

# **Board of Directors Monthly Meeting**

**Wednesday, January 27, 2021 | 12:00pm  
Via Microsoft Teams & at 110 Watervliet Ave.**



## CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, January 27, 2021 | 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, December 23, 2020	Jayne Lahut	3
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (01/13/2021)	Jayne Lahut	
Performance Monitoring/Audit Committee (01/20/2021)	Denise Figueroa	
• Resolution 01 - Approve 2020 Surplus Sales		15
• Resolution 02 - Contract for Fare Collection Software		22
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• Resolution 04 - Contract for River BRT Work		30
• Resolution 05 - Contract for Armored Car Services		34
• Resolution 06 - Approve Change Order for Bokland Project		38
Community and Stakeholder Relations Committee (01/21/2021)	Patrick Lance	
Strategic and Operational Planning Committee (01/21/2021)	Michael Criscione	
<b>Chief Executive Officer's Report</b>	Carm Basile	42
<b>Executive Session</b>		
• Pending Legal Matter		
<b>Upcoming Meetings</b>		
Wednesday, February 24, 2021 at 12:00pm via Microsoft Teams and 110 Watervliet Avenue, Albany		
<b>Adjourn</b>		

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

**MINUTES OF WEDNESDAY, DECEMBER 23, 2020 BOARD MEETING**

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

**MEMBERS EXCUSED**        Jaclyn Falotico  
   Mark Schaeffer, Secretary  
   David M. Stackrow, Treasurer

**OTHERS PRESENT**            Carmino N. Basile, Chief Executive Officer  
   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  
via Microsoft Teams:        Amanda A. Avery, General Counsel  
   Sarah Matrose, Internal Auditor  
   Stacy Sansky, Director of Procurement  
   Ross Farrell, Director of Planning  
   Jonathan Scherzer, Director of Marketing  
   Jeremy Smith, Director of Facilities  
   Thomas Guggisberg, Director of IT  
   Vanessa Salamy, Executive Assistant

**CALL TO ORDER**            At 12:06 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 November 18, 2020 BOARD MEETING MINUTES**  
    Motion – Mr. Schaeffer  
    Seconded – Ms. Figueroa  
    Carried Unanimously

**COMMITTEE REPORTS**

**BOARD OPERATIONS COMMITTEE** - Report from Vice Chairman Criscione  
    • Board Operations Committee met on Wednesday, December 9, 2020 at 9:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

### Administrative Discussion Items

- The committee reviewed agendas for the December meetings. We had a few consent items this month along with a drafted schedule for the first quarter of board meetings.
- Budget Planning for next year has begun. The preliminary budget was presented at the Strategic & Operational Planning Committee Meeting.
- Lisa Marrello gave an update on advocacy and when we can expect regular governing activities to resume. We continue to talk with local delegates and update them on our needs to advance our ambitions agenda for 2021.
- Carm presented updates on ridership and service, as well as plans for employees to operate remotely again. River BRT has been doing well; ridership is less than we hoped for but there has been positive feedback from the public. Staff will provide updates and performance reports reflecting River BRT's performance in the coming months. Staff has transitioned to remote working again to reduce density in the office as COVID numbers rise in the Capital Region. CDTA aims to keep its employees and customers as safe as possible as we continue navigating this pandemic.
- The next meeting of the committee is scheduled for Wednesday, January 13, 2021 at 9:15am via Microsoft Teams and at 110 Watervliet Avenue.

### PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

- Performance Monitoring Committee met on Wednesday, December 16, 2020 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

### Consent Agenda Items

#### *Resolution No. 46 – 2020 – Approve Contract for Fuel Services*

- Future fuel prices have decreased making it attractive to lock in a long-term fuel price. As the board is aware, staff monitors fuel markets for future price opportunities. A few weeks ago, the future market price dropped to \$1.76 per gallon, which is when we locked in.
- Our supplier is Mirabito, Inc; we currently pay \$2.06/gallon. Next June, our price drops to \$1.97/gallon; the new contract would begin on June 1, 2022, a 21-cent decrease.
- The Authority hereby awards a one-year contract to Mirabito Energy Products of Binghamton, NY for Ultra -Low Sulfur Diesel at \$1.76 per gallon on or about June 1, 2022 with an expected contract value at \$3.6 million.

Motion – Ms. Figueroa

Seconded – Mr. Criscione

Abstain – Mr. Schaeffer

Resolution Passed

#### *Resolution No. 47 – 2020 – Approve Contract for Bus Filters*

- Our contract for bus filters is expiring and an Invitation for Bids (IFB) was issued. The IFB included requirements for each filter type along with estimated quantities. Eleven bids were received, and Vehicle Maintenance Program (incumbent) was the low bidder.

- The Authority hereby awards a two-year contract for filters to Vehicle Maintenance Program of Boca Raton, Florida for an estimated total of \$176,700.

Motion – Mr. Criscione  
 Seconded – Mr. Schaeffer  
 Carried Unanimously

*Resolution No. 48 – 2020 – Approve Purchase of Paratransit Vehicles*

- This is the annual approval to order paratransit vehicles as part of the fleet replacement program. In January 2016, the Board awarded a five-year contract to purchase Paratransit vehicles from Shepard Brothers, Inc. of Canandaigua, New York.
- Staff recommends the purchase of six vehicles for STAR operations from this contract. Delivery is expected this spring.
- The Authority hereby approves the purchase of six vehicles from Shepard Brothers with the per vehicle price being \$90,412, including painting and branding; as well as an additional \$10,000 per vehicle required for radio and communication equipment.

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

Investment Committee

- The Investment Committee met on December 15; and the quarterly report was emailed to the board.

