

Board of Directors Monthly Meeting

**Wednesday, August 26, 2020 | 12:00pm
Via Microsoft Teams**



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, August 26, 2020 | 12:00pm | 110 Watervliet Avenue, Albany
and Microsoft Teams

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Ascertain Quorum and Approve Agenda	Jayne Lahut	
Approve Minutes of Wednesday, June 24, 2020	Jayne Lahut	3
Recognition/Updates		
• Hosted at Community & Stakeholder Relations (08/20/2020)		
Committee Reports: (Action Items Listed)		
Board Operations Committee (08/12/2020)	Jayne Lahut	
• Resolution 28 - Adopt Strategic Framework		13
Performance Monitoring/Audit Committee (08/19/2020)	Denise Figueroa	
• Resolution 29 - Approve Contract for Engine Oil		17
• Resolution 30 - Approve Contract for Scheduling Software Maintenance		22
• Resolution 31 - Approve Contract for Protective Barriers		26
• Resolution 32 - Approve Contract for Security Services at RRS		30
• Resolution 33 - Accept State Grant for River BRT		35
• Resolution 34 - Accept State Funds		38
Community and Stakeholder Relations Committee (08/20/2020)	Pat Lance	
Strategic and Operational Planning Committee (08/20/2020)	Michael Criscione	
Chief Executive Officer's Report	Carm Basile	41
Executive Session		
Upcoming Meetings		
Wednesday, September 30, 2020 at 12:00pm via Microsoft Teams and 110 Watervliet Avenue, Albany		

**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, JUNE 24, 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
 Jaclyn Falotico

MEMBERS EXCUSED

OTHERS PRESENT Carmino N. Basile, Chief Executive Officer
 Amanda A. Avery, General Counsel
 Michael P. Collins, Vice President of Finance and Administration
 Christopher Desany, Vice President of Planning and Infrastructure
 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
 Jack Grogan, Director of Risk Management
 Ross Farrell, Director of Planning
 Kelli Schreivogl, Director of Human Resources
 Jonathan Scherzer, Director of Marketing
 Jeremy Smith, Director of Facilities
 Stacy Sansky, Director of Procurement
 Thomas Guggisberg, Director of IT

CALL TO ORDER At 12:05 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 MAY 27, 2020 BOARD MEETING MINUTES
No Objections
Carried Unanimously

RECOGNITIONS
 • Postponed until Community and Stakeholder Relations Committee Meeting in August.

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Jayme Lahut
 • Board Operations Committee met on Wednesday, June 10, 2020 at 10:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- The committee reviewed agendas for June. We have decided that the Committee will meet in July (July 15). There will be no board or other committee meetings in July; our regular schedule of meetings will start again in August.
- The Strategic Planning Leadership team has finished their work on goals that support the pillars for the Strategic Plan. The leadership team and board members will meet with Barbara Gannon on June 30 to talk further.
- Lisa Marrello provided a legislative update. We talked about the state budget and state finances. She focused on state operating assistance and the prospects for payments. Our STOA payment has been delayed by 6 weeks and it is/will impact cash flow.
- Carm Basile gave an overview on our plan to move forward post COVID-19. Most of our trunk routes will return to normal operations on July 12; some will have more frequency than before COVID-19. This is to accommodate social distancing factors.
- Management staff who had been working remotely will begin to return to the offices next Monday.
- Barriers to protect bus operators will be installed throughout July and August, and we are planning to resume fare collection in a few weeks.
- The next meeting of the committee is scheduled for Wednesday, July 15, 2020 at 9:15am via Microsoft Teams.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

- Performance Monitoring Committee met on Wednesday, June 17, 2020 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Audit Committee Items

Resolution No. 25 – 2020 – Approve Contract for Bokland Building Demo

- We have discussed the need for additional facility storage because of upcoming service expansions; and we recently purchased the Bokland property to provide employee parking to accommodate the Albany garage expansion. We received 7 bids for building demolition and construction of a new parking area. New Castle Paving provided the lowest bid. Staff recommends a contract to New Castle Paving of Troy for an amount of \$411,201 with a 20% contingency of \$82,240.
- The Authority hereby approves a contract to New Castle Paving of Troy for an amount not to exceed \$493,441.

Motion – Mr. Stackrow

Seconded – Ms. Figueroa

Carried Unanimously

Consent Agenda Items

Resolution No. 26 – 2020 – Approve SMS Safety Plan

- The FTA requires all transit agencies to adopt a board approved Safety Management System (SMS) plan, otherwise known as an organizational safety plan. This plan builds on our New York State approved safety plan that has been in place for many years. The SMS plan is a data driven approach to mitigate risk. It establishes responsibilities; identifies risks; ensures plan implementation; and promotes safety information. As we begin the implementation phase, the board will be provided periodic information and updates leading to an annual board approval. The plan is included in your packet.

- The Authority hereby approves the implementation of the Safety Management Systems (SMS) plan as required by the Federal Transit Administration.

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

Resolution No. 27 – 2020 – Approve Drug and Alcohol Policy

- The annual review of the Drug and Alcohol Policy is required by federal regulations and our own company standards. There was only one non-regulatory procedural change made to the policy document. The revised policy is included in your packet.
- The Authority hereby approves the revised Drug and Alcohol Policy.

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

Investment Committee

- The Investment Committee met on June 24th and a report was distributed to The Board.

Administrative Discussion Items

- Rich Cordero gave the annual report on bus accidents. There were 572 accidents this year, an increase of 6% from last year. The accident rate was 5.5 per 100,000 miles. There was 20% increase in preventable accidents, about half were due to construction at the Troy garage. Looking forward to FY2021, Rich talked about training for supervisors in identifying aggressive driving habits; new refresher programs and rolling out the new SMS plan. The goal is to reduce accidents by 5% next year.
- Jack Grogan gave the annual workplace safety report. After several years of decreasing accidents, we saw an increase of 16 workplace accidents. There were 81 workplace accidents. The major cost driver of our program is the Maximum Weekly Benefit. The weekly benefit is currently \$934 per week. Luckily, Scheduled Loss of Use awards decreased by \$321,000 over the past two years due to changes in state legislation. Recommendations include intensifying claims management and more work in departments to correct environmental factors that may cause unsafe work areas.
- Mike gave the Monthly Management Report. The impact of COVID-19 continues to have a major impact on our budget. Most revenue categories remain under budget, with the exception of MRT which was over budget by 12%. Although we report operating assistance according to budgeted accruals, the state has not made its STOA payment and has not indicated when they plan to. Revenue looks healthy (99% above budget) because we are reporting state assistance based on the NYS budget; we are also including CARES funding as part of operating assistance. Expenses are down by about 14%.
- Chris Desany gave the Monthly Non-Financial Report. COVID-19 continues to have a significant impact on ridership. Total ridership is down 58% for the fiscal year; STAR is down 64% for the year. On time performance for fixed route is at 75%; while STAR on-time performance was at 94%.
- Next meeting of the Committee is scheduled for Wednesday, August 19, 2020 at 12:00pm via Microsoft Teams.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Jackie Falotico

- The Community and Stakeholder Relations Committee met on Thursday, June 18, 2020 at 11:30am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer and Jaime Watson presented an update on 50th Anniversary activities. New shelter posters, billboards and a new commercial are part of the celebration and recognition of the 50th.
- Jaime Watson and Allison Schreffler outlined plans for a “50 Community Heroes” contest that will run leading up to the 50th Anniversary on August 1. The contest will award 25 CDTA employees and 25 Community Heroes that have gone above the call of duty during the height of the COVID-19 pandemic. Nominations will be solicited from CDTA employees and the community.
- Jaime Watson summarized the monthly Community Engagement report. There were 20 media stories on television, in newspaper and online. Stories were related to our efforts in response to COVID-19, United Way 5.18 Day and Protests happening in cities across the Capital Region.
- Jaime also discussed the updated communications to keep employees, customers and the public informed about CDTA efforts surrounding COVID-19. Over the next few weeks there will be updated messaging, corporate videos, commercials, and social media content to keep the public updated on CDTA services and its commitment to the community.
- Next meeting of the Committee will be on Thursday, August 20, 2020 at 10:30am via Microsoft Teams

