

Board of Directors Monthly Meeting

Wednesday, December 23, 2020 | 12:00pm
Via Microsoft Teams & at 110 Watervliet Ave.



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, December 23, 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, November 18, 2020	Jayne Lahut	3
Committee Reports: (Action Items Listed)		
Board Operations Committee (12/09/2020)	Jayne Lahut	
Performance Monitoring/Audit Committee (12/16/2020)	Denise Figueroa	
• Resolution 46 - Approve Contract for Fuel Services		13
• Resolution 47 – Approve Contract for Bus Filters		17
• Resolution 48 – Approve Purchase of Paratransit Vehicles		21
Community and Stakeholder Relations Committee (12/17/2020)	Jackie Falotico	
Strategic and Operational Planning Committee (12/17/2020)	Michael Criscione	
• Resolution 49 – Approve Preliminary Budget for FY 2022		24
Chief Executive Officer’s Report	Carm Basile	29

Executive Session

Upcoming Meetings

Wednesday, January 27, 2021 at 12:00pm via Microsoft Teams and 110 Watervliet Avenue, Albany

Adjourn

** Indicates Additional Material Will Be Provided Via Email*

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

MINUTES OF WEDNESDAY, NOVEMBER 18, 2020 BOARD MEETING

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

MEMBERS EXCUSED David M. Stackrow, Treasurer
 Jaclyn Falotico

OTHERS PRESENT Carmino N. Basile, Chief Executive Officer
 Amanda A. Avery, General Counsel
 Michael P. Collins, Vice President of Finance and Administration
 Christopher Desany, Vice President of Planning and Infrastructure
 Lance Zarcone, Vice President of Operations
 Philip Parella, Jr., Director of Finance
 Jaime Watson, Director of Corporate Communications
 Vanessa Salamy, Executive Assistant
via Microsoft Teams: Sarah Matrose, Internal Auditor
 Stacy Sansky, Director of Procurement
 Kelli Schreivogl, Director of HR
 Ross Farrell, Director of Planning
 Jonathan Scherzer, Director of Marketing
 Jeremy Smith, Director of Facilities
 Thomas Guggisberg, Director of IT

CALL TO ORDER At 12:02 p.m., Chairman Lahut called the meeting to order.
 • Chairman Lahut noted that a quorum was present.

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

APPROVAL OF THE OCTOBER 28, 2020 BOARD MEETING MINUTES
Motion – Ms. Nugent
Seconded – Mr. Criscione
Carried Unanimously

RECOGNITIONS

- Vice Chairman Criscione and Mr. Basile presented the following service awards to
 - Jose George – 20 Years of Service, Troy Bus Operator
 - Malkit Singh – 20 Years of Service, Albany Bus Operator
 - Kimberly Hoke - 20 Years of Service, Albany Bus Operator
 - Roger Thompson - 20 Years of Service, Albany Bus Operator
 - Jefferson Young - 20 Years of Service, Troy Bus Operator

- The members offered their congratulations.

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Vice Chairman Criscione

- Board Operations Committee did not meet this month.
- The next meeting of the committee is scheduled for Wednesday, December 9, 2020 at 9:15am via Microsoft Teams and at 110 Watervliet Avenue.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

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

Consent Agenda Items

Resolution No. 44 – 2020 – Approve Contract for Advocacy Services

- Our contract for advocacy services expires in December; Park Strategies is the incumbent provider; Lisa Marrello is the lead in this work; she has been with us for 5 years and has done excellent work positioning CDTA with state government.
- We issued a Request for proposals and received four proposals. Based on proposal reviews, consideration of the work required, and the work of the incumbent, staff recommends we contract with Park Strategies.
- The Authority hereby awards a three-year contract with two optional one-year renewals to Park Strategies of Albany, NY for an amount not to exceed \$84,804 per year.

Motion – Mr. Criscione

Seconded – Ms. Figueroa

Carried Unanimously

Administrative Discussion Items

- Mike Collins gave the Monthly Management Report. Due to a short reporting period, we used estimates for some categories. Although MRT was estimated, based on recent performance we expect another strong month. Customer revenue is down about 50% since we resumed fare collection; Rail Station revenue is down 75%, mostly because of little parking revenue at the station. Total revenue is 32% above budget for the year.
- On the expense side, wages are 5% under budget for the year; we had a couple of large loss of use awards for Workers' Comp this month that impacted this budget line (11% over budget for the year); Liability claims had an uptick in settlements this month, but it remains slightly under budget for the year. Total expenses are down 8% for the year.
- Our financial picture is good because of the CARES Act and partial payments from STOA. Although revenue is tightening, we expect to end the fiscal year within budget.
- Chris Desany gave the Non-Financial Report. Total ridership is down 38% for the month and 35% for the year. STAR boardings are down 48% for the year. Fixed route on-time performance was 74%; STAR on-time performance was at 84%. There were 16 preventable accidents and 21 non preventable accidents this month, well within our normal expectations.
- Next meeting of the Committee is scheduled for Wednesday, December 16, 2020 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Patrick Lance

- The Community and Stakeholder Relations Committee met on Thursday, November 12, 2020 at 11:00am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jaime Watson summarized the monthly Media/Community Engagement report. There were 28 media stories on television, newspaper, and radio this month.
- Highlights included the anticipated launch of the new River Corridor BRT service as well as success surrounding the Real Men Wear Pink CDTA Bus Pull. CDTA was honored to once again contribute to the top fundraising campaign in the nation. There was also a unique opportunity when we partnered with Schenectady County Board of Elections to get early voters to the polls.
- Jaime recapped plans for the River Corridor BRT roll out and media event which the public can follow on our Facebook page as we go live on November 19, 2020 at 10:00am
- We also participated in the American Heart Association's Go Red for Women virtual event on November 10 and 12. The event is designed to increase women's heart health awareness and to help improve the lives of women globally. AHA is a new partnership for us and we will continue working with them in the future.
- Jaime also elaborated on the plan to unveil our Strategic Plan to employees, customers and to our stakeholders. This effort will be tailored to the different groups so that they understand the importance of our strategic pillars and the roadmap that the plan sets for CDTA.
- Next meeting of the Committee will be on Thursday, December 17, 2020 at 11:30am via Microsoft Teams and at 110 Watervliet Avenue

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

- The Strategic and Operational Planning Committee met on Thursday, November 12, 2020 at 11:30am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 45 – 2020 – Approve Title VI Program

- The Title VI statute is an FTA regulation to ensure equity when transit systems make major service and operational decisions. As a federal funding recipient, CDTA must comply with Title VI regulations.
- CDTA works to ensure that all decisions made under the umbrella of Title VI put our customers on a level playing field and do not unfairly favor or disfavor one demographic over another. The requirement to comply with Title VI has existed for many years, and we fully support its goals and objectives. We performed an extensive analysis based on FTA regulations to develop our final plan. The policy was provided separately for review.
- In summary, the policy contains:
 - General requirements
 - Service monitoring standards and an analysis of our adherence to them
 - The definition of a “major service change”, “disparate impact”, and “disproportionate burden”
 - A Public Participation Plan
 - A Limited English Proficiency Language Assessment Plan

- The Authority hereby approves the 2020-2023 Title VI Program.