Administrative Discussion Items

- Mike Collins gave the Monthly Management Report. MRT continues to exceed budget expectations. Customer revenue remains at 50% of budget since we resumed fare collection; Rail Station revenue is down 75%, mainly because of few Amtrack customers parking at our station.
- On the expense side, wages are 4.25% under budget for the year; Other Benefits category saw an uptick in unemployment claims. Total expenses are down about 8% for the year. Our financial picture remains good because of the CARES funds 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. Ridership is down 40% for the month and 35% for the year. STAR boardings are down 45% for the year. Fixed route on-time performance was 77%; STAR on-time performance was at 83%. There were 23 preventable accidents but only 12 non preventable accidents this month, an uptick in preventable accidents that we are monitoring.
- Next meeting of the Committee is scheduled for Wednesday, January 20, 2021 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, December 17, 2020 at 11:30am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

### Administrative Discussion Items

- Jonathan Scherzer reviewed the latest MORE report, which is CDTA's Monthly Onboard Rider Evaluation survey. Jonathan summarized the latest report, which was conducted online. This is a switch from previous surveys which traditionally have been done face-to-face. The switch to the online survey allows for both choice riders and heavy use customers. CDTA used social media, website to help drive up respondents.
- The report found that nearly 90% of customers are satisfied with CDTA services with an increase in "highly satisfied" responses. The report covers COVID-19 response, trip purpose, payment systems, and most recent trip.
- Jaime Watson summarized the monthly Media/Community Engagement report. There were 15 media stories on television, newspaper, and radio this month. Highlights included the launch of the new River Corridor BRT service and the end of CDPHP Cycle! season four. A majority of the stories highlighted the launch of our newest BRT service. The story was also featured in two national publications, APTA Passenger Transport and Mass Transit Magazine.
- Next meeting of the Committee will be on Thursday, January 21, 2021 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, December 17, 2020 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

### Consent Agenda Items

#### *Resolution No. 49 – 2020 – Approve Preliminary Budget for FY 2022*

- We are required by New York State to approve a preliminary operating budget by December 31, 2020. Staff uses this as the starting point, and we will have several more meetings to work toward developing a final adopted budget. The preliminary budget and five-year capital plan for fiscal year 2022 were provided.
- The preliminary budget is projected to be \$100.2 million, a \$2.5 million increase from this year's budget. Customer revenue is expected to be 50% less than this year; RRS income is projected to be 75% less than this year; and we estimate a 25% reduction in STOA. MRT is performing well and we will likely increase our projections. 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 well. The five-year capital plan was also reviewed.
- The Authority hereby approves the FY2022 preliminary operating budget of \$100,259,401 and five-year capital plan of \$383,507,704 which meets our New York State statutory requirement.

Motion – Ms. Figueroa

Seconded – Ms. Nugent

Carried Unanimously

## Administrative Discussion Items

### *Scooter/E-bike Update*

- New York State law now allows the operation of electric scooters and bicycles. We have identified a 50-scooter pilot program that can begin in Summer 2021. We want to get experience with this mode to ensure a safe and accessible option for customers.
- The cost of the pilot program is about \$100,000 (purchase of equipment and daily operations). Funds for the program will come from the FY22 Capital Plan. Mobility Cloud will provide the same operational services that they provide for CDPHP Cycle!
- We will lean on our public-private partnerships to situate scooters with development communities and in recreational zones to give us experience with use, location, and deployment. We are also investigating the addition of electric bikes to the CDPHP Cycle! fleet.
- Next Steps include placing an order for scooters, working with municipal partners for approvals, and engaging stakeholders on deployment plans.

### *Care Share Update*

- Capital CarShare has announced that they will cease operations at the end of this month. CDTA has supported this effort with operational and marketing assistance using funds originally available through CDTC. Capital CarShare has struggled with only 50 active users that total 200 rentals per month. Their insurance costs are high, and their software systems are out of date and need to be upgraded.
- We think that this could be an exciting addition to our mobility menu. A car share program fits our mission and is consistent with our strategic pillars. We are considering joining a collaborative with a company called Mobility Development. This would give Mobility Development a better package of fleet, commercial insurance, and hardware/software options.
- Next steps include formalizing a pilot program, reaching an agreement with Mobility Development for day-to-day operations, and connecting with elected officials and other stakeholders to get input and to identify new funding sources.

### *Service Planning Update*

- Ross Farrell provided a review of service adjustments made since the beginning of the pandemic. It involved a series of reductions and additions in reaction to the initial drop in ridership, social distancing restrictions, and the return of schools and colleges. We discussed how the service footprint experienced reductions in geographic coverage but increased in frequency.
- As a result of projected ridership and revenue declines, associated service levels will also be reduced, and a return to pre-COVID levels is unlikely to happen in the next fiscal year.
- These adjustments coupled with our suite of other current mobility options (FLEX, vanpool, Cycle!) and future mobility options (mobility hubs, scooters, care share), will shape the future of our transit development planning process.
- Next meeting of the Committee will be on Thursday, January 21, 2021 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 December (attached).

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
  - Wednesday, January 27, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

ADJOURNMENT

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

Respectfully submitted,

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Mark Schaeffer, Secretary

Dated: December 23, 2020

## CHIEF EXECUTIVE OFFICER'S REPORT

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](http://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 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

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 01 - 2021**

Approve 2020 Surplus Sales of Equipment and Vehicles

**WHEREAS**, by Resolution 5-2005 the Capital District Transportation Authority (the “Authority”) authorized the Chief Executive Officer, as General Manager, to dispose of surplus equipment and vehicles, and

**WHEREAS**, the Authority must dispose of various items of personal property when they reach the end of their useful life or when they are no longer needed as authorized by Public Authorities Law section 1306 (7) and by such manner as is required by various state and federal laws, and

**WHEREAS**, the Authority has required an annual report from the Director of Procurement, pertaining to the disposition of all surplus property that has been provided for 2020 in a form that has been reviewed, and is satisfactory,

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority accepts the Summary Disposal Report for the 2020 calendar year.
2. The Authority continues to delegate to the Chief Executive Officer, the authority to declare personal property, equipment and vehicles to be surplus and to dispose of such property in accordance with the applicable law; transferring title to any such item to the appropriate federal or state agency expressing a desire for same; or, if unwanted there, advertising for public sale and sold to the highest bidders; or if no bids are received, disposing of unwanted items as scrap.
3. The Authority directs that if the depreciated value of the asset is \$5,000 or more the Chief Executive Officer or designee shall henceforth report about any such specific disposition at the next regular meeting following the disposition. A total of \$21,656 was returned to the operating budget from the deposition of surplus materials in 2020.
4. The Authority directs that henceforth the Chief Executive Officer or designee shall report in January about such dispositions for the preceding calendar year by describing the property that was disposed of, the manner of disposition and the costs or amounts recovered associated with each individual lot of surplus equipment and/or vehicles.
5. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 27<sup>th</sup> day of January, 2021.