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

- The Strategic and Operational Planning Committee met on Thursday, June 18, 2020 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Ross Farrell gave a presentation and facilitated discussion on the July 2020 service changes. As we have been discussing over the last several months, the initial stages of the pandemic caused ridership to decrease by 67% (to about 20,000 riders/weekday). We have since experienced gains that have brought us back to over 30,000. STAR ridership was likewise down 67%, and those customers are also gradually returning.
- The goal of the July 12 changes includes investing in higher frequency and span on our busiest corridors, avoiding loads of 15-20 passengers whenever possible, and fast forwarding some of the TDP concepts we were previously planning on implementing.
- As the region starts to reopen, the plan is to accommodate up to 40,000 daily riders using only existing resources. Most trunk routes will be at or above prior levels. Several routes will have reallocated service (change of frequency, span, or short turning). Several other routes will remain at reduced schedules or not in operation. Details were given in the presentation.
- There are many unknowns to which we must pay attention in the coming weeks, such as what is happening with schools and universities, State Worker transportation, and the reintroduction of fares.
- In the latest in a series of updates, Lance Zarcone gave a presentation and facilitated discussion on some of the precautions we are taking to protect our employees and customers. We have implemented several measures in the garage/shop and operator areas, including making available plenty of PPE, upgrading cleaning schedules, and stocking maintenance vending machines.
- We implemented rear door entry/exit at the beginning of April, while maintaining 15-20 passengers per bus. We could do this using a series of incremental service updates made over the last few months and inserting “stub” buses where necessary.

- The subject of driver barriers is an important topic nationwide. We have been reviewing best practices at the state and national level, communicating with our peers, consulting with vendors, and evaluating our own in-house capabilities. There are several different bus configurations we operate, so this makes developing a standard design difficult. We hope to have barrier installation well under way by August and would like to see some progress on this before we reintroduce fare collection at the front door.
- We also discussed the need to move as many people to Navigator as possible, which requires addressing unbanked customers. Several strategies were considered, such as more partnerships with retail outlets, and working with social service agencies in new and creative ways.
- Next meeting of the Committee will be on Thursday, August 20, 2020 at 12:00pm via Microsoft Teams.

CHIEF EXECUTIVE OFFICER'S REPORT – Carm Basile

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

EXECUTIVE SESSION

- No items scheduled.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, August 26, 2020 at 12:00pm via Microsoft Teams.

ADJOURNMENT

No Objections

Carried Unanimously

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: June 24, 2020

CHIEF EXECUTIVE OFFICER'S REPORT

As I write this report, the Capital Region is beginning Phase 3 of the statewide reopening plan. Restaurants are beginning to open, retail is remerging, day care and youth centers are opening, and people are returning to work. All of this is a sign that our economy is coming back and communities are emerging from a long battle against COVID-19.

As the region responds, so is CDTA. We have developed a reopening plan that covers employee safety, service deployment, maintenance, cleaning protocols and communication. The plan balances service expansion with employee and customer safety. The plan was reviewed by the Strategic and Operational Planning committee and it provides a phased approach to restoration. We will take a major step towards normal operation on July 12 when most trunk routes return to full service. In fact, some of the trunks will see more frequency than pre-COVID as we ensure that social distancing can occur. Many feeder and neighborhood routes will also be restored.

At the same time, we will install safety barriers on all buses. The barriers will protect bus operators, enhance customer security and help with social distancing. We expect barriers to be installed in phases, beginning in mid-July. We are working to open the front door on buses and restore fare collection by late July or early August. Our maintenance team has revised cleaning protocols and the facilities staff is directing similar changes for the ways buildings and facilities are cleaned. These protocols are adjusted as we learn more, as new products are introduced, and as we find better ways to conduct business. We are using the collective experience of all CDTA employees to respond to the challenges of COVID-19.

At the beginning of April, average weekday ridership sank from 55,000 to 25,000. Slowly and steadily, boardings have inched back to over 30,000 per day. The service additions that will be made in July are designed for 40,000 boardings as we anticipate people returning to work and normal activities resuming. Social distancing and the safety of bus operators and customers is a big concern and accommodations are factored into our forecasts for ridership, capacity and the resources we need to move forward.

I am happy to report that CDPHP *Cycle!* returned on Monday. Our popular bike share program was delayed because of COVID-19; with an increased demand for outdoor activities and progress on reopening, the time is right for *Cycle!* We will ease into the 2020 riding season. About 100 bikes have been deployed at stations on/near bike trails, parks and recreation centers. As normal activities resume, bikes will be added to the network. New cleaning and disinfecting systems are incorporated into our operating plans; providing security for customers as they cycle throughout the region. Our plan is flexible to allow for changes as we move through a period of uncertainty about consumer behavior.

Our highly anticipated Wellness Center is ready to be occupied. The center will be staffed by medical professionals through a partnership with CDPHP. They will be the wellness experts for CDTA providing health care, advice and employment testing/screening systems for employees. This innovative approach to employee wellness is especially timely during COVID-19. This is an important next step towards a comprehensive health program that ties prevention and treatment together with health insurance programs. We are working with CDPHP on operating protocols and we expect to organize a grand opening announcement or event.

The staff leadership team has finished their work on a set of goals that support the pillars for the CDTA Strategic Plan. This work will be showcased when the board and the leadership team meet later this month. The objective of our meeting, which will be facilitated by Barbara Gannon, is to understand the relationship of the pillars to the work we do. This will serve as the framework for the strategic plan and help set a direction for CDTA. The goals fortify the pillars and provide context to the plan. We are looking forward to talking about this in more detail.

We received quite a surprise on Thursday night, May 28, with a Presidential tweet announcing a small starts award to the Washington-Western BRT project. This was one of several similar announcements made that evening, all via tweet. Not the usual method of communicating grant awards but we will take it. We have lots of administrative work to do before grant processing can begin to proceed; however, it's nice to know that the grant will be released and the 40 mile network of BRT that we have been working on for so long will become a reality.

This is a difficult time to do business with an unclear financial picture. The prompt processing of our CARES grant was helpful, and we have drawn almost half of the \$43 million award. This stopgap funding is providing relief as we await the resumption of STOA payments, fare collection and state capital funding. We will continue to work with the Board Operations and Performance Monitoring committees to plan for adequate cash flow until our system and funding partners return to a normal state.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for May and it is compared to May 2019. The data we look at provides an overview on the effectiveness of service delivery systems.

Total ridership was 724,500 in May, 46% less than last May. We are inching back in our most important performance indicator and results for June should be even better. Still a long way to go in our rebuild process but there is progress. There were only 660 boardings on Northway Express buses; a drop of 96% from last May. We will bring NX service back as state employees return to their workplaces. There were 12,200 boardings on STAR buses in May, 60% less than last May. STAR ridership is returning at a slower rate than fixed route buses.

CDTA finances continue to be good considering the issues we are dealing with. Our rate of spending has slowed, reflecting less service operated and fewer products required to support what we do. There are some exceptions to this, mainly in the cleaning and maintenance areas as we adjust to new expectations. This will change as we return to normal operations. In some cases, we will add services (and expenses) as we accommodate for new expectations regarding social distancing. This will require more buses, more operators and more support services.

The operating revenue lines reflect the loss of customer fares, lack of activity at Rensselaer Rail Station (parking revenue), and reduction of facility advertising revenue. We were pleased by the Mortgage Recording Tax, with receipts totaling \$1 million, as people buy real estate and refinance mortgages. We are showing the assistance lines on an accrual basis as we expect to receive all or most of what we budgeted for. This is specific to state operating (STOA) and federal assistance (5307). This manipulates the variances somewhat as we are also showing CARES funds as we draw them. We talked about this at the Performance Monitoring Committee.

Total expenses are almost \$1 million under budget for May and \$2.3 million under budget year to date. This reflects the slowing of service production and the components that drive the company, like purchased transportation, fuel and parts. The wage line is over budget because it includes the appreciation payment made to employees in May (\$900,000); save that and the wage line would be under budget. As service is restored, these lines will adjust to normal levels.

We missed 16 trips on the fixed route system; last May, we missed 74 trips. This reflects reduced service, which yields less misses and compares to a period last spring where we had a shortage of bus operators. We reported 20 accidents in May with 5 categorized as preventable; last May, we reported 66 accidents with 20 categorized as preventable. All preventative maintenance inspection were done on time, same as last May. Scheduled maintenance work was at 85%; same as last May. Fixed route timeliness was at 75%;

last May it was 74%. Our call center processed 104 comments compared to 247 last May. Response time to close inquiries within 10 days was at 99%, compared to 93% last May. There were 466,000-page views at www.cdta.org. Last May, there were 770,000-page views.