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

- Next meeting of the Committee will be on Thursday, December 17, 2020 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER'S REPORT – Carm Basile

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

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, December 23, 2020 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

ADJOURNMENT

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

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: November 18, 2020

CHIEF EXECUTIVE OFFICER'S REPORT

As we continue to navigate through the issues brought about by COVID-19, I continue to be impressed by the work of the CDTA team. They are constantly adjusting what we do and how we do it. And in spite of the disruption and uncertainty that surrounds us, their resolve allows us to unveil Bus Rapid Transit service, showcase a new strategic plan, build extensions to our campus, break bike share use records and operate a new in-house Health Center. These are the things that separate CDTA from the transit industry pack and make this a special place to work.

If the COVID-19 experience has taught us anything, it is that your financial situation must be stable enough to handle periods of uncertainty. We have built a solid financial infrastructure and support systems that are helping us through difficult times. This is a featured part of our discussions at the state level regarding funding and opportunities. We are visiting with elected and government officials to talk about CDTA finances and to discuss what the state spending plan may look like. These meetings, which are coordinated by Lisa Marrello, give us a chance to talk about the work we do and highlight issues and areas of opportunity. We also discuss our financial realities and how that fits into larger discussions about infrastructure and better mobility. These meetings will continue for the next several weeks and they are aligned with our budget discussions.

In almost all our meetings, the featured topic is Bus Rapid Transit. People want to know about our new Blue Line service, which began operation last week. The 16-mile corridor has CDTA and BRT stamped all over it, thanks to gleaming new stations, vibrant signage and new buses that are operating smoothly. The blue and silver color scheme is eye catching, and customers are the beneficiaries of frequent service and coordinated local routes, which make travel along the corridor easier and more efficient than ever. We are looking forward to the grand unveiling tomorrow in downtown Troy as we head towards 40 miles of BRT service.

Another discussion item is CDPHP *Cycle!* Everyone wants to know how many bikes we have and how many rides have been taken. They are impressed with our reorganized *Cycle!* program and how it has been enhanced with Universal Access agreements. Everyone agrees that bicycling is a safe and efficient way to travel and they are inspired by what we have done to keep the system clean and safe. Through last week, there have been 35,000 bike rides (in only 20 weeks). For a reference point, last year's season total was 41,000 rides (more than 30 weeks). All conversations with our stakeholders include a discussion about ridership. Although our report is that ridership is on the decline, we are optimistic that it will bounce back when COVID-19 lessens, and people resume more normal activities. This will take time and we are working to align service to demand while allowing for social distancing. The work of our employees is critical in this regard as we need to be flexible and develop appropriate service plans. For now, ridership is around 60-65% of what it was pre-COVID-19, with weekday boardings pushing 35,000. Our ridership comeback will be generated by major employers, colleges, and school districts, all of whom are key parts of our successful Universal Access program.

As customers return, they will find a different standard for cleanliness. Our buses and facilities are cleaned and disinfected daily and we are constantly modifying procedures to provide customers with safe equipment, facilities and services. As new products are introduced, we are working with vendors to find the right mix for CDTA. This requires constant discussion and changes, and our maintenance team has been outstanding in this work.

The CDTA Health Center powered by CDPHP is operating smoothly and employees are visiting with our nurse practitioner. We are merging physical examinations, drug and alcohol testing with clinical advice about prevention and health care. Our intent is to keep employees well and encourage them to be active participants in their own health care. We are working to merge activities and events organized by CDPHP into the agenda for the health center to provide even more options to employees and their families.

This is particularly timely as we battle against COVID-19. Our staff has developed detailed protocols for monitoring the health of employees, encouraging them to seek care if they do not feel well, and to monitor the progress of our efforts. This has required lots of changes throughout the company, new equipment, and new procedures that ensure that these measures are effective. The effort is led by Kelli Schreivogl in Human Resources and it is supported by people throughout the company. The CDTA day now begins with temperature checks at kiosks, check-ins with employees in quarantine status, operation of buses with barriers to protect bus operators and a flurry of cleaning and disinfecting systems that go on throughout the day. All this work requires its own reporting and tracking systems.

I am proud of the work of our employees during the pandemic. The CDTA team, more than 700 people, have worked together during the past 8 months to ensure that our community had the connections it needed to get customers where they need to go. This work continues as it looks like several more months before there is a sense of normalcy in what we do and how we do it.

Looking across the street the footprint for a new parking facility is evident. This construction work at the former Bokland building site will continue for several weeks, with appropriate infrastructure to be installed along with connections to 85 and 110 Watervliet Avenue. This is another sign of the progress we are making at CDTA; this project will pave the way for an expansion of the Albany garage to house more buses for more service and more mobility options for the people of our region.

As we reported at the Community and Stakeholder Relations committee meeting, we have developed a plan to unveil and explain our Strategic Plan to employees, customers and to our stakeholders. This effort will be tailored to the different groups so that they understand the importance of our strategic pillars and the roadmap that the plan sets for CDTA. This will show our community the work we have done to articulate a clear path towards success for CDTA.

Performance Measures

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

Total ridership was 924,100 in October, 38% less than last October. We have settled at ridership levels that are 60-65% of what they were same time last year (pre-pandemic). There has been some uptick as people slowly return to their workplace. However, that is offset by uneasiness on college campuses where we generate a good deal of ridership activity. Activity on STAR buses is increasing, albeit slowly; ridership in October was 60% of what it was last October. Northway Express ridership continues to be low, with October boardings 86% lower than last October. NX ridership is tied closely to the state workforce in downtown Albany.

We are taking a deep look into service design so that we can make appropriate adjustments to meet demand. Moving forward, it is likely that we will modify or reduce some services to fit new demand realities and resource availability; all of this work will accommodate for social distancing and spacing on trunk routes where ridership is heaviest.

Thanks to good staff work, the financial condition of the company is on solid ground. Our ability to manage expenses is the key to our success. The wage and benefit lines continue to be under budget. This drives the rest of the expense lines, which are down significantly. In total, expenses were down 4.2% for October. The only outlier is Workers Compensation, which was 80% over budget. This was caused by two loss of use awards, which are costly. This happens when claimants are awarded one-time payments for injuries, which is on top of monthly benefits. We have discussed this several times in the Performance Monitoring committee meetings; it is one of the risks associated with a self-funded workers compensation program.