Dated: January 27, 2021

\_\_\_\_\_  
Mark Schaeffer, Secretary

## **Capital District Transportation Authority Agenda Action Proposal**

**Subject:** Summary of vehicles, equipment and parts disposed of in 2020.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** January 20, 2021

**Board Action Date:** January 27, 2021

### **Background:**

The Board allows staff to dispose of equipment, vehicles and parts that have surpassed their useful life and then report these disposals on an annual basis. CDTA disposes of items in the best way possible, through recycling, donation and sale through eBay auction.

### **Purpose:**

Surplus sale allows staff to remove items from physical inventory that are past its useful life, no longer needed, or not working properly and require replacement.

### **Summary of Proposal:**

Vehicles were auctioned to the highest bidder on eBay. If no bid was received, the vehicle was sold for scrap metal value. A few cell phones and accessories were auctioned to employees. The remaining items had little or no value on the open market and were either recycled or disposed of in the most environmentally friendly way possible.

### **Financial Summary and Source of Funds:**

A total of \$21,656 was returned to the operating budget as proceeds from the disposition of surplus materials in 2020.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Stacy Sansky, Director of Procurement

Part/Bus/Tag #	Description	Mileage/Serial #	Sold To	Amount	Date
322	Motor Coach Bus 2006	548,567.00	scrap	\$1,711.00	1/23/2020
247	Ford SUPREME E-350 2012	328,432.00	scrap	\$344.40	3/20/2020
4008H	GILLIG HYBRID 2007	464,291.00	scrap	\$1,139.25	3/20/2020
248	Ford SUPREME E-350 2012	337,286.00	scrap	\$424.20	3/20/2020
250	Ford E-350		donation	\$1.00	9/3/2020
258	Ford E-350 2015	271,189.00	Seth Bennett	\$999.83	10/16/2020
323	Motor Coach Bus D4500 / 2006	536,403.00	scrap	\$1,704.45	9/22/2020
2299	Ford Trolley		donation	\$1.00	11/19/2020
3100	Gillig transit coach		donation	\$1.00	6/25/2020
3101	Gillig / Transit Coach/ 2007	599,768.00	Darius Pinkston	\$994.97	12/4/2020
3102	Gillig / Transit Coach/ 2007	553,491.00	Scott Palubiski	\$1,325.00	10/26/2020
3104	Gillig / Transit Coach/ 2007	588,916.70	scrap	\$1,414.50	10/26/2020
3106	Gillig / Transit Coach/ 2007	527,339.00	scrap	\$1,408.50	10/26/2020
3109H	Gillig / Hybrid Transit Coach / 2008	570,380.00	scrap	\$1,988.70	12/14/2020
3111H	Gillig / Hybrid Transit Coach / 2008	551,110.00	scrap	\$1,961.40	12/14/2020
4006	Gillig / Transit Coach/ 2007		donation	\$1.00	10/13/2020
4011H	Gillig / Transit Coach/ 2007	496,503.00	scrap	\$2,360.40	12/14/2020
	Nova Bus		scrap	\$1,543.50	10/19/2020
	Nova Bus		scrap	\$1,734.00	10/19/2020
	iPhone 6	N/A	Zach W (employee)	\$74	3/13/2020
	iPhone 7	N/A	Michael Hermance	\$50	3/13/2020
	iPhone 7 Rose Gold	N/A	Deb Toomey	\$117	3/13/2020
	iPhone 7	N/A	Terrlia Guy	\$106	3/13/2020
	iPhone 6	N/A	Michael Hermance	\$35	3/13/2020
	Samsung Galaxy S7	N/A	Belinda Korngay	\$166	3/13/2020
	iPhone 67	N/A	Joe M	\$50	3/13/2020
			<b>TOTAL</b>	<b>\$21,656</b>	

Items Disposed of at Authority's Expense:		
Item Description	Item Location	Disposal dated
Macbook pro	IT Inventory	1/9/2020
Macbook pro	IT Inventory	1/9/2020
ProBook 650 G3	IT Inventory	1/9/2020
ProBook 640 G3	IT Inventory	1/9/2020
ProBook 640 G1	IT Inventory	1/9/2020
ProBook 650 G3	IT Inventory	1/9/2020
ProBook 650 G3	IT Inventory	1/9/2020
ProBook 650 G3	IT Inventory	1/9/2020
ProBook 650 G3	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
Elite 8300 PC	IT Inventory	1/9/2020
Catalyst 2960 Switch	IT Inventory	1/9/2020
Converter Box	IT Inventory	1/9/2020
Hard Drives	IT Inventory	1/9/2020
Receipt Printer	IT Inventory	1/9/2020
GPS Device	IT Inventory	1/9/2020
Wireless ap 1242AG	IT Inventory	1/9/2020
Wireless ap 1242AG	IT Inventory	1/9/2020
Wireless ap 1220B	IT Inventory	1/9/2020
20 Inch Monitor	IT Inventory	1/9/2020
Samsung TV	IT Inventory	1/9/2020
LaserJet 4350 Printer	IT Inventory	1/9/2020
UPS Power Module	IT Inventory	1/9/2020
UPS Battery	IT Inventory	1/9/2020
Catalyst 3550 Switch	IT Inventory	1/9/2020
Catalyst 2960 Switch	IT Inventory	1/9/2020
Cisco 2600	IT Inventory	1/9/2020
Cayalyst 3560 Switch	IT Inventory	1/9/2020
Printer Tray	IT Inventory	1/9/2020
Avaya PBX	IT Inventory	1/9/2020
Dell PowerEdge PC	IT Inventory	1/9/2020
Elite 8300 PC	IT Inventory	1/9/2020
Elite 8300 PC	IT Inventory	1/9/2020
EliteDesk 800 G2 PC	IT Inventory	1/9/2020
Elite 8300 PC	IT Inventory	1/9/2020
EliteDesk 800 G2 PC	IT Inventory	1/9/2020