Community Engagement:

Our community engagement report will return when events and activities resume in a recognizable format in the coming months.

Activity Report

We are all adjusting to virtual meetings, conference calls and events to keep our community engaged. All of us are working within new boundaries and we continue to tell the CDTA story, highlighting the work our employees do to keep the region moving.

- On Thursday, May 28, I recorded a new corporate video message that provide employees, customers and stakeholders with an update on our COVID-19 efforts.
- On Thursday, May 28, I chaired a conference call of the NYPTA Legislative Committee. We discussed state operating assistance, use of CARES funds and the development of our messaging as we move towards reopening status across the state.
- On Friday, May 29, we held another Coronavirus Team meeting. We provided updates on service levels, ridership, employee wellness, cleanliness and facility enhancements.
- On Friday, May 29, I was interviewed by the Albany Business Review regarding our Purple Line grant. The media is interested in what we are doing with BRT and very interested in the award via a Presidential tweet.
- On Friday May 29, I did radio interviews on WGY and Talk 1300 regarding the Purple Line grant. I talked about the development that continues to occur and transit's role in providing better mobility between downtown Albany, uptown Albany and Guilderland.
- On Sunday, May 31, a group of staff people met to talk about disturbances in Albany (and other communities) and plan our service and communication moving forward. Although disruptive to the community, the disturbances did not shutdown transit service.
- On Monday, June 1, our response team met again to talk about plans for the week as protests became an everyday reality. Service changes were finalized, and a communication plan developed and executed.
- On Tuesday, June 2, I chaired a meeting of the United Way executive committee. We received updates on the organization's financial situation and talked about ways that the United Way is helping those in need during COVID-19.
- On Wednesday June 3, Jon Scherzer and I met with representatives from Lamar Transit Advertising. We talked about the slowdown of local sales, expectations for the market moving out of COVID-19, and the need to adjust our agreement.
- On Thursday, June 4, we held another Coronavirus meeting. We continue to focus on our phased reopening. This includes restoration of service, increased safety and protective measures and welcoming employees who have been working remotely.

- On Thursday, June 4, Lisa Marrello and I met with Senator Neil Breslin and Assembly members Pat Fahy and John McDonald. We talked about our state-of-affairs and the level of service we are operating. We also discussed state operating assistance and the need for increased commitments for transit.
- On Friday, June 5, I attended a meeting of the Capital Region Chamber of Commerce Board of Directors. We heard from a senior vice present of the US Chamber of Commerce regarding their expectation of the economy over the summer months.
- On Monday, June 8, I worked from home for the first time. I wanted to experience what many of our employees had been going through over the past three months. I quickly learned how difficult it is to stay connected without direct human interaction. Not easy.
- On Tuesday, June 9. I spoke with Barbara Gannon. We discussed development of goals for each strategic pillar and laid out the steps needed to ensure a successful meeting with board members and the leadership team (scheduled for June 30).
- On Friday, June 12, I chaired a meeting of the United Way's Executive Committee. We discussed United Way finances, employee giving campaigns and a shared service center.
- On Friday, June 12, Lance Zarcone and I met with Bob and Steve Brown from Brown Coach. Brown operates Northway Express service for CDTA. We talked about compensation for lost services. The CARES act allows for a portion of service hours to be paid for even if they were not operated (to keep vendors like the Brown's solvent during the crisis).
- On Monday, June 15, I spoke to our newest class of bus operator trainees; 7 in total. As we bring on new operators to deliver the service we are adding to our network, I drive home points about CDTA, who we are and what we stand for. They all have CDL licenses, so they should be ready to drive by early July.
- On Tuesday, June 16, we held another Coronavirus team meeting. We focused on service changes that will take effect in mid-July, installation of barriers to protect bus operators and new cleaning protocols.
- On Tuesday, June 16, Chris Desany, Ross Farrell and I met with officials from Pyramid Corporation to talk about the Purple Line BRT and improvements to service at Crossgates Mall. The Mall is the western termination point for the BRT and a focus of our services.
- On Tuesday, June 16, I recorded a video welcome for the United Way annual awards presentation. The event, which will be virtual, will honor James Barba, President Emeritus of the Albany Medical Center. He will be inducted into the Capital Region Philanthropy Hall of Fame. The awards event is on June 24.
- On Monday, June 22, I did interviews about the start of CDPHP *Cycle!* season four. I spoke with Channel 10 and 13 about our safety measures and where the first phase of 100 bikes will be deployed.
- On Tuesday, June 23, we held our second virtual Authority staff meeting. We heard staff reports on projects and activities but mostly enjoyed everyone's company. We discussed the return to the office for staff beginning on June 29 (this will happen in phases over several weeks) and the steps we are taking to keep everyone safe and comfortable.

Final Thoughts

There is light at the end of the COVID-19 tunnel. Our region is moving through the reopen process and things are improving. We have developed a plan to bring services back to pre-COVID levels, to protect the safety of employees and customers, and to position CDTA for continued success. We are moving quickly with appropriate checkpoints that allow us to adjust as required. At the same time, we are advancing our Strategic Plan, we are ready to start state worker service, we are building the Blue Line BRT, and we are ready to advance the Purple Line BRT towards construction.

None of this would be possible without the efforts of all CDTA employees. They continue to be shining lights, coming to work every day, providing great service and responding to the challenges of being front line employees. They are dedicated and committed to making CDTA as good as it can be. I appreciate everything they do. The best is yet to come!

Copy: Senior Staff
Director of Corporate Communications

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 28 – 2020**

Adopting Strategic Framework and Mission Statement

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

WHEREAS, the Authority has been working to develop a Strategic Plan which will clearly display the Authority’s mission, objective, and goals for our work as the region’s leading mobility manager, and

WHEREAS, through a collaborative deliberative process, the Authority has developed a Strategic Framework to guide the formation of the Strategic Plan, and

WHEREAS, the Authority now desires to adopt the Strategic Framework, which will then be transformed into a complete and written plan to guide the Authority’s work over the next few years.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby adopts the Strategic Framework, including a mission statement and seven strategic pillars, and authorizes the development and adoption of a written Strategic Plan.

CERTIFICATION

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

Dated: August 26, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Approve recommended Strategic Framework which consists of a mission statement and seven strategic pillars.

Committee: Board Operations
Committee Meeting Date: August 12, 2020
Board Action Date: August 26, 2020

Background:

Over the last 50 years, we have developed into one of the best systems in North America. We have a responsibility to grow with our region and transition from a bus company to a mobility manager. Realizing that we have many opportunities to pursue, our board of directors identified the need for A Path Forward for CDTA.

For the past 8-10 months, board members and a staff leadership team have been working to develop a Strategic Plan for the company. We engaged Barbara Gannon to help us with this work. Barbara is an expert in this area and has done similar work at transit properties of our size and scope.

Purpose:

A Strategic Plan will clearly display the mission, objectives, and goals for our organization's work as the leading mobility manager in the region. It will guide the work our staff does and how they plan to integrate our aspirations with those of our partnered communities.

Summary of Proposal:

To build the Strategic Plan, we first needed a Framework. This framework or "A Path Forward" consists of seven strategic pillars. The Pillars speak to the priorities of CDTA and the direction we want to go; they highlight how we think and act in the development of our work. They will be engrained in company activities and will drive our efforts to widen and deepen the mobility choices we provide.

Upon Board approval, this framework will be transformed into a complete and written plan to guide our work for the next 3-5 years.

Prepared by:

Carm Basile, Chief Executive Officer

Memorandum

August 12, 2020

To: Chairman, Board Operations Committee
Members, Board Operations Committee

From: Chief Executive Officer

Subject: Adoption of Strategic Plan Framework

Recommendation:

For the committee to endorse the framework of CDTA's Strategic Plan and advance it to the board for approval. The framework consists of a mission statement and seven strategic pillars.