October was the first month that we did not show revenue exceeding expenses. With CARES funds exhausted, the onus is on us to manage the business in our new reality. Almost all revenue losses are linked directly to the pandemic; customer revenue is down 49% for the month and revenue at Rensselaer Rail Station is also down significantly (73%). Most of the RRS revenue is parking receipts, which are down 85%. There is light activity at the station as people have not yet returned to rail travel (trips to and from New York City). This is a growing concern along with the status of tenants, who provide important support services at the station. The highlight on the revenue side is Mortgage Recording Tax, which continues to outperform expectations. For the month, we are 17% ahead of budget (19% for the year). A strong local real estate market is driving MRT.

We missed 43 trips on the fixed route system; last October, we missed 41 trips. There were 37 accidents in October with 16 categorized as preventable; last October, we reported 38 accidents with 15 preventable. All preventative maintenance inspections were done on time. Scheduled maintenance work was at 87%, last October, it was 86%. On-time performance for fixed route service was 74%, the same as last October. STAR service operated within our acceptable time window 84% of the time; last October this was 70%.

Our call center processed 187 comments compared to 257 last October. We received 10 comments about STAR compared to 46 last October. Response time to close customer inquiries within 10 days was at 90%. There were 488,000-page views at www.cdt.org. Last October, there were 784,000-page views.

Community Engagement:

This month we wrapped up our fourth year with the American Cancer Society's Real Men Wear Pink Campaign. Our Pink Bus Pull has become a hallmark event for CDTA and the community. This year we held our event in a safe and responsible way at 110 Watervliet Avenue and welcomed essential workers to pull our Pink Bus. We had 10 teams from CDTA, Albany Police, Albany Fire, CDPHP, Albany Medical Center, Commercial Lending Advisors and NOVUS Clothing. Congratulations to the Albany Police Department who took top honors for the second year in a row. This event is a fun community event that also brings our employees together in the fight against cancer.

We also participated in the American Heart Association's Go Red for Women virtual event on November 10 and 12. The event is designed to increase women's heart health awareness and to help improve the lives of women globally. AHA is a new partnership for us and we will do more with them in the future.

We have kicked off our United Way giving campaign. CDTA has been a proud supporter of the United Way of the Greater Capital Region for its entire 50-year history. Supporting this organization and community is more important than ever as the United Way provides for those who are most impacted by COVID-19.

Activity Report

As we approach the end of the calendar year, we are meeting with elected officials and agency staff about next year's state budget. At the same time, we continue to advance projects and are working with partners to develop new mobility options. This almost constant outreach improves awareness of CDTA and the things that we do throughout the region.

- On Wednesday, October 28, Lisa Marrello and I met with Assemblyman Phil Steck (conference call). We talked about CDTA activities, the start of River Corridor BRT and our financial concerns. We were joined by members of Lisa's team and the assemblyman's staff.
- On Thursday, October 29, our Leadership Team met with Barbara Gannon (Microsoft Teams) to work on implementation of our Strategic Plan. The group is tasked with aligning their work plans to the Strategic Pillars and corresponding goals. This will serve as a foundation to move forward and fully implement the plan.
- On Friday, October 30, I was part of the CDTA Pink Bus Pull. It was great to see people excited to be at 110 Watervliet Avenue supporting the Real Men Wear Pink campaign, the American Cancer Society and CDTA. Hats off to Jaime Watson and her team of volunteers (Allie Schreffler, Stacy Sansky, Lindsey Garney and Vanessa Salamy).
- On Monday, November 2, Lisa Marrello and I met with the Governor's transportation staff and Division of the Budget to talk about CDTA financial issues (conference call). We briefed them on our budget status and the prospects for next fiscal year. This information exchange is helpful as the state moves toward a new fiscal year and construction of the state budget.
- On Monday, November 2, I participated in a meeting about regional branding hosted by the Capital Region Chamber of Commerce (Zoom). I have been involved in this effort to coordinate regional promotion and sharing resources to make it a better place to live and work. CDTA is a great example of a coordinated, regional operating company. More to come on this exciting work.

- On Monday, November 2, Lisa Marrello and I met with Assemblywoman Pat Fahy and Assemblyman John McDonald (conference call). We talked about CDTA projects including River Corridor BRT, electric buses, and an expanded cycle effort. We updated the assembly members on our financial status and the prospects moving forward.
- On Tuesday, November 3 (Election Day), we operated a full service complement along with shuttles to get people to polling locations. Our services provide a convenient way to get to polling sites and we promoted this option on social media platforms. Many of our partners did the same to round out this effort.
- On Thursday, November 5, I called into several radio stations to talk about River Corridor BRT service. These conversations were designed to announce the service start on November 8 and to talk about the exciting features of the BRT service. In addition to the stations I was on (WGY, WFLY and WYJB), Jaime Watson appeared on several others to round out our media blitz.
- On Friday, November 6, I was interviewed on radio station WGDJ about the River Corridor BRT. I continue to talk about the infrastructure improvements we made in communities along the corridor (new sidewalks, crosswalks and signal systems).
- On Sunday, November 8, I was interviewed on WRGB-Ch 6 about the start of River Corridor BRT. This is part of our information campaign to introduce the service. Jaime Watson arranged the media activity and coordinated schedules.
- On Monday, November 9, I was interviewed by a reporter from WNYT-CH 13 about our new BRT line. We spoke about connections the service will provide to work sites on the corridor; we also talked about ridership in general and prospects for a ridership uptick.
- On Wednesday, November 11, I participated in a meeting of Executive Team Leaders for the American Heart Association campaign (Zoom). I was invited to join this group by Dr. John Bennett. The group is charged with developing a strategy to support the Heart Walk and other activities of the association. Jaime Watson joined me on this call.
- On Friday, November 13, we held a coronavirus team meeting. This group has been reconvened because of the surge in positive cases in our area. We talked about the well-being of our employees, ridership, service design and our work to disinfect vehicles, equipment, and facilities. The group will continue meeting to coordinate our efforts.
- On Monday, November 16, I welcomed a new class of 18 bus operators to CDTA as we continue expanding the capacity of our company. We talked about the things we do to connect communities and their role in this work. Great job by our Human Resources team who are working diligently to fill positions on a regular basis.
- On Tuesday, November 17, I met with John Tozzi a partner at Creighton Manning Engineering. CME does a good deal of planning, design, and engineering work for us, especially relating to Bus Rapid Transit. John and I meet periodically to talk about our relationship and ways to make it better and stronger.

- Earlier this morning, I chaired a meeting of the United Way Executive Committee. We talked about agency finances, employee giving campaigns and the status of our shared services project.

Final Thoughts

As we approach Thanksgiving, we have so much to be thankful for. We work at a great company filled with great people. CDTA is a place where people take their work seriously and they want to provide customers with the best service possible. At the same time, it is a place where we realize that people are our most important commodity, and we must work together and take care of each other. Never has this been more apparent than now and my report tries to capture some of that spirit and report it to Board members and the community.

