 Contact: James A Urner, Jr. Email: jurner@aowassoc.com Phone: 518.482.3444	\$ <u>541,900</u> Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 Classic Environmental 2 3 4 5	DBE __ MBE __ WBE <u>X</u> SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Aktor Corporation Address: 44 Tivoli St Albany, NY 12207 Contact: Theodore Papakonstadinou Email: jbuell@aktorcpr.com Phone: 518.380.5489	\$ <u>620,000</u> Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 Stilsing Electric 2 Simco 3 MC Environmental 4 5	DBE __ MBE __ WBE <u>X</u> SDVOB __ DBE __ MBE <u>X</u> WBE <u>X</u> SDVOB __ DBE __ MBE __ WBE <u>X</u> SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Callanan Industries, Inc Address: PO Box 15097 Albany, NY 12212 Contact: Michael Mastropietro Email: estimating@callanan.com Phone: 518.374.6779	\$ <u>456,789</u> Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 Citymark Striping 2 3 4 5	DBE __ MBE __ WBE <u>X</u> SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: DelSignore Blacktop Paving, Inc. Address: 42 Brickchurch Rd Troy, NY 12180 Contact: Dewey DelSignore III Email: mleipman@delsignorecompanies.com Phone: 518.279.1642	\$ <u>439,285</u> Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 Citymark Striping 2 Stilsing Electric 3 Bronze Contracting 4 5	DBE __ MBE __ WBE <u>X</u> SDVOB __ DBE __ MBE __ WBE <u>X</u> SDVOB __ DBE __ MBE __ WBE <u>X</u> SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Peter Luizzi & Bros Contracting Inc. Address: 49 Railroad Ave Albany, NY 12205 Contact: Michael W. Alix Email: pluizzi3@luizzibros.com Phone: 518.482.8954	\$ <u>475,000</u> Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 JRN Construction, LLC 2 Stilsing Electric 3 Bronze Contracting 4 5	DBE <u>X</u> MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE <u>X</u> SDVOB __ DBE __ MBE __ WBE <u>X</u> SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: New Castle Paving, LLC Address: 1Madison St Suite 100 Troy, NY 12180 Contact: Dale Swartwout Email: dswartwout@newcastlepaving.com Phone: 518.275.0226	\$ <u>411,201</u> Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 Citymark Striping 2 CLA & Sons 3 TLE Contracting 4 5	DBE __ MBE __ WBE <u>X</u> SDVOB __ DBE <u>X</u> MBE __ WBE <u>X</u> SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: The Environmental Servics Group, Inc. Address: 117 Wales Ave Tonawanda, NY 14150 Contact: Brian R Harris Email: bharris@esgenv.com Phone: 716.695.6720	\$ <u>742,000</u> Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 26 - 2020**

Approve the Safety Management Plan

WHEREAS, the Capital District Transportation Authority (Authority) is a recipient of federal funds for assistance with capital and operating expenses, and

WHEREAS, the Federal Transit Administration (FTA) requires that all public transit agencies develop and submit a new organizational Safety Management Plan (SMS), and

WHEREAS, the SMS is a formal process to communicate and manage safety from the leadership level of the Authority to all employees, and the contents of the SMS will help enhance our commitment to safety and meet the standards set by the FTA, and

WHEREAS, the draft SMS plan has been submitted to the FTA for review, their comments and recommendations have been incorporated and the Authority now recommends approval of the SMS plan as currently drafted.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves and adopts the SMS plan, as currently drafted.
2. 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 24th day of June, 2020.

Dated: June 24, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Approve the Safety Management System (SMS) Plan

Committee: Performance Monitoring/Audit

Committee Meeting Date: Wednesday June 17, 2020

Board Action Date: Wednesday June 24, 2020

Background:

MAP-21 gave the Federal Transit Administration (FTA) authority to require all public transit agencies to develop a new organizational safety plan. The FTA requires transit agencies to adopt a board approved Safety Management System (SMS) plan. The FTA compliance date was moved from July 20, 2020 to December 31, 2020.

Purpose:

SMS is a formal process to communicate and manage safety from the leadership level of CDTA to all employees. The contents of the plan will help enhance our Safety Plan and meet the standards set by the FTA. The safety plan must be reviewed and approved on an annual basis by the Board of Directors.

Summary of Proposal:

The regulations require that the SMS take a top down, data driven approach to mitigate risk. It includes four main components that must be addressed within the plan:

- Safety Management – a statement that includes establishing authorities and responsibilities for the management of safety.
- Safety Risk Management – provides a process to identify hazards, assess risk and a process to mitigate risk.
- Safety Assurance – a process to ensure proper implementation of the plan, effectiveness of risk mitigation, and to verify objectives.
- Safety Promotion and Communication – a process to communicate safety information that supports the SMS.

The draft SMS plan was submitted to the FTA for review, and their comments and recommendations were incorporated into the plan. Based on this review, staff recommends approval of the SMS plan.