Background:

For the past 8-10 months, board members and a staff leadership team have been working to develop a Strategic Plan for the company. The plan will be a roadmap for our work over the next 3-5-years. We engaged Barbara Gannon to help us with this work. Barbara is an expert in this area and has done similar work at transit properties of our size and scope. This experience has been invaluable, and she has helped us to understand concepts, to solve problems, and keep the project moving forward. She has done this during the COVID-19 crisis, which is a testament to her skill and the resolve of the board and staff leadership team.

Details:

Last week, CDTA celebrated its 50th Anniversary. This milestone highlighted the success of our company, the dedication of more than 10,000 men and women who have worked here, the efforts of our board of directors, and our relationships in the community. Over the last 50 years, we have developed into one of the best systems in North America. And there is much more for us to do as we transition from a bus company to a mobility manager. Realizing that we have many opportunities to pursue, our board of directors identified the need for a Path Forward for CDTA. The plan needs to reaffirm our mission, to provide structure to the work we do, and be a tool that guides employees in the development of initiatives and work plans.

Our work began last November when we assembled at the Hearst Media Center along with community stakeholders. We spent the day talking about the work we do, thinking about the way we are perceived in the community, and highlighting ways to be better at what we do. This was the launching point for development of strategic pillars, which serve as the foundation of the plan. The leadership team met regularly and collected lots of data, to examine trends and to continually ask "what are we learning and what else do we need to know." This information was shared with board members and their input was solicited along the way. Data collection and discussions centered on three groups – employees, customers, and stakeholders. The needs of each group were examined, and information collected to help us understand what they want from

CDTA and what the relative importance was to those. The three groups are an integral part of the plan's framework.

The seven strategic pillars are the foundation of the plan. They speak to the priorities of CDTA and the direction we want to go; they highlight how we think and act in the development of our work. The staff will use the pillars to organize work, to develop initiatives, and to monitor progress. They will be engrained in company activities and will drive our efforts to widen and deepen the mobility choices we provide to the people of the region. The pillars and associated goals can be updated and modified as appropriate.

Mission Statement

CDTA provides mobility solutions that connect the region's communities.

Strategic Pillars

- *Stakeholders* - CDTA supports a wide range of partners with exceptional products, services, and regional leadership.
- *Financial Stewardship* - CDTA maintains a solid financial foundation that optimizes opportunities and ensures long term relevance and viability.
- *Employees* - CDTA acknowledges that our strength comes from employees. That strength is rooted in a commitment to diversity, inclusiveness, and mutual respect.
- *Customers* - CDTA delivers outstanding customer experiences with a thoughtful and inclusive approach to all that it does.
- *Service/Mobility* - CDTA builds innovative and sustainable infrastructure systems that deliver connected, regional services. We match resources to demand and continually seek out opportunities and expanded markets.
- *Innovation* - CDTA supports the region with innovative, thoughtful, and creative mobility solutions.
- *Community* - CDTA plays an active role in in region, making the community a better place to live and work.

Summary

Although ten months seems like a long time, in strategic planning terms, it is very short. Thank you to board members and the staff leadership team for a job well done. The plan and its contents will serve CDTA well. I support an endorsement of the strategic framework.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 29 - 2020**

Award Contract for the Purchase of Heavy-Duty Engine Oil

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

WHEREAS, the Authority is authorized to make purchases, and enter into contracts providing for purchases designed to meet the needs of its omnibus transportation operations, and

WHEREAS, the Authority has solicited competitive bids for heavy duty engine oil and test kits in accordance with purchasing guidelines, and three bids were received, and

WHEREAS, Authority staff recommends that a one-year contract with one optional renewal year be awarded to Brenntag Lubricants Northeast of Manchester, NH, the lowest qualified bidder for the purchase of heavy-duty engine oil and oil testing kits with an estimated first-year cost of \$92,800.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a one-year heavy-duty engine oil contract, with one optional renewal year to Brenntag Lubricants Northeast of Manchester, NH, for an estimated year-one cost of \$92,800, subject to compliance with all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be from the FY2021 Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

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

Dated: August 26, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Award recommendation for a contract to purchase heavy duty engine oil from Brenntag Lubricants Northeast of Manchester, New Hampshire.

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

Background:

Heavy duty engine oil is a high cost fluid used in our fleet of buses. Staff conducts a competitive procurement to ensure availability and price stability. Typically, this item is procured every one (1) or two (2) years because of price volatility.

Purpose:

Heavy Duty Engine Oil is a required fluid for the routine maintenance of CDTA vehicles.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for a firm to provide two types of heavy-duty engine oil for our fleet of vehicles. The IFB also required a price to provide oil testing kits that are utilized as part of the preventative maintenance process.

Three (3) bids were received. Staff recommends a contract for the purchase of heavy-duty engine oil be awarded to Brenntag Lubricants Northeast of Manchester, NH for an estimated year 1 cost of \$92,800. The amount is an estimate based upon actual number of gallons and test kits required during the course of a year. This contract is for one year with one optional renewal year. Renewal year pricing is tied to the Consumer Price Index (CPI) if we choose to exercise that option. This cost represents a 22% price *decrease* from the previous contract.

Upon Board approval this contract will be executed immediately.

Financial Summary and Source of Funds:

The estimated first year cost is \$92,800 and is funded through the FY2021 operating budget. The estimated second year cost is the same without the CPI escalator for a total estimated contract value of \$185,600.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarccone, Vice President of Operations

Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Heavy Duty Engine Oil

An Invitation for Bids (IFB) was issued requesting a firm to provide multi-grade engine oil to be used in CDTA's fleet of buses. In addition, the IFB requires the firm to provide used oil analysis through an independent laboratory.

The used oil analysis is performed every 12k miles during regularly scheduled preventative maintenance inspections. The analysis will help detect premature engine failure and other engine oil abnormalities (fuel, coolant, etc.). We estimate that roughly 19,000 gallons of Multi-Grade Engine oils will be required annually.

Bids were solicited and three bids were received. Maintenance staff reviewed the oil specifications to confirm its compatibility with CDTA's engines.

Staff is requesting a one-year contract with one optional renewal year to be awarded to Brenntag Lubricants Northeast, of Manchester, NH for an amount of \$92,800 per year for a total estimated contract value of \$185,600.

Copy: Chief Executive Officer
Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. CONTRACT VALUE:

\$185,600 (two years) 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 # 14 and Advertised
Number of Proposals/Bids Received # 3

Attach Summary of Bids/Proposals

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

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Brenntag Lubricants Northeast

1064 Goff Falls Road
Manchester, NH 03103

8. SOURCE OF FUNDS: FY2021 Operating Budget

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement **DATED:** July 30, 2020



Bid Summary



Contract Name: Heavy Duty Engine Oil

Contract No: CDTA Maint 153-3000

Date/Time of Opening: July 7, 2020 1:00PM

Bidder Contact Information	Base Bid	Option 1 Prices- Full Synthetics	Total Contract Value for 1 Year (based on estimated usage x base bid)	DBE/MWBE/SDVOB Status
Name: Dennison Lubricants Address: 111 Rhode Island Rd Lakeville, MA 02347 Contact: Brian Dennison Email: briand@denlube.com Phone: 508.946.0500	Multi-Grade SAE 15W-40 \$5.59/gal Multi-Grade SAE 5W-20 \$4.49/gal Multi-Grade 5W-30 \$4.49/gal Oil Test Kits Yr 1 \$15.95/ea Oil Test Kits Yr 1 \$15.95/ea	15W-40 \$6.95/gal 5W-20 \$6.43/gal 5W-30 \$6.43/gal	15W-40 \$83,850 5W-20 \$2,245 5W-30 \$6,735 Total oil cost for 1 year: \$92,830	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: United Auto Supply of Syracuse West, Inc. Address: 1200 State Fair Blvd Syracuse, NY 13209 Contact: Jean Witt Email: jeanwitt@unitedautosupply.com Phone: 800.772.1667	Multi-Grade SAE 15W-40 \$9.21/gal Multi-Grade SAE 5W-20 \$10.40/gal Multi-Grade 5W-30 \$10.40/gal Oil Test Kits Yr 1 \$20.00/ea Oil Test Kits Yr 1 \$20.00/ea	15W-40 \$10.21/gal 5W-20 \$11.40/gal 5W-30 \$11.40/gal	15W-40 \$138,150 5W-20 \$5,200 5W-30 \$15,600 Total oil cost for 1 year: \$158,950	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Brenntag Lubricants Northeast Address: 1064 Goff Falls Road Manchester, NH 03103 Contact: Bid Coordinator Email: blne bids@brenntag.com Phone: 603.222.2900	Multi-Grade SAE 15W-40 \$5.58/gal Multi-Grade SAE 5W-20 \$4.55/gal Multi-Grade 5W-30 \$4.55/gal Oil Test Kits Yr 1 \$15.00/ea Oil Test Kits Yr 1 \$15.00/ea	15W-40 no bid 5W-20 \$6.15/gal 5W-30 \$6.15/gal	15W-40 \$83,700 5W-20 \$2,275 5W-30 \$6,825 Total oil cost for 1 year: \$92,800	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____	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. 30 - 2020**