Thank you to our Board of Directors for your continued focus on making CDTA better. Your work and the work of the CDTA team ring true in our new mission statement:

CDTA Provides Mobility Solutions that Connect the Region's Communities

Copy: Senior Staff
Director of Corporate Communications

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 46 - 2020**

Award A Sole Source Fuel Contract to Mirabito Energy Products

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

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

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

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

WHEREAS, the Authority has determined that due to the volatility of the market, it would be prudent to lock in future fuel purchases at a current quoted price of \$1.76/gal for Ultra Low Sulfur Diesel and \$2.08 for winter blend, by entering into a contract with Mirabito Energy Products of Binghamton, NY, the incumbent provider of fuel, and

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

WHEREAS, after due deliberation and discussion, the Authority has determined that the significant cost savings justifies the award of a one-year sole-source contract to Mirabito Energy Products of Binghamton, New York, commencing in June 2022 through June 2023, for an estimated minimum contract value of \$3,600,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a one-year sole source contract for purchase and delivery of ULSD at a fixed price of \$1.76/gal, with an estimated minimum value of \$3,600,000, subject to acceptance and satisfaction of all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be the FY2023 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 23rd day of December, 2020.

Dated: December 23, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

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

Committee: Performance Monitoring/Audit

Committee Meeting Date: December 16, 2020

Board Action Date: December 23, 2020

Background:

Staff routinely monitors fuel markets to project pricing for future operating budgets. The Board of Directors has given the staff the authority to negotiate contracts for fuel with advance purchasing authority. This improves budgeting and predictability.

Purpose:

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

Summary of Proposal:

A competitive procurement process takes at least six weeks to complete. Fuel suppliers are generally unwilling to provide firm pricing for a length of time longer than six months.

Fuel prices change daily; it is in the best interest of CDTA to forgo a prolonged competitive procurement process and lock in pricing when it becomes cost effective to do so. Fuel consumption represents about 6% of our operating budget.

Upon Board approval, staff will execute an agreement with Mirabito to lock in pricing at \$1.76 per gallon for 100% of the fuel needed from June 2022 through June 2023. Staff recommends a contract award to Mirabito Energy Products of Binghamton, NY for Ultra Low Sulfur Diesel.

The actual dollar value of this contract is variable because it is dependent on actual fuel consumption. The best estimate is \$3.6 million.

Financial Summary and Source of Funds:

The minimum expected contract value is \$3,600,000 and will be included in the FY2023 operating budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Philip Parella, Jr., Director of Finance

Memorandum

December 16, 2020

To: Performance Monitoring/Audit Committee

From: Phil Parella, Jr., Director of Finance

Subject: Sole Source Procurement – Ultra Low Sulfur Diesel

Summary

Staff recommends a sole source contract to Mirabito Energy Products for the purchase of diesel fuel (and winter blend). This contract would be for the purchase of 2,016,000 gallons at a cost of \$1.76 per gallon (\$2.08 for winter blend).

Background

The Board gives staff authority to purchase fuel from our supplier without the traditional competitive bid process. This allows staff to negotiate prices well into the future, locking in 6% of our operating budget.

We receive daily pricing from our vendor while also monitoring fuel markets and world news. Working with our vendor, we identify competitive prices, and can make a purchase on the day when pricing is most favorable.

Our goals are to secure a 12-month fuel supply that ensures budget predictability to pay a price that is lower (if possible) than our current price. Below is a history of our fuel prices since we started this process.

<u>Delivery Dates</u>	<u>Price</u>	<u>Contract Award Date</u>
May 2022 – May 2023	\$1.76	November 2020
May 2021 – May 2022	\$1.97	February 2020
May 2020 – May 2021	\$2.06	June 2019
May 2019 – May 2020	\$2.30	December 2018
May 2018 – May 2019	\$2.04	March 2017
May 2017 – May 2018	\$2.69	February 2015
May 2016 – May 2017	\$2.87	October 2014
May 2015 – May 2016	\$3.03	September 2014
May 2014 – May 2015	\$3.10	October 2013
May 2013 – May 2014	\$2.97	June 2012

Recommendation

Staff recommends a one-year fuel contract to Mirabito Energy Products, starting in June 2022 for an estimated amount of \$3,600,000.

Copy: Chief Executive Officer
Vice President of Finance & Administration

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 47- 2020**

Award Contract for Purchase of Bus Filters

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 Authority has solicited competitive bids for the purchase of bus filters to replace worn or damaged parts in the vehicles that make up the Authority fleet over a two-year period, and

WHEREAS, multiple bids were received, with the lowest qualified bid submitted by Vehicle Maintenance Program of Boca Raton, Florida, and

WHEREAS, the Authority recommends a two-year bus filter purchase contract be awarded to Vehicle Maintenance Program of Boca Raton, Florida for an estimated cost of \$176,700 over two years with actual costs determined by usage.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a two-year bus filter purchase contract to Vehicle Maintenance Program of Boca Raton, FL, for an estimated cost of \$176,700 over two years, 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 FY2021 and FY2022 Operating Budgets.
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 23rd day of December, 2020.

Dated: December 23, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for bus filters to Vehicle Maintenance Program of Boca Raton, Florida.

Committee: Performance Monitoring/Audit

Committee Meeting Date: December 16, 2020

Board Action Date: December 23, 2020

Background:

We procure filters for our vehicles on a regular basis to ensure the best price and availability. The current contract for bus filter is expiring.

Purpose:

CDTA uses a variety of filters for our vehicles. Filters prolong engine life and are part of our ongoing maintenance and upkeep program.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for bus filters. The IFB indicated requirements for each filter type along with estimated quantities based on use history. Twenty-five vendors downloaded the IFB and eleven bids were received. Vehicle Maintenance Program is one of the incumbent providers of bus filters. Two other contracts will be awarded but do not require Board approval due to the lower value of certain filters. Vehicle Maintenance Program requires approval because the contract value is greater than \$150,000.

Staff recommends awarding a contract for bus filters to Vehicle Maintenance Program of Boca Raton, Florida for an estimated cost of \$176,700 over two years.

Financial Summary and Source of Funds:

The total contract value is estimated at \$176,700 with funds coming from our Operating Budget. Actual costs will be determined by usage. The anticipated cost breakdown is below:

Year 1: \$87,644

Year 2: \$89,056

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations



Memorandum

Date: December 16, 2020

To: Performance Monitoring/Audit Committee

From: Lance Zarccone, Vice President of Operations

Subject: Vehicle Filters

Overview

We recently solicited an Invitation for Bid (IFB) asking firms to supply bus filters. Filters remove impurities from a liquid or gas. CDTA uses an assortment of filters such as oil, air and fuel in our vehicles. Filters minimize the risk of breakdowns and prolong the life of engine, transmission, and other components. They are part of our preventative maintenance program.