EliteDesk 800 G2 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G2 PC	IT Inventory	1/9/2020
Zebra Lable Printer	IT Inventory	1/9/2020
Wireless Bridge Antenna	IT Inventory	1/9/2020
Monitor Panel	IT Inventory	1/9/2020
19 Inch Monitor	IT Inventory	1/9/2020
17 Inch Monitor	IT Inventory	1/9/2020
17 Inch Monitor	IT Inventory	1/9/2020
17 Inch Monitor	IT Inventory	1/9/2020
17 Inch Monitor	IT Inventory	1/9/2020
17 Inch Monitor	IT Inventory	1/9/2020
SmartUPS 750	IT Inventory	1/9/2020
SmartUPS 750	IT Inventory	1/9/2020
20 Inch Monitor	IT Inventory	1/9/2020
Dell Optiplex PC	IT Inventory	1/9/2020
DL160SE Server	IT Inventory	1/9/2020
SmartUPS 2200	IT Inventory	1/9/2020
ToughBook CF53	IT Inventory	1/9/2020
ToughBook CF53	IT Inventory	1/9/2020
Raritan rack KVM	IT Inventory	1/9/2020
Raritan rack KVM	IT Inventory	1/9/2020
ProBook 640 G1 Laptop	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
8200 Elite PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G2 PC	IT Inventory	3/9/2020
HP 17 inch Monitor	IT Inventory	3/9/2020
HP 19 inch Monitor	IT Inventory	3/9/2020
ProBook 6475b laptop	IT Inventory	3/9/2020
Fujitsu Scanner	IT Inventory	3/9/2020
BROTHER Fax	IT Inventory	3/9/2020
LaserJet P3015 Printer	IT Inventory	3/9/2020
DL308 G8 Server	IT Inventory	3/9/2020
LaserJet M402 Printer	IT Inventory	3/9/2020
17 inch Monitor	IT Inventory	3/9/2020
Phones	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
Elite 8300 PC	IT Inventory	3/9/2020
20 InMotion routers	IT Inventory	3/9/2020
Elite 8300 PC	IT Inventory	3/9/2020

EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G2 Computer	IT Inventory	7/15/2020
EliteDesk 800 G2 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
Elite 8300 Computer	IT Inventory	7/15/2020
Intel ComputeStick	IT Inventory	7/15/2020
19 Inch Monitor	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G2 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G2 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
Elite 8300 Computer	IT Inventory	7/15/2020
Cisco MCS 7800 Server	IT Inventory	7/15/2020
Cisco MCS 7800 Server	IT Inventory	7/15/2020
Dell T3610 Computer	IT Inventory	7/15/2020
Cisco 1720 Router	IT Inventory	7/15/2020
Digi Etherlite 160 Switch	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
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Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
(12) Avaya Phones Model 9641GS	IT Inventory	7/15/2020
(19) Avaya Phones Model 4625SW IP	IT Inventory	7/15/2020
HP Docking Station	IT Inventory	7/15/2020
CD Autoload Music On Hold	IT Inventory	7/15/2020
Sierra Wireless MG90 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020

InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
(4) Yealink SIP-T58A VOIP Phones	IT Inventory	7/15/2020
HP Elitebook 850	IT Inventory	10/21/2020
HP Probook	IT Inventory	10/21/2020
HP EliteDesk 800 G2	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP EliteDesk 800 G2	IT Inventory	10/21/2020
HP Probook	IT Inventory	10/21/2020
HP Z230 Tower	IT Inventory	10/21/2020
HP EliteDesk 800 G2	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP EliteDesk 800 G2	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP Probook 6460b	IT Inventory	10/21/2020
HP EliteDesk 800 G2	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP Compaq 8300	IT Inventory	10/21/2020
HP Elite Display E223	IT Inventory	10/21/2020
HP OfficeJetPro 8710	IT Inventory	10/21/2020
HP LaserJet 4000	IT Inventory	10/21/2020
APC Battery	IT Inventory	10/21/2020
APC Battery	IT Inventory	10/21/2020
Viewsonic VA2702W	IT Inventory	10/21/2020
Sony LCD TV	IT Inventory	10/21/2020
HP Compaq DC7900	IT Inventory	10/21/2020
Brother Fax 2800	IT Inventory	10/21/2020
HP LaserJet 4050	IT Inventory	10/21/2020
HP Compaq DC 4050	IT Inventory	10/21/2020

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 02 - 2021**

Approve Sole Source Contract for Fare Collection Software

**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 LINK software for Navigator smart card, cash revenue/ridership reporting, smart card media management, retail and administrative point of sale systems that was competitively procured by the Authority in 2017, and

**WHEREAS**, the current LINK support, maintenance and hosting contract has expired, requiring the procurement of additional maintenance services to allow for continued support, and

**WHEREAS**, due to the proprietary nature of the LINK fare collection system, a contract for maintenance and support for this software is required to be purchased from SPX-Genefare, and

**WHEREAS**, the Authority has been very satisfied with SPX-Genfare’s past performance, and the quoted price of \$1,232,531 has been determined by staff to be fair and reasonable, and

**WHEREAS**, the Authority now desires to award a five-year sole source contract for fare collection system hosting, support and maintenance to SPX-Genfare of Elk Grove Village, Illinois, for an amount not to exceed \$1,232,531.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby awards a five-year sole source LINK maintenance and support contract to SPX-Genfare of Elk Grove Village, Illinois, for an amount not to exceed \$1,232,531, 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 the necessary documents.
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 27<sup>th</sup> day of January 2021.

Dated: January 27, 2021

\_\_\_\_\_  
Mark Schaeffer, Secretary

## **Capital District Transportation Authority Agenda Action Proposal**

**Subject:** Contract award for fare collection system hosting, support, and maintenance to SPX-Genfare of Elk Grove, Illinois.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** January 20, 2021  
**Board Action Date:** January 27, 2021

### **Background:**

The LINK fare collection system is utilized for Navigator smart card and revenue/ridership reporting, including smart card media management and retail point of sale systems. We need to renew a maintenance contract with Genfare for support, maintenance and hosting of the LINK software.

### **Purpose:**

The current maintenance contract for LINK has ended and a new contract is required.

### **Summary of Proposal:**

In 2017 CDTA implemented the LINK fare collection system, which was competitively procured and provided by SPX-Genfare. CDTA entered into a hosting, support and maintenance contract based on pricing from the original SPX-Genfare proposal.

A sole source contract with SPX-Genfare is required to continue use of the LINK fare collection system. SPX-Genfare is the only company that provides maintenance for this software. Staff reviewed the proposed rates and found them to be fair and reasonable (annual cost increases of 3%).