Sole Source Contract for Scheduling Software Maintenance

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

WHEREAS, the Authority currently utilizes proprietary HASTUS trip scheduling software created and published by GIRO of Montreal, Quebec, Canada, that was competitively procured by the Authority a number of years ago, and

WHEREAS, the current HASTUS maintenance contract is set to expire, requiring the procurement of additional maintenance services to allow for continued support, and

WHEREAS, due to the proprietary nature of the HASTUS system, the scheduling software maintenance contract is required to be purchased from GIRO, and

WHEREAS, the Authority has been satisfied with GIRO’s past performance, and the price of \$180,203 has been determined to be fair and reasonable, and

WHEREAS, the Authority now desires to award a one-year sole source contract for scheduling software maintenance to GIRO of Montreal, Quebec, Canada, for an amount not to exceed \$180,203.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a one-year sole source HASTUS maintenance contract to GIRO of Montreal, Quebec, Canada, for a total amount not to exceed \$180,203, subject to compliance with all of the terms and conditions set forth in the contract and related documents.
2. Authority staff is hereby authorized to execute a contract with GIRO.
3. The source of funds will be from the FY2021 Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

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

Dated: August 26, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Sole source contract award for a scheduling software maintenance contract to GIRO.

Committee: Performance Monitoring/Audit

Committee Meeting Date: August 19, 2020

Board Action Date: August 26, 2020

Background:

The current maintenance agreement for this software is set to expire. To allow for continued support a new agreement is required.

Purpose:

The HASTUS software is utilized for a number of tasks, including vehicle assignments, trip planning and scheduling.

Summary of Proposal:

In 2000, CDTA competitively procured a fixed route scheduling system (HASTUS) from GIRO. The software is proprietary in nature, requiring a sole source procurement for a new maintenance contract. The maintenance contract includes software updates, configuration, consulting services and issue resolution that can only be performed by GIRO. Therefore, staff recommends a one-year contract be awarded to GIRO for a maintenance contract for the Scheduling Software System (HASTUS) for an amount not to exceed \$180,203. Staff has reviewed the pricing and finds it to be fair and reasonable.

Financial Summary and Source of Funds:

The \$180,203 (Not to Exceed) will be funded in our FY2021 Operating Budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Christopher Desany, Vice President of Planning and Infrastructure

Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Scheduling Software Maintenance Contract

Overview

In 2000, CDTA implemented our fixed route scheduling system (HASTUS) which was competitively procured and provided by GIRO. HASTUS software is used throughout the agency for fixed route scheduling, run cutting, work optimization, mapping, stop information displays, trip planning, stop/route/network development and customer comment tracking, making it one of the most widely used and complex applications in place at CDTA. Upon system acceptance, CDTA entered into a contract for support and maintenance. Over the past year, CDTA has installed a number of new HASTUS software modules for work bidding, daily crewing and vehicle assignments, and other related packages. The support and maintenance agreement is due for renewal and covers existing HASTUS software and 40 days of training and consulting services. Overall, CDTA has been very satisfied with GIRO's performance.

Justification

This recommendation for a sole source renewal of the HASTUS system maintenance agreement is based on a number of important considerations. Most importantly, the HASTUS system is proprietary, which prevents us from pursuing an independent means to cost effectively support the existing system through another vendor. Services include software updates, configuration, and issue resolution that can only be performed by GIRO. Additional reasons to support this sole source recommendation include:

- GIRO is familiar with the many nuances of their system and its relationship to our requirements and therefore has full knowledge of CDTA needs.
- Utilizing this vendor will result in a zero-net increase in vendors at CDTA.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- We have documentation on file noting how the cost is justified by GIRO, which confirms fair and reasonable pricing for this purchase. Additionally, this is single year renewal and next term we will be pursuing a multi-year agreement which will help minimize the annual increases.

Recommendation

I am requesting that a one-year sole source maintenance contract be awarded to GIRO of Montréal, Québec, Canada for an amount of \$180,203.

Copy: Chief Executive Officer
Director of Information Technology

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. **TYPE OF CONTRACT (check one):**

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. **TERMS OF PERFORMANCE (check one):**

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. **CONTRACT VALUE:**

\$180,203 **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

8. **Disadvantaged/Minority Women’s Business Enterprise (D/MWBE) involvement**

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

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

75 rue de Port-Royal Est, bureau 500

Montreal, Quebec, Canada H3L 3T1

8. **SOURCE OF FUNDS: FY21 Operating Budget**

9. **COMPLIANCE WITH STATE AND FEDERAL RULES:**

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

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

Stacy Sansky, Director of Procurement DATED: August 10, 2020

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 31 - 2020**

Award Sole Source Contract for Purchase of Protective Barriers

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

WHEREAS, the Authority is authorized by Public Authorities Law section 1306 to enter into contracts for the purchase of goods and services to meet its transportation objectives, and

WHEREAS, the COVID-19 pandemic necessitated the emergency procurement of protective driver barriers to be installed in the Authority’s revenue vehicles, and

WHEREAS, several types of barriers were evaluated and tested, the Authority has determined that the barriers supplied by Transit Guard of Pagosa Springs, Colorado, best suit the Authority’s needs, and

WHEREAS, the Authority recommends the award of a sole source protective barrier contract to Transit Guard of Pagosa Springs, CO, for a total cost of \$480,500 (\$1,747 per bus).

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a protective bus driver barrier contract to Transit Guard of Pagosa Springs, CO, subject to compliance with all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary contract documents.
3. The source of funds for this purchase will be from the CARES Act.
4. This Resolution shall take effect immediately.

CERTIFICATION

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

Dated: August 26, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Award recommendation for an emergency purchase of bus driver barriers from Transit Guard of Pagosa Springs, Colorado.

Committee: Performance Monitoring/Audit

Committee Meeting Date: August 19, 2020

Board Action Date: August 26, 2020

Background:

Protective driver barriers are being installed in all customer facing vehicles to protect operators and customers due to the COVID-19 (Corona Virus) pandemic. Several types of barriers were evaluated and tested. The Safety and Training Department determined that the barrier selected does not cause any interference with the ability to safely operate our vehicles.

Purpose:

To enhance safety measures on fleet for operators and customers.

Summary of Proposal:

A protective operator barrier is needed to protect and maintain a safe and secure work environment for our operators and customers. We have made this a requirement in order to reinstitute front door operation and fare collection.

Because of the health emergency, an expedited timeline was put in place for project completion and an emergency procurement was deemed necessary for the purchase of these barriers. FTA has made allowances for COVID related emergency purchases and we have been compliant in their purchase requirements. Staff is recommending a sole source emergency purchase of operator barriers to Transit Guard of Pagosa Springs, Colorado for \$480,500 (\$1,747 per bus). Barriers are in the process of being installed now with a goal of completing installation on or about August 19, 2020.

Financial Summary and Source of Funds:

The total cost of these barriers is \$480,500 and will be funded by the CARES Act.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee
From: Lance Zarcone, Director of Maintenance
Subject: Operator Protection Barrier

Background:

As CDTA continues providing service during the COVID – 19 pandemic, there have been several processes and safety measures put in place to reduce the risk of exposing our bus operators and the general public to this virus. Actions required the mandatory use of personal protective equipment (PPE) such as masks, gloves, and hand sanitizer; other actions taken includes additional bus service to avoid overcrowding which resulted in temporary elimination of front door operation / fare collection in order to reduce close interaction between the operator and rider.