Six bids were received. The lowest qualified bidder is Vehicle Maintenance Program of Boca Raton, Florida. CDTA is currently doing business with this firm and is satisfied with their product and service.

Recommendation

Staff recommends awarding a two-year contract to Vehicle Maintenance Program of Boca Raton, Florida, for \$176,700.

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:

\$176,700 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 # 25 or Advertised
Number of Proposals/Bids Received # 11

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: Vehicle Maintenance Program, Inc.
3595 N Dixie Bay #7
Boca Raton, FL 33431

8. SOURCE OF FUNDS: FY21 & 22 Operating Budgets

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: December 4, 2020

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 48 - 2020**

Authorizing Purchase of six Paratransit (STAR) buses
from the Shepard Brothers Coach & Equipment contract

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 Capital Improvement plan of the Authority calls for the replacement of paratransit buses which have reached the end of their useful life, and

WHEREAS, after competitive procurement, the Authority previously awarded a contract to Shepard Brothers of Canandaigua, NY for the purchase of paratransit buses over a five-year period, and

WHEREAS, the Authority now desires to authorize the purchase six (6) paratransit vehicles to replace paratransit vehicles that have reached the end of their useful life, and

WHEREAS, the price per vehicle shall be \$90,412, including painting and branding with an additional \$10,000 per vehicle for radio and communication equipment, and an additional \$2,732 for additional seating, for a total contract purchase of \$618,864, with anticipated delivery in May 2021.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby authorizes the purchase of six (6) paratransit vehicles from Shepard Brothers of Canandaigua, New York, for a total cost of \$618,864, 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 is funded through the FY2021 Capital Plan.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 23rd day of December, 2020.

Dated: December 23, 2020

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Purchase six buses for Paratransit Service (STAR) from The Shepard Brothers contract.

Committee: Performance Monitoring/Audit
Committee Meeting Date: December 16, 2020
Board Action Date: December 23, 2020

Background:

In January of 2016, the Board awarded a contract for the purchase of paratransit vehicles to Shepard Brothers of Canandaigua, New York.

Purpose:

Each year we replace an equal number of vehicles that have reached the end of their useful life for paratransit service.

Summary of Proposal:

Staff recommends the purchase of six vehicles from Shepard Brothers to replace vehicles that have reached the end of their useful life. The price per vehicle is \$90,412 including painting and branding. This represents a 2.4% price increase from last year. An additional \$10,000 per vehicle is required for radio and communication equipment.

The vehicle is a Coach & Equipment body on a Ford chassis, powered by a 6.2L gas engine. Upon Board approval, an order will be placed immediately with delivery expected in late spring 2021.

Financial Summary and Source of Funds:

- Vehicle Price $\$90,412 \times 6 = \$542,472$
- Radio Communication Equipment $\$10,000 \times 6 = \$60,000$
- 3 additional fold-away seats per bus $\$2732 \times 6 = \$16,392$
- Total cost = \$618,864

This purchase is funded through the FY2021 Capital Plan.

Prepared by: Stacy Sansky, Director of Procurement

Project Manager: Lance Zarcone, Vice President of Operations

Memorandum

Date: December 16, 2020

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: STAR Bus Acquisitions

Overview

On January 27, 2016, the Board awarded a five-year contract for the purchase of Paratransit vehicles to Shepard Brothers Inc. of Canandaigua, New York. Staff recommends the purchase of six vehicles for STAR operations from this contract. The useful life of these vehicles is five years and/or 150,000 miles.

The vehicles feature a Coach & Equipment body on a Ford chassis powered by a 7.3L gas engine. The bus has several seat options, including up to four wheelchair placements. The wheelchair securements will be along the full length of the vehicle to accommodate a variety of wheelchairs.

These buses will replace an equal number of vehicles that have reached the end of their useful life. Delivery is anticipated in May 2021.

Recommendation

Staff recommends the purchase of six paratransit vehicles from Shepard Brothers Inc., of Canandaigua, New York for \$618,864.

Copy: Chief Executive Officer

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 49 - 2020**

Approve the Preliminary Operating Budget and Five-Year Capital Plan
for Fiscal Year 2021-2022

WHEREAS, the Capital District Transportation Authority (the “Authority”) is required by Public Authorities law sections 1305-a and 1306 to prepare and file an annual budget; and

WHEREAS, the proposed preliminary Operating Budget for the Capital District Transportation Authority for fiscal year 2021-2022 provides for estimated revenue and assistance of \$74,484,108 with projected expenses of \$100,259,401, and the Five-Year Capital Plan of \$383,507,704, that has been presented and reviewed (a copy of which is attached to this and made part of this resolution); and

WHEREAS, after review and discussion, the adoption of the proposed fiscal year 2021-2022 preliminary Operating Budget and Five-Year Capital Plan has been recommended by the CDTA Strategic and Operational Planning Committee;

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves and adopts the preliminary Operating Budget and Five-Year Capital Plan for fiscal year 2021-2022, a copy of which is attached to and made part of this resolution.
2. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 23rd day of December, 2020.

Dated: December 23, 2020

Mark Schaeffer, Secretary

Memorandum

December 17, 2020

To: Chairman, Strategic & Operational Planning Committee
Members, Strategic & Operational Planning Committee

From: Mike Collins, Vice President of Finance & Administration

Subject: FY2022 Preliminary Budget Discussion and Approval

Background:

We are required by New York State to approve a preliminary operating budget by December 31, 2020. At best, this is an early forecast of operating costs and revenue for the fiscal year. Staff uses it as the starting point for budget development and we will have a number of meetings and discussions on how to develop a sustainable budget given the current circumstances. The preliminary operating budget and five-year capital plan for Fiscal Year 2022 is attached.

Operating Budget

This preliminary budget is projected to be \$100.2 million, a \$2.5 million increase from this year's budget. We are concerned about customer revenue, Rensselaer Rail Station (RRS) income and State Operating Assistance. Customer revenue is expected to be 50% (\$10 million) less than this year; RRS income is projected to be 75% (\$2.8 million) less than this year; and we estimate a 25% (\$10.9 million) reduction in State Operating Assistance (STOA).

Some good news - Mortgage Recording Tax (MRT) is performing well this year and we will likely increase MRT projections in the budget process. At this point, we have not used our Federal Maintenance (5307) and we expect to carry this over to FY2022.

With this first pass of the budget, we are showing a 2% increase in expenses. Part of this includes our cost to operate River Corridor BRT. Wages and benefits make up 70% of our expenses, and we will look at ways to adjust these budget lines as we go through the budget process. We do not anticipate major changes heading into FY2022.

Capital Plan

The projected five-year capital plan is attached. Like the operating budget, the capital plan must be approved by the board. This plan includes several large capital projects, like the \$77 million Washington/Western BRT project.