Staff recommends a sole source contract be awarded to SPX-Genfare of Elk Grove Village, Illinois for a term of five years for an amount not to exceed \$1,232,531.

### **Financial Summary and Source of Funds:**

This five-year contract costs \$1,232,531 and will be funded starting in the FY2021 operating budget.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Thomas Guggisberg, Director of Information Technology

## Memorandum

January 20, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Fare Collection Software Maintenance and Hosting Contract

### Overview

In 2017, CDTA implemented a new fare collection system (the vendor's proprietary name is LINK) which was competitively procured and provided by SPX-Genfare. LINK software is used throughout the agency for Navigator smart card and cash revenue/ridership reporting, smart card media management, business to business account management, retail and administrative point of sale systems, and customer web portals. It is the most highly utilized hosted application at CDTA.

Upon system acceptance, CDTA entered into a contract for support, maintenance, and hosting, based on pricing from the original contract proposal. This coverage expired in November of 2020. A renewal would cover all existing LINK software, related modules, and consulting services. Overall, CDTA has been very satisfied with SPX-Genfare's performance.

### Justification

This recommendation for a sole source renewal of hosting and support of LINK is based on several important considerations. Most importantly, the LINK 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 SPX-Genfare. Additional reasons to support this sole source recommendation include:

- SPX-Genfare is familiar with the many nuances of the LINK 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 SPX-Genfare, which confirms fair and reasonable pricing for this purchase. Additionally, this is a multi-year renewal, which sets annual cost increases at 3% (well within standards).

### Recommendation

I am requesting that a five-year sole source contract for hosting, support and maintenance be awarded to SPX-Genfare of Elk Grove Village, Illinois for an amount of \$1,232,531.

Copy: Chief Executive Officer  
Director of Information Technology  
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:**

\$1,232,531 fixed estimated (circle one)

**4. PROCUREMENT METHOD (check one):**

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

**5. TYPE OF PROCEDURE USED (check one):**

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

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 1 or Advertised  
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

**7. Disadvantaged Business Enterprise (DBE) involvement**

Are there known DBEs that provide this good or service?    Yes    No  
Number of DBEs bidding/proposing                      \_\_\_\_\_  
DBE Certification on file?                      Yes    No    Not Applicable  
Was contract awarded to a DBE?                      Yes    No  
Number of DBE Subcontractors                      0  
DBE Subcontractor Name and Certification Type:

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

751 Pratt Boulevard

Elk Grove, IL 60007

**8. SOURCE OF FUNDS:** Funded in five consecutive operating budgets starting in FY2021.

**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 30, 2020

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 03 - 2021**

Approve Sole Source Contract for Planning Software

**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 transit-planning software created and published by Remix of San Francisco, CA, pursuant to an initial pilot agreement, and

**WHEREAS**, the Remix software has proven to be of great value in allowing Authority staff to recognize the cost and demographic impacts of proposed planning changes, and

**WHEREAS**, it is in the best interests of the Authority to continue to utilize the transit-planning software, and

**WHEREAS**, due to the proprietary nature of the software, staff recommends the transit-planning software be purchased from Remix, for a three-year cost of \$130,500, which has been deemed fair and reasonable, and

**WHEREAS**, it is in the best interests of the Authority to enter into a three year sole-source contract with Remix for the purchase and use of transit-planning software.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby awards a three-year sole source software contract to Remix of San Francisco, CA, for a total amount not to exceed \$130,500, 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 Remix.
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 27th day of January, 2021.

Dated: January 27, 2021

\_\_\_\_\_  
Mark Schaeffer, Secretary

## **Capital District Transportation Authority Agenda Action Proposal**

**Subject:** Contract award for planning software to Remix of San Francisco, California.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** January 20, 2021

**Board Action Date:** January 27, 2021

### **Background:**

The planning department uses a software tool called Remix, which allows for sketching out and analyzing potential bus routes. The software immediately recognizes cost and demographic impacts of a proposed route change in the community. This analysis/visualization tool provides additional demographic information for service plans, ridership, and Title VI functionality.

### **Purpose:**

The current contract for Remix software is expiring.

### **Summary of Proposal:**

In 2014 the Planning Department began using the Remix Software and has been very satisfied with this unique transit planning tool. The attached memo of support outlines how the relationship between CDTA and Remix has grown, and that pricing is fair and reasonable.

Staff recommends a sole source contract for planning software be awarded to Remix of San Francisco, California for a term of three years for an amount not to exceed \$130,500.

### **Financial Summary and Source of Funds:**

The cost is \$130,500 for three years and is budgeted in the operating budget beginning in FY2021.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Christopher Desany, Vice President of Planning & Infrastructure

## Memorandum

January 20, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award for Planning Software

### **Background:**

In September 2014, the Planning Department started using a transit planning tool called Remix (formerly Transitmix).

The program allows planners to sketch out routes in any city and immediately understand the cost and demographic impact of a proposed change. It automatically imports existing bus routes onto a map and lets us quickly design different scenarios using the latest U.S. Census data. Exporting to Excel, shapefiles, and Google Transit Feed formats is also supported.

In 2017, this contract was renewed for three years and is now set to expire.

### **Justification:**

The Remix web-based application is a unique tool in the transit planning industry. It provides the ability to aggregate Google Transit Feeds, public survey, census, and other demographic information into actionable maps, service plans, ridership, and cost projections with minimal CDTA staff time. Remix has proprietary Title VI analysis functionality that CDTA uses in service impact studies, and we also use it for route mapping, school service design, and GIS analyses.

At the beginning of our involvement with Remix, the tool was freely available. As the software and the company started to mature, CDTA entered into a 6-month pilot agreement with Remix to start using the tool for a small fee, and we provided feedback to the developers regarding enhancements to the software. Based on our experience and knowledge of analysis/visualization tools on the market, there is nothing that meets this need in the way Remix does, and certainly there is nothing close to this price point. Based on our existing enterprise software maintenance agreement pricing and cost comparisons with other similar sized agencies, the cost of this tool is more than acceptable.

### **Recommendation**

At this time, I am recommending that a three-year sole source contract for planning software be awarded to Remix of San Francisco, CA for a total amount of \$130,500.