As time goes by we have had the opportunity to supply the employees with better equipment, implemented a cleaning schedule both in the garages and in the field. Additionally, protective barriers are being installed in the operator’s compartment, after evaluation and product testing. Over the past weeks we have begun installing these barriers in all divisions. The barrier has proven to give additional space needed and did not cause any interference with the operator’s ability to safely operate their vehicle according to the Safety and Training Department. Barriers are being considered for the entire fleet which includes Fixed-Route, STAR and Northway Express (NX) buses. Barriers have been purchased for the STAR and NX fleet separately. All barriers for the fixed route fleet and associated hardware were purchased from Transit Guard, a company based out of Pagosa Spring, Colorado. All vehicle installs will be done in-house by CDTA’s body shop technicians.

Justification:

In order to create a safer environment on the bus for our employees and reinstitute front door operation/fare collection, it was determined the timeline for an Invitation for Bid and product development would not be feasible.

Recommendation:

Staff is recommending a sole source emergency purchase of operator barriers to Transit Guard of Pagosa Springs, Colorado for \$480,500 (\$1,747 per bus).

Copy: Chief Executive Officer
Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. CONTRACT VALUE:

 \$480,500 **fixed** estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # **1** and **Advertised**
Number of Proposals/Bids Received # **1**

Attach Summary of Bids/Proposals

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

Are there known DBEs/MWBEs that provide this good or service?	Yes	No
Number of DBEs/MWBEs bidding/proposing	<u> 0 </u> DBE	<u> 0 </u> MWBE
DBE/MWBE Certification on file?	Yes	No
Was contract awarded to a DBE/MWBE?	Yes	<u> No </u>
Number of DBE/MWBE Subcontractors	<u> 0 </u> DBE	<u> 0 </u> MWBE

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: **Transit Guard Inc.**

 PO Box 3771
 Pagosa Springs, CO 81147

8. SOURCE OF FUNDS: **FY2021 Operating Budget (CARES Act)**

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, <u> N/A </u>)
Certification with FTA’s Bus Testing Requirements	(Yes, No, <u> N/A </u>)

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

 Stacy Sansky, Director of Procurement **DATED:** **August 10, 2020**

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 32 - 2020**

Awarding Contract for Security Guard Services

WHEREAS, the Capital District Transportation Authority and its subsidiaries (the “Authority”) are authorized by Public Authorities Law section 1306 to enter into contracts for the purchase of goods and services to meet its transportation objectives, and

WHEREAS, The Authority has solicited competitive bids for security guard services for the Rensselaer Rail Station, and

WHEREAS, the Authority has received multiple bids, and the bid submitted by FBY Security Services of Brooklyn, NY, has been evaluated as lowest responsible and responsive bid, with a fixed hourly rate for services as set forth in the bid, and an anticipated value of \$162,326 for year one of the contract (based upon expected needs).

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a one year security guard contract with four optional one-year renewals to FBY Security Services of Brooklyn, NY, at the unit prices set forth in the proposal, subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this purchase will be the FY2021 Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

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

Dated: August 26, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Award recommendation for a contract to provide uniformed security guard services to FBY Security Services of Brooklyn, New York

Committee: Performance Monitoring/Audit

Committee Meeting Date: August 19, 2020

Board Action Date: August 26, 2020

Background:

Uniformed security guards are utilized at the Rensselaer Rail Station to maintain safety and security of customers, employees and the facility.

Purpose:

The current contract is set to expire and a new one is needed to maintain services.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for a firm to provide uniformed security guard services from 4:00pm-5:00am daily as well as holiday and special coverage. The IFB outlined what areas of the station and grounds to be monitored by the security guards, as well as the requirements for emergencies and staff training.

Twenty-Four (24) firms downloaded the IFB and nine (9) bids were received. Staff from Facilities and Risk Management verified references and interviewed the low bidder and are satisfied with those results. Staff recommends a one-year contract with four optional renewal years for uniformed security services at the Rensselaer Rain Station be awarded to FBY Security Services (a certified MBE) of Brooklyn, New York for an estimated year 1 cost of \$162,326. This cost represents a 20% price increase from the previous contract.

Upon Board approval this contract will be executed immediately.

Financial Summary and Source of Funds:

The estimated first year cost is \$162,326 and is funded through the FY2021 operating budget. The cost will vary slightly for annual renewals based on need and current prevailing wage rates, but the estimated five-year value is \$811,632.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee

From: Jeremy Smith, Director of Facilities

Subject: Approval of Uniformed Security Contract for Rensselaer Rail Station

Background

Security of the Rensselaer Rail Station is a priority for CDTA. CDTA contracts with a uniformed security agency to provide a safe and reliable facility for the public. The current contract is set to expire in August 2020. Nine bids were received and FBY Security Services Inc. out of Brooklyn New York was the low bidder.

Justification

All bids were reviewed, references were checked for the low bidder and an interview was conducted on July 30, 2020 by Rail Station Manager John Rich, Director of Risk Management Jack Grogan and Director of Facilities Jeremy Smith. All questions were answered satisfactorily.

Recommendation

At this time, I am recommending awarding a contract to FBY Security Services, INC. of Brooklyn, NY based on an hourly rate per uniformed security guard of \$24.21.

Copy: Chief Executive Officer
Director of Procurement
Director of Risk Management

**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:**
\$811,632 over five years 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 # 24 and Advertised
Number of Proposals/Bids Received # 9

Attach Summary of Bids/Proposals

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

Are there known DBEs/MWBEs that provide this good or service? Yes No
Number of DBEs/MWBEs bidding/proposing 1 DBE 4 MWBE
DBE/MWBE Certification on file? Yes No Not Applicable
Was contract awarded to a DBE/MWBE? Yes No
Number of DBE/MWBE Subcontractors 0 DBE 0 MWBE

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** FBY Security Services
2792 Ocean Ave St LL
Brooklyn, NY 11229

8. **SOURCE OF FUNDS:** FY2021 Operating Budget

9. **COMPLIANCE WITH STATE AND FEDERAL RULES:**
Non-Collusion Affidavit of Bidder (Yes, No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations (Yes, No, N/A)
Disclosure of Contacts (only RFPs) (Yes, No, N/A)
Certification with FTA's Bus Testing Requirements (Yes, No, N/A)

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

Stacy Sansky, Director of Procurement **DATED:** July 30, 2020



Bid Summary



Contract Name: **Uniformed Security Guards**

Contract No: **CDTA FAC 171-2000**

Date/Time of Opening: **July 9, 2020 1:00PM**

Bidder Contact Information	Base Bid/Lump Sum	Bid Alternate-	Subcontractors	DBE/MWBE/SDVOB
Name: Strategic Security Corp. Address: 367 Veterans Memorial Hwy Commack, NY 11725 Contact: Joseph Sordi Email: druhi@sscctu.com Phone: 646.612.7547	\$ 26.28/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE X SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Westech Security & Investigations, Inc. Address: 3361 E Tremont St Bronx, NY 10461 Contact: William Vassell Email: druhi@sscctu.com Phone: 718.409.6999	\$ 26.50/hr	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 __
Name: Platinum Protection Services Address: 150 Motor Pkwy Hauppauge, NY 11788 Contact: Anthony Inigfall Email: platinumprotectionservicesinc@gmail.com Phone: 631.439.6841	\$ 27.29/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE X WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: FBY Security Services Address: 2792 Ocean Ave StLL Brooklyn, NY 11229 Contact: Babatunde Fadairo Email: bids@fbysecuritysvs.com Phone: 833.329.7233	\$ 24.21/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE X WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Wisdom Protective Services Address: 837 Old Country Rd Westbury, NY 11590 Contact: Kay Simaren Email: mrkay@wisdomprotective.com Phone: 718.766.5392	\$ 24.88/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE X MBE X WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Emperor's Security Services, Inc. Address: 420 Watkins St St.5L Brooklyn, NY 11212 Contact: Naheem Oyebanjo Email: emperorssinc@gmail.com Phone: 718.415.7203	\$ 24.50/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE X WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Reach 29 Address: PO Box 221824 W Palm Beach, FL 33422 Contact: David Diemer Email: david@reach29.com Phone: 845.430.7309	\$ 52.000/hr	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 __
Name: Allied Universal Security Address: 1 Pine West Plaza St 112 Albany, NY 12205 Contact: Jill Sausville Email: jill.sausville@aus.com Phone: 518.724.0526	\$ 26.58/hr	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 __
Name: Souther Tier Security, Inc. Address: 125 S Union St Olean, NY 14760 Contact: Michael P Schneider	\$ 39.60/hr	Alternate 1: Alternate 2:	1 2 3	DBE __ MBE __ WBE __ SDVOB X __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __

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**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 33 - 2020**

Authorizing the Acceptance of NYSDOT funding for the River BRT

WHEREAS, a Project TAP/CMAQ – Public Transportation Improvements on CDTA River Corridor, Albany, Menands, Watervliet, Troy, Cohoes and Waterford Albany & Rensselaer Counties P.I.N. 1822.16 (the Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 80 % Federal funds and 20 % non-federal funds; and a 100% NPS

WHEREAS, the Capital District Transportation Authority (CDTA) desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of Hudson River Corridor BRT Operations, Service & Related Expenses.