A five-year capital plans is a forecast that is never "fully" funded. Typically, the first year of the plan is funded after prioritizing projects and funding is secured. The FY2022 plan includes our annual fleet replacement program and providing for annual facility projects. It also includes purchasing more electric buses, expanding Micro Transit and piloting electric scooters.



Summary

This will be a challenging year with lots of uncertainty surrounding the virus. We are showing a large deficit at this point and may have to make difficult decisions as we go through the budgeting process. The Strategic and Operational Planning Committee will be provided options to discuss as we move through the budget development process.

Recommendation

We recommend that the preliminary FY2022 operating budget of \$100,259,401 and the five-year capital plan of \$383,507,704 be approved to meet our New York State statutory requirement.

Copy: Chief Executive Officer
Senior Staff
Director of Finance

Capital District Transportation Authority
Draft FY2022 Operating Budget
December 16, 2020

Revenue Item	FY2021 Budget	% change	Budget to Budget Change	FY2022 Budget	% Change
Mortgage Tax	\$ 11,250,000	0.0%	\$0	\$ 11,250,000	0.0%
Interest Income	\$ 20,000	0.0%	\$0	\$ 20,000	0.0%
Customer Revenue	\$ 20,651,667	9.8%	(\$10,117,500)	\$ 10,534,167	-50.0%
Advertising	\$ 1,292,500	43.6%	\$0	\$ 1,292,500	0.0%
RRS and Facilities Income	\$ 3,651,631	12.3%	(\$2,738,723)	\$ 912,908	-75.0%
Other	\$ 188,500	113.0%	\$0	\$ 188,500	0.0%
Federal Maintenance	\$ 12,701,000	2.4%	\$0	\$ 12,701,000	0.0%
State Operating Assistance	\$ 43,824,758	7.2%	(\$10,956,190)	\$ 32,868,569	-25.0%
Northway Commuter Service - STOA	\$ 400,000	0.0%	(\$100,000)	\$ 300,000	-25.0%
County Assistance	\$ 1,917,000	0.0%	(\$479,250)	\$ 1,437,750	-25.0%
Grants	\$ 1,805,786	576.8%	\$1,172,929	\$ 2,978,715	65.0%
Total Revenue	\$97,702,842	8.3%	\$ (23,218,734)	\$ 74,484,108	-25.2%
Expense Item	FY2021 Budget	% change	Budget to Budget Change	FY2022 Budget	% Change
Wages	\$48,377,073	8.0%	\$483,771	\$48,860,844	1.0%
FICA	\$3,419,662	7.9%	\$34,197	\$3,453,859	1.0%
Health Benefits	\$10,651,352	4.9%	\$759,092	\$11,410,444	7.1%
Workers' Comp	\$2,637,708	0.0%	\$79,131	\$2,716,839	3.0%
Other Benefits	\$3,988,742	5.5%	\$134,814	\$4,123,556	3.4%
Professional Services	\$3,889,745	48.6%	\$0	\$3,889,745	0.0%
Materials and Supplies	\$1,686,346	16.1%	\$60,276	\$1,746,622	3.6%
Miscellaneous	\$736,853	5.8%	\$0	\$736,853	0.0%
Maintenance Services	\$3,015,258	1.7%	\$211,068	\$3,226,326	7.0%
Purchased Transportation	\$6,665,359	14.6%	\$199,961	\$6,865,320	3.0%
Utilities	\$1,011,000	5.2%	\$20,220	\$1,031,220	2.0%
Fuel	\$5,669,108	6.5%	(\$57,838)	\$5,611,270	-1.0%
Parts Tires Oil	\$4,870,870	2.7%	\$272,905	\$5,143,776	5.6%
General Insurance	\$722,933	6.4%	\$340,920	\$1,063,853	47.2%
Claims	\$360,833	3.1%	\$18,042	\$378,875	5.0%
Total Expenses	\$97,702,842	8.3%	\$2,556,559	\$100,259,401	2.0%
Revenue over Expenses	\$0		\$ (25,775,293)	\$ (25,775,293)	

Capital District Transportation Authority

FY2022 DRAFT Capital Plan

December 16, 2020

	2022	2023	2024	2025	2026	Total
WWBRT	\$76,685,000	\$0	\$0	\$0	\$0	\$76,685,000
85W Call Center Renovation	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Automated Access Gate - Schenectady	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Troy Mechanic's Locker/Bathroom	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Schenectady Driver's Locker/Bathroom	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Schenectady Mechanic's Locker/Bathroom	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Schenectady Gas Tanks	\$100,000	\$0	\$0	\$0	\$0	\$100,000
RRS Garage Repairs	\$692,704	\$0	\$0	\$0	\$0	\$692,704
RRS Enhancements	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
RRS Parking Upgrades	\$500,000	\$0	\$0	\$0	\$0	\$500,000
LED Light Replacement	\$350,000	\$0	\$0	\$0	\$0	\$350,000
Maintenance Training Room	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Fuel Management System	\$970,000	\$0	\$0	\$0	\$0	\$970,000
Facilities Maintenance and Engineering	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Preliminary Engineering - Facilities	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Consolidated Operations Facility	\$0	\$0	\$0	\$150,000,000	\$0	\$150,000,000
Downtown Albany Intermodal	\$0	\$50,000,000	\$0	\$0	\$0	\$50,000,000
Street Amenities (Shelter Program)	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Mid-Sized Infrastructure	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Information Technology	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
Park & Ride Lots	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Car Share	\$120,000	\$120,000	\$130,000	\$130,000	\$130,000	\$630,000
Scooter	\$100,000	\$0	\$0	\$0	\$0	\$100,000
VanPool	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Marketing iRide	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Fleet Financing 2012	\$930,000	\$0	\$0	\$0	\$0	\$930,000
Fleet Financing 2014	\$780,000	\$780,000	\$780,000	\$0	\$0	\$2,340,000
Camera Install	\$170,000	\$0	\$0	\$0	\$0	\$170,000
Flex Vehicles	\$260,000	\$0	\$0	\$0	\$0	\$260,000
Non-Revenue Vehicles	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Electric Bus / Replacement Program	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$75,000,000
NX Commuter Bus Replacement	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,200,000	\$5,600,000
STAR Buses	\$570,000	\$570,000	\$570,000	\$570,000	\$600,000	\$2,880,000
Trolleys	\$350,000	\$0	\$0	\$0	\$0	\$350,000
Lift Replacement	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Mid-Life Hybrid Replacement	\$300,000	\$300,000	\$300,000	\$0	\$0	\$900,000
Vehicle Overhaul (Gillig Engine Replacement)	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Total Expense	\$103,587,704	\$70,480,000	\$20,490,000	\$169,410,000	\$19,540,000	\$383,507,704

Memorandum

December 23, 2020

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for December



Overview

As we get ready to end 2020, we approach the New Year with hope and anticipation. We are hopeful for a successful vaccine that brings us back to a sense of normalcy. Our company anticipates that normalcy will result in improved working conditions for the entire CDTA team, a return of our loyal customers, and a continued development of innovative projects that is expected from the region's mobility leader.