Copy: Chief Executive Officer



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 04 - 2021**

Approve Sole Source Contract for River BRT Work

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

**WHEREAS**, in 2015 the Authority was awarded funds to begin initial station construction for the River Corridor Bus Rapid Transit (“River BRT”) project, and

**WHEREAS**, to complete the construction of River BRT station work at 111<sup>th</sup> Street in Troy, NY, the Authority entered into an agreement with the City of Troy to coordinate this work, and

**WHEREAS**, the City of Troy issued an IFB and awarded Callanan Industries (the Authority’s incumbent contractor for the River Corridor BRT) the contract, and

**WHEREAS**, Authority staff recommends a sole source contract be awarded to the City of Troy, for reimbursement to Callanan Industries, and combine the work for construction of the 111<sup>th</sup> Street BRT station in Troy with the City of Troy’s project, for an amount not to exceed \$75,656.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby awards a sole source contract to the City of Troy, for reimbursement to Callanan Industries, for construction of the 111<sup>th</sup> Street BRT station in Troy, for an amount not to exceed \$75,656, subject to compliance with the terms and conditions of the contract documents.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be from the BRT Grant.
4. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 27th day of January, 2021.

Dated: January 27, 2021

\_\_\_\_\_  
Mark Schaeffer, Secretary

## **Capital District Transportation Authority Agenda Action Proposal**

**Subject:** Contract for River Corridor Bus Rapid Transit (BRT) work with City of Troy.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** January 20, 2021

**Board Action Date:** January 27, 2021

**Background:**

CDTA and the City of Troy have coordinated River Corridor BRT station construction at 111<sup>th</sup> Street with a preexisting Troy project at Powers Park. Both parties agreed that it would be mutually beneficial in terms of schedule and cost to combine the work into a single project using a single contractor.

**Purpose:**

To complete River Corridor BRT station work at 111<sup>th</sup> Street in Troy, New York.

**Summary of Proposal:**

As outlined in the Memo of Support, the City of Troy has a project adjacent to the 111<sup>th</sup> Street stop in Troy that required a contractor. CDTA and city officials decided it was in the best interest of both projects that they be completed by a single contractor. CDTA entered into an agreement with the City of Troy to coordinate this work. The City of Troy issued an Invitation for Bids and awarded Callanan Industries (CDTA's incumbent contractor for River Corridor station work) the contract.

Staff recommends a sole source contract be awarded to the City of Troy, for reimbursement to Callanan Industries, for construction of the 111<sup>th</sup> Street station in Troy. This is for an amount not to exceed \$75,656.

**Financial Summary and Source of Funds:**

The cost of this contract is \$75,656 and will be funded from the River BRT Grant.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Jeremy Smith, Director of Facilities

## Memorandum

January 20, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Approve Contract to Coordinate Construction of BRT Station

### Overview

Over the past several years, CDTA has been working on the implementation of the River Corridor Bus Rapid Transit (BRT) line. The new service successfully rolled out in November. The design and construction included coordination with municipalities on the corridor to align our activities at station intersections with preexisting local projects underway. Among these, the City of Troy was to make improvements to Powers Park which is directly adjacent to the Northbound BRT stop at 111<sup>th</sup>. In cooperation with the City, we found that it would be advantageous in terms of schedule and cost for the City to procure a contractor for their Powers Park project and have that same contractor complete the CDTA station work at 111<sup>th</sup> Street.

CDTA and the City of Troy agreed to jointly complete the work as designed. The activities specific to the BRT site would be overseen by CDTA, and those costs would be reimbursed to the City. The City of Troy held an invitation for bids and Callanan Industries, LLC was awarded the project. Callanan was already the construction contractor engaged by CDTA for the overall BRT. This was very helpful for coordination and construction.

### Justification:

The recommendation to award a sole source contract and combine the work into a single project is based on cost effectiveness and the ability to deliver satisfactory services and support. This work would have been completed under the existing CDTA contract at the same, or potentially a higher cost. Additionally, we are very satisfied with all the other work Callanan has performed on the River Corridor.

### Recommendation

I am recommending a sole source contract with the City of Troy for the work completed at the Northbound River Corridor BRT Station at 111<sup>th</sup> in the City of Troy. This contract value is for a total of \$75,656.

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



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 05 - 2021**

Approve Contract for Armored Car Services

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

**WHEREAS**, the Authority is empowered by N.Y. Public Authorities Law section 1306 (7) to retain or employ private contractors, and sometimes chooses to utilize contractors because the scope and timing of the services required make it impractical to perform such services internally, and

**WHEREAS**, the Authority desires to contract for armored car services to support treasury activities in Albany, including both train stations, and to deposit cash receipts in the bank, and

**WHEREAS**, after a duly issued request for proposals, one proposal was received from the incumbent provider, and

**WHEREAS**, staff has reviewed the pricing and finds it to be fair and reasonable, and is further satisfied with the reason for the lack of further proposals, and

**WHEREAS**, the Authority now desires to award a three year armored car service contract with two optional one-year renewals to Brinks, Inc. of Dallas, Texas, with an annual cost of \$47,297, with years two-five tied to The Consumer Price Index (CPI) for cost increases, and a total minimum anticipated five year value of \$236,485.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby awards a three-year armored car services contract with two optional one-year renewals to Brinks, Inc. of Dallas, Texas at an annual cost of \$47,297 per year plus the CPI escalator, subject to compliance with the terms and conditions of the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds shall be from the FY2022 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 27th day of January, 2021.

Dated: January 27, 2021

\_\_\_\_\_  
Mark Schaeffer, Secretary

## **Capital District Transportation Authority Agenda Action Proposal**

**Subject:** Contract award for armored car service to Brinks Inc., of Dallas, Texas.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** January 20, 2021

**Board Action Date:** January 27, 2021

**Background:**

We employ an armored car service to securely transport cash and checks from our facilities to a banking facility.

**Purpose:**

The armored car service contract expires shortly, and a new contract is required. Armored cars are utilized to securely transport cash and checks from CDTA, including our train stations, to the bank.

**Summary of Proposal:**

A Request for Proposals (RFP) was issued that outlined service requirements for transport of funds from the treasury department in Albany and both train stations. CDTA received one proposal from the incumbent provider, Brinks, Inc. Historically there has been little participation in this procurement despite efforts by staff to encourage it. Additionally, smaller providers are being bought by Brinks, Inc making competition even more difficult.