NOW, THEREFORE, the CDTA Board of Directors duly convened does hereby

RESOLVE, that the CDTA Board of Directors hereby approves the above-subject project; and it is hereby further

RESOLVED, that the CDTA Board of Directors hereby authorizes the to pay in the first instance 100% of the federal and non-federal share of the cost of Hudson River Corridor BRT Operations, Service & Related Expenses for the Project or portions thereof; and it is further

RESOLVED, that the sum of \$15,434,000.00 be appropriated and made available to cover the cost of participation in the above Operation & Expenses of the Project; and it is further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, CDTA Board of Directors shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof, and it is further

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

of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

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

RESOLVED, this Resolution shall take effect immediately

CERTIFICATION

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

Dated: August 26, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Resolution to accept \$4,435,000 in State Funds

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

Background:

This action item summarizes the operating grant we received from New York State for the River BRT line. This grant was discussed during the budget development process for FY2021.

In April 2019, Governor Cuomo announced the availability of \$144 million to support bicycle, pedestrian, and other transportation projects and programs, as well as projects that reduce congestion to meet Clean Air Act requirements. These funds are available to the State through the Federal Highway Administration and administered by the State Department of Transportation (NYSDOT).

We were awarded a grant through this program. Projects were selected through a competitive process and rated on criteria that included public benefit, air quality improvement and innovation. This money will be used for operating expenses (a little out of the ordinary for a competitive grant).

The River Corridor operating budget is estimated to be \$15 million over 5 years. The grant provides \$5.5 million in Federal Highway funds to support the River project. We will receive 80% of this, or \$4,435,000 in funding and will be responsible for a 20% grant match (\$1.1 million).

Purpose:

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

Summary of Proposal:

The resolution will permit CDTA to execute an agreement with NYSDOT to accept \$4,435,000 to support River BRT.

Financial Summary and Source of Funds:

NYSDOT Agreement, D036422 will provide \$4,435,000 in operating funds for the River BRT.

Prepared by:

Melissa Shanley, Grants Manager

Project Managers:

Ross Farrell, Director of Planning
Philip Parella, Jr., Director of Finance
Lance Zarcone, Vice President of Operations

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No.: 34 - 2020**

Authorizing the implementation and funding in the first instance of the State Mass Transportation Capital program-aid eligible costs of mass transportation projects described in NYS Department of Transportation Agreement #K007407, Supplemental 2, annexed hereto, and appropriating funds therefor.

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

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

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

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

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

RESOLVED, that the sum of FOUR MILLION, ONE HUNDRED FORTY-FIVE THOUSAND, FOUR HUNDRED TWENTY-THREE DOLLARS (\$4,145,423) is hereby appropriated and made available to cover the cost of participation in the above phase of the projects; and it is further

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

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

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

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

RESOLVED, this Resolution shall take effect immediately.

CERTIFICATION

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

Dated: August 26, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Resolution to accept \$4,145,423 in State funding.

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

Background:

The action items below will allow for state funding reimbursement for activities in our capital program.

New York State supports flexible use of capital funding to address transit system needs through the Transportation Modernization and Enhancement Program (MEP). CDTA was allocated \$3,461,124 in MEP funds. These funds were budgeted in our capital program to support the purchase of 40-foot Gillig buses that were delivered this spring. New York State is supporting 100% of the costs associated with these activities.

CDTA is also apportioned Federal funds on an annual basis to support commuter service between Albany and Ulster County and operated by Adirondack Trailways. CDTA is the pass-through agent for this program. The Federal government supports 80% of the costs associated with these activities. New York State Department of Transportation (NYSDOT), subject to approval of contract K007407, provides 10% or \$684,299 as local match. CDTA's 10% local share is waived in this pass-through arrangement.

Purpose:

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

Summary of Proposal:

The resolution will permit CDTA to execute an agreement with NYSDOT to accept \$4,145,423 in funds.

Financial Summary and Source of Funds:

NYSDOT Supplemental Agreement #2, K007407 will fund 100% of the MEP program at \$3,461,124 and 10% of the Adirondack Trailways pass-through program for \$684,299, a total of \$4,145,423.

Prepared by:

Melissa Shanley, Grants Manager

Project Managers:

Lance Zarcone, Vice President of Operations
Philip Parella, Jr., Director of Finance



Memorandum

August 26, 2020

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for August

Overview

As we move towards the end of traditional summer, some normal activities are apparent. College students are moving into dorms, school districts are planning for the start of a new year, and employers are working through heavy vacation periods. That is where normal ends as we work through the COVID-19 era. Colleges are returning but in different ways. School districts are reopening under remote/flexible schedules, with start dates backed into September or October. Some employees are returning to their workplaces while others are remote or on modified schedules. All these factors are impacting our ridership, our resources, and our bottom line.

We continue to adapt to a COVID-19 reality. Over the past week or so, protective barriers were installed on almost 250 buses. Hats off to our maintenance department for their work on this. Because shipments were delayed and hardware and plexiglass did not arrive at the same time, lots of scheduling work was needed to accomplish this task. True to form, the maintenance team accomplished this work in less than 72 hours. Installations are high quality and the team is already working on ways to make the barriers more resilient.

With barrier installation complete, we moved to resume fare collection. Although it was easy to pick August 19 as the day for this to begin, there were many details to work out, including customer education, software reconfiguration and crediting or adjusting Navigator accounts. This was accomplished with few complaints or missed steps. A coordinated effort across several CDTA departments, which always puts a smile on my face. I am looking forward to reporting on customer revenue next month!

We have had several employees test positive over the past 5 months; about two dozen employees have been placed in quarantine status. A few customers have reported to their county department of health that they rode on our buses after testing positive for COVID-19. As part of tracing efforts, we are notified so that precautionary steps can be taken. We are auditing mask-wearing compliance on buses and are pleased to report that more than 90% of our customers wear masks or face coverings. All of this has required a new approach to human resources, and we have dedicated staff to handle these matters. Another pivot point and job well done.

Although COVID-19 has slowed us down a bit, it has not impacted our history or plans to make CDTA bigger and better. We are celebrating our 50th Anniversary with activities that showcase our work, our employees, board members and stakeholders. With a vision for success, CDTA has evolved from an agency created to save failing private companies, into a regional transportation system and now growing into a mobility provider, a thought leader, and a key component of the regional economic engine. We are proud of our history and it has been fun to showcase it. Activities will continue for the rest of this year and into 2021.

Board action to endorse the framework of our strategic plan is another sign of the progressive nature of CDTA. Few companies could have completed this process while dealing with a pandemic that shut down the economy. Thanks to the resolve of board members and our staff leadership team, we have articulated a clear vision for CDTA over the next 3-5 years. Our strategic pillars are a realistic and innovative foundation that will push the limits of possibility, maintaining CDTA's position as an industry leader. We are working with a communications partner to develop collateral materials that will articulate the plan, our vision and community expectations. More on that in the coming weeks.

It was great to recognize the accomplishments of six long-tenured CDTA employees at the Community and Stakeholder Relations committee meeting last week. With the implementation of virtual meetings, it has been difficult to do this and we have a backlog of employees to be recognized. We are looking forward to bringing this fun part of our board meeting back to the agenda in September. It is an honor to recognize the work of our employees and they look forward to being with us.

Our nurse practitioner has started work in our Health Center. She is getting familiar with procedures and requirements so that she can develop a standard operating procedure for the center. This should be complete shortly and the Health Center will be ready for business after Labor Day. This is a progressive approach to employee wellness, and we have high hopes for its success. We are partnering with CDPHP to evaluate the programs that we offer through the Health Center to keep our employees fit and aware of their health status.