COVID-19 may have changed how we operate, but it could not stop 30 inches of snow! As activities in the region came to a halt, CDTA service continued to roll. Although slowed to a crawl for many hours, the men and women of CDTA forged ahead, providing connections for those who needed to travel. Hats off to every operator who made it to work, to every maintenance technician, cleaner and helper who got buses ready, who plowed our facilities, and shoveled out stuck buses. Thank you to every supervisor, foreman and support staff who directed traffic and plugged holes in service; and to every management staff person who provided support and direction through a difficult 48 hour stretch. Job well done - this is the CDTA way.

Although the snowstorm provided a temporary distraction from COVID-19, we continue to battle the impacts of the pandemic. The most notable impact continues to be ridership. As we reported at last week's committee meetings, ridership is 40% less than it was at the same time last year with several trickle-down effects. Our service planning team monitors ridership and is preparing recommendations to modify the network. We anticipate that a comprehensive set of changes will be ready for implementation early in 2021. This is likely to include reductions in frequencies, reallocation of operating resources, and some route reductions or eliminations. This will align service to demand and accommodate for social distancing and spacing on routes where ridership is heaviest. It will be constructed so that service can be easily restored when ridership returns, and demand increases throughout the network.

The realities of COVID-19 have impacted every part of our company and many of the changes we have made will likely become regular practices. For example, we have discussed the way we clean and disinfect our buses, equipment and facilities. The maintenance team has continued to refine and improve this work, and their processes are industry best. At the same time, they continue to research new products and practices to enhance CDTA services. As products are introduced, we work with vendors to find the right mix for our company. This work has provided better equipment, safer conditions for CDTA employees and customers, and it will result in an improved system as we move forward in 2021.

Board action to approve a preliminary budget for submission to the state is our budget season kick off. This year's budget development process will be difficult, but our solid financial infrastructure and support systems will help us through difficult times. As we begin this process, we are putting everything on the table for review. This is necessary for us to fill in for a sizeable loss of customer revenue and accommodate for decreases in state operating assistance. Our planning staff is reviewing our service network so it can be adjusted to demand, and meaningful changes made to head count levels throughout the company. I am confident that we will be able to achieve a balanced budget, but it will require tough choices. Thank you to board members and staff who are helping with this work.

Our communication and outreach to state elected officials (and their staff) continues; this will be a top priority for us as we move into 2021. In these meetings, we talk about the work we do and the success we have had connecting the region and the people who live here. Those connections are more important today than ever before and it will be crucial for this to be recognized in state budget deliberations. Lisa Marrello and her team have built a coalition of support among our local delegation. This has spread throughout the upstate area and across what we refer to as the I-90 corridor. The coalition will be engaged with NYPTA lobbyists and staff to deliver forceful and consistent messaging.

On November 19, we officially kicked-off our newest mobility offering with state, local and community leaders. The Blue Line BRT service has been operational for more than a month and it is drawing positive reviews. The 16-mile corridor is full of blue and silver buses and stations. Our supervisors, drivers and support staff continue to fine tune the operation and coordination with local services to sync BRT with local routes along the corridor.

We put a big bow on a great Season 4 of CDPHP *Cycle!* In total, 38,000 bike rides were taken in an abbreviated 25-week season. We added 5,600 new members to our bike riding club, many of whom are part of our corporate offering through Universal Access. We added new partners to our *Cycle!* team and kept the equipment and stations clean and sanitized. All of this was artfully coordinated by Lindsey Garney and her operations team. As the bikes rest in their warm winter home underneath the Albany Public Library, we are planning even better things as we anticipate the start of Season 5 in the Spring of 2021.

The CDTA Health Center powered by CDPHP has been open for a few months and things are settling in nicely. We have merged physical examinations, drug, and alcohol testing with clinical advice about prevention and health care. Employees are getting adjusted to having a health center on site and we are looking to add new offerings in the coming weeks. We are doing everything possible to keep employees safe and healthy as we continue battling COVID, encouraging them to seek care if they do not feel well, and to get tested if needed. Our policies and procedures are reviewed and changed as new information and resources become available to us. As you can imagine, this is full time work, and it is led by Kelli Schreivogl and her team in Human Resources. This requires lots of coordination and assistance from people throughout the company and it is great to watch that happen.

Performance Measures

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

Total ridership was 776,700 in November, 40% less than last November; year to date, ridership is 36% less than last year. Ridership has gone down slowly since Labor Day and we expect that to continue for the immediate future. With COVID-19 infection rates on the rise, colleges and high schools are closed or on remote learning, while many employers have increased remote work schedules or increased off site activities. This has had a major impact on ridership and customer revenue.

Activity on STAR buses is increasing, but very slowly; ridership in November was 17,185, 40% less than last November. Northway Express ridership continues to be very low, with November boardings 85% lower than last November (down 90% year to date). As we have discussed, NX ridership is tied closely to the state workforce in downtown Albany.

Our staff is spending considerable time evaluating service design, analyzing the reach of our network, and examining projected demand levels. Adjustments need to be made and we anticipate that a comprehensive set of changes will be in place by March 2021. This work will be aligned with our budget and hiring work. As we examine service levels, we are taking great care to accommodate for social distancing and spacing on routes where ridership is heaviest. Moving forward, this work will allow us to make appropriate adjustments to wage, benefit and purchased transportation lines in the FY22 operating budget.

Our financial condition continues to be stable. Total expenses were down 6.4% in November; operating revenue (from customers, mortgage tax, advertising, and station facilities) was down 17%. We have used the last of our CARES funds and we continue to receive only 70% of what we budgeted from New York State Operating Assistance. We have not drawn any federal capital funds (5307) and will not do so until needed. We are likely to finish the year with customer revenue down more than 50%; this is a major concern for us; for now, it will be offset by record-breaking receipts from the Mortgage Recording Tax; and stop-gap funds provided by the CARES act.

We missed 59 trips on the fixed route system; last November, we missed 42 trips. There were 35 accidents in November with 23 categorized as preventable; last November, we reported 46 accidents with 16 preventable. We are looking at preventable accidents, many of which are attributed to new operators (less than two years of service). All preventative maintenance inspections were done on time. Scheduled maintenance work was at 84%, last November, it was 87%. On-time performance for fixed route service was 77%, last November, it was 74%. STAR service operated within our acceptable 0-10 minute time window 83% of the time; last November, this was 70%.

Our call center processed 194 comments compared to 207 last November. We received 14 comments about STAR service; last November, we received 34 comments about STAR. We processed 108 applications for STAR eligibility in November; last November, we processed 224 applications – this is another reflection in the slowdown caused by COVID-19. Response time to close customer inquiries within 10 days was at 91%. There were 523,000-page views at www.cdfa.org. Last November, there were 755,000-page views.