Brinks, Inc is the incumbent provider and their services have been satisfactory. Staff has reviewed the pricing and finds it to be fair and reasonable. Staff recommends a three-year contract with two optional one-year renewals be awarded to Brinks, Inc of Dallas Texas. The annual cost is \$47,297, with years two-five tied to The Consumer Price Index for cost increases. This represents a 14% increase in the cost of these services from the start of the previous contract term. Upon Board approval the contract will be executed immediately.

**Financial Summary and Source of Funds:**

Total minimum value of \$236,485 over five years. This contract will be funded through the operating budget starting with FY2022.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Michael Bruno, Manager of Revenue Operations

## Memorandum

January 20, 2021

To: Members Performance Monitoring/Audit Committee

From: Michael Bruno, Revenue Sales Manager

Subject: Contract Award for Armored Car Service

### **Background:**

CDTA makes cash deposits from our facilities to banking locations. For safety and security purposes we contract with an armored car service to pick-up the funds and deposit them on our behalf.

Historically there has been a lack of competition for this business. One firm typically submits a bid however getting others to compete has been a challenge and therefore the one bid we receive is from the current firm. It should also be noted the firm we awarded our last contract to has since been purchased by Brinks Inc.

### **Justification:**

With the current bid we encountered the same historical issue with Brinks providing the only response. Both before and after receiving a bid we engaged other firms that do business in our area but were not able to entice one of them to bid on the work.

### **Recommendation:**

Being that this is a mission critical service as we are currently constructed, staff recommend that a contract award for armored car services for a term of three years with two optional one-year renewals be awarded to Brinks Inc. of Dallas, Texas for an amount not to exceed \$47,297 per year plus the CPI escalator.

Copy: Chief Executive Officer  
Director of Finance  
Director of Procurement

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

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

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

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

X 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:**

\$236,485 fixed estimated (circle one)

**4. PROCUREMENT METHOD (check one):**

X 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)                       X Request for Proposals (RFP)  
 Professional Services (Over \$25,000)                       Sole or Single Source (Non-Competitive)

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 3 or Advertised  
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

**10. Disadvantaged Business Enterprise (DBE) involvement**

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

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Brinks, Inc.  
PO Box 619031  
Dallas, Texas 75261

**8. SOURCE OF FUNDS:** FY22-27 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:** January 8, 2021

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 06 - 2021**

Approve Change Order for the Bokland Project

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

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

**WHEREAS**, in March 2020 the Authority Board approved the purchase of the Bokland property and in June 2020 the Authority Board approved a contract with New Castle Paving, LLC for demolition of the Bokland building and the construction of an employee parking lot, at a cost of \$411,201 and

**WHEREAS**, during construction, a number of issues were raised including additional asbestos abatement, water/sewer work required by the City of Albany, and the addition of light poles for enhanced safety and security, resulting in additional costs and

**WHEREAS**, additional work and costs related to these items have been reviewed and confirmed with the project team and the Authority’s consulting engineers in the amount of \$475,141, which has been deemed fair and reasonable, changing the total value of the New Castle Paving LLC contract to \$886,342, and

**WHEREAS**, Authority staff recommends approving the change order and increasing the value of the contract with New Castle Paving, LLC of Troy, NY to \$886,342.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby approves the change order increasing the value of the contract with New Castle Paving, LLC of Troy, by \$475,141, for a total revised contract value of \$886,342.
2. The Chief Executive Officer is hereby authorized to execute the contract documents.
3. The source of funds will be from the BRT Setaside Grant.
4. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 27th day of January, 2021.

Dated: January 27, 2021

\_\_\_\_\_  
Mark Schaeffer, Secretary

## **Capital District Transportation Authority Agenda Action Proposal**

**Subject:** Change order for New Castle Paving, LLC of Troy, New York for the Bokland demolition and construction of employee parking lot.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** January 20, 2021  
**Board Action Date:** January 27, 2021

**Background:**

Change orders valued at 20% of the contract value or over \$100,000 (whichever is greater) require Board approval.

**Purpose:**

To complete the new employee parking lot at the Bokland site, we need to address unforeseen challenges that arose during project demolition and construction.

**Summary of Proposal:**

In June of 2020, the Board approved a contract with New Castle Paving, LLC for the demolition of the Bokland building and the construction of an employee parking lot. The contract was originally valued at \$411,201. During construction, a number of issues were raised including additional asbestos abatement, water/sewer work that the City of Albany required, and the addition of light poles for enhanced safety and security.

The additional \$475,141 of work has been reviewed by CDTA and Creighton Manning to ensure cost effectiveness and necessity. Staff recommends a change order increasing the contract with New Castle Paving, LLC of Troy, New York from \$411,201 to \$886,342.

**Financial Summary and Source of Funds:**

The change order of \$475,141 will be funded through the BRT Setaside Grant.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Jeremy Smith, Director of Facilities

# Memorandum

January 20, 2021

To: Performance Monitoring/Audit Committee  
From: Christopher Desany, Vice President of Planning & Infrastructure  
Subject: Approve Contract Increase for Bokland Project

## Background

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

At the March meeting, the Board approved the purchase of the Bokland Property at 122 Industrial Park Road. Due to its proximity to 110 Watervliet Avenue, it will serve as employee parking (approximately 100-120 spaces) and overflow lot for non-revenue vehicles for those displaced due to the Albany garage expansion.

At the June meeting, the Board approved a demolition/construction contract with New Castle Paving, LLC of Troy New York (lowest responsible bidder) in the amount of \$411,201 plus a 20% contingency for a total amount of \$493,441.

Since the start of the project, several changes to the scope of the contract have been required. Some of the work was initially unknown and outside the control of CDTA (and the contractor). Other work was due to the addition of amenities to provide for a higher level of safety, security and sustainability for employees who will use the lot. Additional costs related to these items exceed 20% of the original contract amount and therefore requires Board approval.