Financial Summary and Source of Funds:

No impact

Prepared by:

Rich Cordero, Manager of Safety & Training

Project Manager:

Rich Cordero, Manager of Safety & Training

Memorandum

June 17, 2020

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

From: Rich Cordero – Manager of Safety and Training

Subject: Safety Management Systems (SMS) Plan

Background:

The FTA requires that all public transit agencies adopt a documented Safety Management System (SMS) plan.

SMS is a formal process to communicate and manage safety from the leadership level of CDTA. The contents of the plan will help enhance our Safety Plan and meet the standards set by the FTA. The safety plan must be reviewed and approved on an annual basis by the Board of Directors.

Plan Overview:

The regulations require that the SMS take a top down, data driven approach to mitigate risk. The plan assigns the role of Chief Safety Officer (CSO) to the Vice President of Finance and Administration. This role has a direct line of communication to the Accountable Executive, which is the Chief Executive Officer.

The Chief Safety Officer is responsible for the execution of the plan. The plan includes Key Performance Targets, which are reviewed on annual basis by the CEO and approved by the Board of Directors. The SMS has four (4) main required components:

1. Safety Management Policy – The statement must establish the necessary authorities, accountabilities, and responsibilities for the management of safety at the leadership level.
2. Safety Risk Management – A standard process that is used to identify hazards, assess the risk that may come from the hazard, and a process to mitigate its risk.
3. Safety Assurance – a process that is used to ensure the proper implementation of the plan, effectiveness of risk mitigation, and verify if the objectives of the plan are working effectively.
4. Safety Promotion and Communication – a process to communicate safety information supporting the SMS through a combination of communication tools and training that covers the expectation and processes to report safety concerns.

Recommendation:

Staff recommends approval of the new SMS plan to meet FTA requirements.

Copy: Carm Basile, Chief Executive Officer

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 27 - 2020**

Annual Review and Approve Change to Drug and Alcohol Policy

WHEREAS, in its mission to provide safe and reliable transportation, the Capital District Transportation Authority (“Authority”) has a drug-free workplace, and

WHEREAS, the Authority has further responsibility for “safety-sensitive” employees under the regulations of the Federal Transit Administration (49 CFR parts 40 & 655) to formulate a Drug and Alcohol Policy, and

WHEREAS, the Drug and Alcohol Policy shall be periodically reviewed and approved by the Authority, and

WHEREAS, upon review, the Authority recommends one minor non-regulatory procedural change to the Drug and Alcohol Policy, as revised and attached hereto.

NOW, THEREFORE BE IT RESOLVED:

1. The Drug and Alcohol Policy for the Capital District Transportation Authority is hereby 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 the 24th day of June, 2020.

Dated: June 24, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Annual Review and Approval of the Drug and Alcohol Policy

Committee: Performance Monitoring/Audit
Committee Meeting Date: Wednesday June 17, 2020
Board Action Date: Wednesday June 24, 2020

Background:

An annual review of the Drug and Alcohol Policy is required according to 49 CFR Parts 40 & 655 regulations.

Purpose:

The policy must be available to all employees and specifically to employees that perform safety-sensitive functions. The policy ensures that all regulations are up to date and followed to remain in compliance with the Federal Transit Administration.

Summary of Proposal:

There were no required regulatory changes to the Drug & Alcohol Policy. However, a procedural change was necessary in the Employee Self-Referral section of the policy outlined in Section 7, "Evaluations/Referrals and Rehabilitation".

Staff recommends that procedural changes in Section 7 for an employee returning to work and improving employee privacy, be included and approved in the 2020 Drug & Alcohol Policy.

Financial Summary and Source of Funds:

No impact

Prepared by:

Rich Cordero, Manager of Safety & Training

Project Manager:

Rich Cordero, Manager of Safety & Training

Memorandum

June 17, 2020

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

From: Rich Cordero, Manager of Safety and Training

Subject: Approve Changes to the CDTA Drug & Alcohol Policy

Background:

Each year the Safety Department is responsible for making changes and/or updates to the Drug and Alcohol policy and bringing those updates to the Board of Directors for approval. There are several reasons why a change might be made, some of which might be:

- A DOT regulatory change
- Modifying language to make it easier and clearer for employees
- A procedural or policy change made to improve our overall Drug and Alcohol program or as a response to a specific issue

Summary:

There are no regulatory changes that need to be made at the present time. In response to a situation that arose this past year, we have decided to make a procedural change to the Employee Self-Referral section of the policy, which is Section 7, Evaluations/Referrals and Rehabilitation.

Reason for changes:

The Employee Self-Referral part of Section 7 does not fall under the federal guidelines. The change that we propose allows management to be involved in the process of returning an employee back to work after the completion of a rehabilitation program. It also takes into consideration employee privacy during the follow-up testing process by eliminating unnecessary observed testing.

Staff Recommendation:

Staff is recommending that this procedural change be incorporated into the Drug and Alcohol Policy moving forward.

Copy: Carm Basile, Chief Executive Officer
Mike Collins, VP of Finance & Administration
Kelli Schreivogl Director of Human Resources