Community Engagement:

Over the last month we have seen a significant slow-down in community activities. With COVID numbers on the rise, many scheduled activities have been postponed, moved to a digital platform, or cancelled altogether. We supported the Capital Region Chamber non-profit awards on November 20. It was nice to come together, in a safe and socially-distant way to honor those who are going above and beyond to serve our community. Hats off to the winners and what they do to make our region a better place to live and work.

Activity Report

How things have changed - I used to specifically call out virtual meetings and now they are the accepted normal. I am proud of the CDTA team and how everyone has adapted and learned how to navigate the waters of COVID-19. What has not changed is our commitment to making CDTA the best it can be, both inward and outward. My activities represent some of that work.

- On Thursday, November 19, I was proud to be part of a media event to kick off Blue Line Bus Rapid Transit service. The event was held at the Vacina Apartments in downtown Troy. Vacina is owned by the Rosenblum companies who partner with CDTA on transit-oriented development. Great work by Jaime Watson and her team, adapting to very unusual circumstances.
- On Friday, November 20, Jaime Watson and I attended the Capital Region Chamber's non-profit awards at the Troy Hilton Garden Inn. The event recognizes the work of non-profits in our community. The Chamber has sponsored in-person events with a small number of people attending, in large spaces, with social distancing and precautions. Hats off to them - it can work, and we were very comfortable.
- On Monday November 23, I met with Maureen Sagar and Ellen Sax to talk about the regional branding initiative. This work is sponsored by the Capital Region Chamber of Commerce. The intent is to promote the region as an attractive place to live and work. We talked about how best to position the CDTA brand in their outreach.
- On Monday, November 23, I attended a virtual meeting of APTA's CEO Coordinating Council. Discussion focused on two areas – response to COVID-19 and the need for more federal funding. We also heard about APTA's lobbying work and the need for individual systems to support this as federal legislation moves forward.
- On Tuesday, November 24, I met with United Way staff to talk about leadership giving. We want to encourage community leaders to increase support for the United Way. Support can come through direct giving, foundations or company giving campaigns.
- On Wednesday, November 25, I participated in a meeting of the American Heart Association's Executive Leadership Team. I was invited to join this group by Dr. John Bennett as they work to encourage awareness of the American Heart Association. This is another example of the position we have built for CDTA in the community.

- On Tuesday, December 1, Lisa Marrello and I met with Senator Neil Breslin. We talked about the work we are doing during the pandemic, the status of ridership, customer revenue and state funds. Senator Breslin is well versed in our activities and will be supportive as state budget deliberations begin.
- On Wednesday, December 2, we held a coronavirus team meeting. This group has been reconvened because of the surge in positive cases. Meetings center on employees, service, and maintenance efforts. We will continue to meet to coordinate efforts.
- On Wednesday, December 2, I spent time with six employees who are participating in our newest training initiative. It is called stretch development and it will provide opportunities for new employees (less than three years). The program includes management and non-management employees so they can learn together. Barbara Gannon is guiding this effort.
- On Thursday, December 3, I attended a meeting of the CDTC Policy Board. The board received updates on a federal highway certification review and an update about traffic volumes during COVID. This report showed how volume and congestion levels have changed during the pandemic.
- On Friday, December 4, I attended a meeting of the NYPTA Board of Directors. We focused on our budget for the coming year, which is impacted by a loss of revenue from our annual conference and dues assessments. We also talked about advocacy messages for the next few months, which will focus on state operating assistance.
- On Friday, December 4, I attended the Public Transit Learning Institute graduation ceremony. Gary Guy, Rich Nasso and Stephanie Belokopitsky participated in this year-long development program. They worked with transit professionals from across New York State and enjoyed education elements designed to increase their leadership skills.
- On Tuesday, December 8, I attended a Regional Development Coordinating Committee meeting. The RDCC includes CEO's from transportation and economic development organizations who get together a few times a year to talk about things our companies are doing to support regional development. Meetings are hosted by the Capital Region Chamber of Commerce.
- On Wednesday, December 9, I chaired a meeting of the United Way Executive Committee. We discussed the progress of annual giving campaigns, budget development, and the status of programs that are targeted to those most impacted by COVID-19.
- On Wednesday, December 9, I attended a meeting of the Capital Region Chamber of Commerce Board of Directors. I have been a member of this board for over a year and find it to be rewarding; we do business with many of the companies represented by Chamber's board members.
- On Tuesday, December 15, I attended a meeting of the American Heart Association's Executive Leadership Team meeting. The ELT is helping to promote awareness to heart disease and the importance of regular medical visits for those impacted by it.

- On Wednesday, December 16, I chaired a meeting of the United Way Board of Directors. The board endorsed the development of a shared services center in downtown Albany. The center will have common resources for a dozen not-for-profit agencies. This shared thought model will benefit the entire Capital Region. I am proud of this work and will encourage the development of a Universal Access program for tenants and employees.
- On Wednesday, December 16, Jon Scherzer, Jaime Watson, and I met with Maureen Sagar to talk about ways that CDTA can be part of a Regional Branding Initiative. This work is targeting people under 40 who are looking to relocate, mostly from major metropolitan areas. Research shows that a wide and deep mobility menu is very attractive to this demographic group.
- On Friday, December 18, I spoke with Jim Gagliardi from radio station WGY. We discussed the first month of operation on the River Corridor and ridership throughout the system.
- On Friday, December 18, we held an Authority staff meeting. Close to 80 people signed on to what is now normal – a virtual meeting. We use this time to keep everyone up to speed on what is going on throughout the company; not easy when you cannot see each other every day, and communication is mostly electronic. The staff is doing a great job to stay connected.
- On Monday, December 21, I joined the United Way staff to present STAR Operator, Rebecca Potter with the Step-Up Challenge award. The Step-Up challenges employees to increase United Way giving. All those who do so are entered into a raffle for a gift package. Thank you to Rebecca and all CDTA employees for their generosity.
- On Monday, December 21, I attended meetings of the Colonie IDA and LDC. I am a member of both boards, which work to stimulate economic activity throughout the town.
- On Tuesday, December 22, I attended a meeting of the Center for Economic Growth Leadership Board. CEG has affiliated with the Capital Region Chamber of Commerce. As a result of my membership on both boards, I am a member of the Leadership Group.

Final Thoughts

As we end 2020, the urge is to forget about it as quickly as possible. But it is important for us to acknowledge the accomplishments of our company during the year and the lessons learned. As I reflect, my favorite memory from 2020 is the outstanding work of the men and women of CDTA, who have come together to work through the pandemic and connect our communities like never before. Our great reputation comes from the work of our Board of Directors, our staff, and our employees. On behalf of all of them, I wish you a happy and safe holiday season.

CDTA Provides Mobility Solutions that Connect the Region's Communities

Copy: Senior Staff
Director of Corporate Communications