The Bokland building will come down in the next few weeks, clearing the way for a new parking facility to ease congestion on the Watervliet Avenue campus. It will also clear the way for a garage expansion project on the west side of the facility. This work is tied to service expansion and BRT projects. We appreciate the board's commitment to this work, which is complicated because of the links to several projects and grant fund sources.

As we discussed at the Strategic and Operational Planning committee meeting, there is lots of construction activity as we look to start Blue Line BRT service on the River Corridor. Work on the Troy Garage expansion and renovation is almost complete. Installation of stations, pylons and information displays is ongoing along the corridor, and schedule development is almost complete. We expect the first BRT bus to arrive in the coming weeks, with the total fleet of 20 expected on property by the first week in October. Marketing, advertising, and media materials are being produced. We are on schedule for a November start of our second BRT line. We continue to be the only upstate system to offer this advanced transit service to our community.

Lots of activity with CDPHP *Cycle!* Although the riding season was shortened by COVID-19, the program continues to attract members and bike riding is proving to be a great way to get around. We have deployed about 60% of our bikes (close to 300). With about 10 weeks under our belt, there have been close to 10,000 bike rides. We are introducing new programs all the time, including expanded Universal Access with our college partners, a *Cycle* Access program with area hotels and a partnership arrangement with the New York Canal Corporation, called NY Staycations. This is driving ridership and visibility. The *Cycle* team is using rigorous cleaning and disinfecting protocols; this will continue for the remainder of the riding season.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for July and it is compared to July 2019.

Total ridership was 1.03 million in July, 13% less than last June. As we add service and with a return to somewhat normal activities, ridership is steadily increasing. We are monitoring ridership with particular attention to capacity on trunk routes where the return is most notable. In the coming days, we will welcome college students back on board and we expect that to test capacity and resources. Another round of service adjustments are scheduled for the second week in September to correspond to this. Ridership on STAR is increasing slowly along with reservation calls. There were 17,609 boardings on STAR buses in July, which is 40% less than last July. Northway Express ridership continues to be low as it is tied closely to state employees in downtown Albany, most of whom have not returned to the workplace on a regular basis. There were 1,651 boardings on NX buses in July; 89% lower than last July.

We continue to report a solid financial condition. The almost record performance of Mortgage Recording Tax has been a welcome bright spot on the operating revenue side of our financial reports. Year-to-date, MRT receipts are at \$4.1 million, 10% more than budget expectations. With fare boxes now operational, customer revenue should return to near normal levels. Our staff has worked with state and federal partners to ensure timely deposits and draws of available STOA and 5307 funds. Our ability to use CARES funds is the difference-maker for CDTA. We used this federal funding as intended, never expecting it to be more than stop-gap funding as we work to return to normal operations. Although our rate of spending has increased slightly, our financial picture is good with no storm clouds on the immediate horizon.

Expenses in July were almost \$700,000 under budget and \$3.7 million under budget for the first four months of the fiscal year. The three categories driving our savings are wages (and associated benefits), fuel costs and purchased transportation costs. As we produce more service hours and miles, wage and fuel savings will decrease along with purchased transportation costs as we fulfill more STAR trips and hopefully, add more NX services during the fall.

There were 60 missed trips on the fixed route system; last July, we missed 34 trips. Seasonal vacation period and lots of new employees is driving this slight tick-up. We reported 33 accidents in July with 10 categorized as preventable; last July, we reported 49 accidents with 12 categorized as preventable. All preventative maintenance inspections were done on time. Scheduled maintenance work was at 79%, same as last July. Fixed route timeliness was at 75%, same as last July. Our call center processed 164 comments compared to 218 last July. Response time to close inquiries within 10 days was at 87%, compared to 96% last July. We are addressing a few administrative issues to return response time to our

high expectations. There were 608,000-page views at www.cdta.org. Last July, there were 696,000-page views.

Community Engagement:

Our community engagement report will return when activities resume in a recognizable format.

Activity Report

The CDTA team continues its work to recover from the setbacks of COVID-19. Outreach activities have not returned to normal as most people are not meeting in person and there is a noticeable shortage of events and activities that we are normally involved in. This has not stopped our team and we continue to move forward and position CDTA as a community leader.

- On Saturday, August 1, CDTA turned 50 years old. As the organization has grown and matured, it has met its legislative objective to bring several failing companies together to form a consolidated, regional entity. Over the past 50 years, more than 10,000 men and women have worked for CDTA and helped it become a leader in mobility, connections, and economic opportunity. I am proud of CDTA and everyone who works here!
- On Tuesday, August 4, I met virtually with members of the Governor's transportation staff to talk about Bus Rapid Transit. The transportation staff is interested in our BRT projects, the stages of development for each and our vision for 40 miles of BRT service and what that will mean for CDTA, our customers and our communities.
- On Tuesday, August 4, I participated in an APTA webinar to unveil the National Transit Recovery Commitment Program. APTA is asking members to join in an industry pledge that our systems are operating safely as the country recovers from COVID-19. We have joined the program and pledged to promote what we are doing to connect people safely and thoughtfully. Details to follow.
- On Thursday, August 6, I provided opening remarks for the Albany Business Review's virtual Straight Talk series. This session dealt with strategies to reopen business with a panel of experts talking about ways that companies are responding to COVID-19 challenges.
- On Tuesday, August 11, I was interviewed on radio station WGDJ (1300AM and 87.7FM). I spoke about the resumption of front door boarding and fare collection on all buses.
- On Wednesday, August 12, I spoke with a reporter from the Albany Business Review about resumption of front door boarding and fare collection. We also talked about the Troy Transit Center and ways to reconsider what we will do regarding a mobility hub in downtown Troy.
- On Monday, August 17, I welcomed our newest training class of bus operators to CDTA. A total of 7 people makes up the class; they all have a Commercial Driver's License, which will get them through training in less than one month. They should be available for service around Labor Day.
- On Monday, August 17, I attended meetings of the Colonie IDA and LDC at Colonie Town Hall. I am a member of both boards, which work to facilitate economic development activities

throughout the town. The board passed a resolution to allocate \$100,000 for a small grants program to help businesses in town purchase personal protective equipment.

- On Tuesday, August 18, Jaime Watson, Jon Scherzer, and I met with staff from Overit Communications. The Overit staff will help us develop the Strategic Plan framework into a written plan. They will develop appropriate collateral materials to communicate the plan and its objectives to employees, to community stakeholders, and to customers. We expect this to be done in a month or so.
- On Wednesday, August 19, we resumed front door boarding and fare collection on all CDTA buses. As we expected, there were a few hiccups, but in general, a smooth transition. Great job by the entire company, with special recognition to the maintenance department, for the work on barrier installation.
- On Wednesday, August 19, Mike Collins, and I met with leadership from the New York State Police Troup G to talk about security systems at Rensselaer Rail Station. Our former Director of Risk Management, Bob Sears joined us (Bob made the introduction).
- On Thursday, August 20, I attended a meeting of CDTC's Administrative and Financial committee. This is like our Board Operations committee and it is made up of the officers of the CDTC board. We talked about finances for the remainder of the year and the agenda for the September meeting of the CDTC Policy Board.
- On Tuesday, August 25, I attended a virtual meeting of the NYPTA Nominating Committee. The committee is charged with developing a slate of board officers for the coming year. There are lots new faces at NYPTA.

Final Thoughts

As I look back on the past 6 months, I am amazed at the work of the CDTA team, our board of directors, our employees, and our customers. We have managed through the COVID-19 crisis, we have adapted, and we have changed, while continuing to introduce new products and services. Few companies could have completed a Strategic Plan that will set the course for the company, introduced new services, expanded garages, and made changes necessary to keep employees and customers safe. We have done all that and more. With ridership at 85% of normal and most of our trunk routes operating at full capacity, we look ahead with cautioned optimism. COVID-19 looks like it will be with us for some time and the return to school could be yet another challenge for us.

All the while, we have been celebrating our Golden Anniversary with lots of activities to showcase the company, our employees, retirees and all the people who have worked so hard to make us so successful.

I am proud of our entire team and I am extremely confident that the best is still yet to come for CDTA! Happy 50th Anniversary!

Copy: Senior Staff
Director of Corporate Communications