Below is a summary of the change orders to date:

Additional Abatement (conditions not identified at testing – required abatement during demolition)	\$89,023
Electrical Modifications (light pole bases, cabinets, cameras, electric vehicle charging stations)	\$128,760
Bush Removal (fence line)	\$7,358
Water/Sewer Disconnect (equipment/labor - locating, groundwater management; as per City code)	\$250,000
<b>Total Amount of Change Orders:</b>	<b>\$475,141</b>

Therefore, a summary of the recommendation is as follows:

Original Contract Amount	\$411,201
Change Orders to Date	\$475,141
New Contract Amount	\$886,342

Invitations for bid for additional pedestrian work (sidewalks, crosswalks, signals etc.), wayfinding, and landscaping will be under separate contracts and addressed in the spring.

**Justification**

All additional work and change orders have been reviewed and confirmed by the CDTA project management team and our consulting engineers. The costs are in line with the work performed (unit pricing and prevailing wage). New Castle paving has proven to be a trusted and reliable partner, and we have successfully worked with them on other projects (including the Harriman West station of WWBRT).

**Recommendation**

At this time, I am recommending increasing value of the contract with New Castle Paving, LLC. of Troy, NY to an amount of \$886,342.

Copy: Chief Executive Officer  
Director of Procurement  
Director of Facilities

## Memorandum

January 27, 2021

To: Chairman of the Board  
Board Members

From: Chief Executive Officer

Subject: CEO Report for January



### Overview

Our new normal includes accepting that COVID-19 has changed how we do business. As such, it is now a featured part of our reporting systems. Our staff spends an incredible amount of time monitoring and reacting to the virus and its impacts on our workforce and customers. It is affecting service, headcounts, and financial performance. There is light at the end of the tunnel as people begin to get vaccinated – but the tunnel looks to be a long one and we are prepared for several more months of COVID reality.

I provided a detailed report at Board Operations regarding COVID-19 and the work we are doing to adjust and be successful. More than 50 CDTA employees have been infected with the virus. Close to 80% of these cases have occurred since Thanksgiving putting a strain on our company. The virus knows no department or job title and it is spread throughout our divisions and facilities. All our procedures are designed to protect employees, customers, vendors, and anyone who has contact with CDTA.

We are actively engaged in conversations about the vaccine and its availability. We have positioned the CDTA Health Center to be a vaccination site and have developed the appropriate procedures to do this. The center is certified to administer the vaccine, our workforce has been notified and employees have told us if they will be vaccinated – all that we need is a supply of vaccine. We are working with area health officials to advance this and are confident it will happen in time. The Health Center personnel and the entire company are doing everything possible to keep employees safe, encouraging them to seek care if they do not feel well, and to get tested if needed.

Our current challenge is headcount. In addition to positive cases, there are just as many employees in quarantine status. This means they have been in contact with someone who has tested positive and need to be out of work for a designated period. Some of these employees end up testing positive for the virus, making the list a revolving door of activity; on any given day, we have about 30 people on the positive/quarantine list. Managing the list is a full-time job for Human Resources and its impact on what we do has become problematic. Meeting service requirements is like a game of chess. Hats off to our operating department, notably Central Communications, Dispatchers, and service crews in Maintenance for their outstanding work. They start every day looking at a service puzzle, then put the puzzle together, ensuring that pullout is made. They are getting it done but relief is needed.

To ease the strain on operations and align service to demand, we will adjust a few trunk lines this Sunday. We will modify the frequency of operations during targeted day parts to reduce the number of operators and buses required. The changes are minor, and, in some cases, we will be removing resources that were added at the beginning of the summer to accommodate for corona-crowding. The adjustments will provide breathing room for transportation and maintenance personnel, allowing us to add to our extra list of operators and reduce the need for day-off employees and overtime, which is taking its toll on people and the company.

We continue to monitor ridership, which has leveled at 60% of what it was this time last year. Our service planning team monitors ridership and works closely with operations and human resources to consider available resources. We know that a large part of our lost ridership is attributed to remote work, remote learning, and a shift in travel patterns. Much of this is tied to our Universal Access agreements, which are the cornerstone of our efforts to build a network with high levels of frequency and reliability. We are confident that a good deal of ridership will return when colleges and workplaces reopen.

In the meantime, we are planning for appropriate service changes as this process plays out. We want to construct a system and service network that can be easily restored when ridership returns, and demand increases throughout the network. Our work in this area considers demand, resources, and accommodations for social distancing.

We have done a good deal of work on budget development. This includes development of several scenarios, most of which assume different state and federal funding levels. The Governor's Executive Budget Request (EBR) calls for a 9.5% reduction in State Transit Operating Assistance (STOA) for upstate transit systems. This is our beginning point for advocacy work, which has been in full throttle for several weeks. Lisa Marrello and her team have been meeting with state elected leaders to talk about these topics. A similar effort is underway at NYPTA with our lobbyists and staff delivering a similar message on behalf of transit systems across the state.

As we move through the budget planning process, our solid financial base will be tested in these difficult times. The decision points and tradeoffs will be – significant reductions in customer and facility revenue, uncertainty regarding STOA, both in terms of the amounts appropriated and the rate of payout; head counts, overtime and other issues which drive the wage line. These will be balanced by higher-than-normal mortgage recording tax receipts, continued efficiency of our operation and control over expense lines, like health insurance, fuel, and supplies. In other words, lots to comprehend and work on in the weeks ahead. Lastly, we were fortunate to move through the fiscal year with stop-gap funding provided by the federal government (CARES); a second appropriation (CRRSA) will provide additional help through the first quarter of fiscal year 2021-2022.

I expect that we will produce a balanced budget and financial plan. My confidence is rooted in the collaborative efforts of our board and staff, the outstanding work of employees throughout the company, a strong route network, emerging mobility choices and our respected regional brand. These factors were part of our strategic planning process and that work highlights the strengths and possibilities for CDTA.

Our work in the coming weeks be challenging and it will require advocacy throughout our community. We will talk about the role that CDTA plays to connect our communities. These connections will be more important as we return to normalcy post-COVID.

## **Performance Measures**

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

Total ridership was 761,000 in December, 36% less than last December; year to date, ridership is 36% less than last year. With COVID-19 infection rates continuing to rise, our ridership has slowly decreased; the onset of cold weather does not help but that is a season trend. We expect remote work and learning to continue for the next few months, further impacting ridership.

Activity on STAR buses seems to have found a consistent place with ridership leveling at 55-60% of what it was at the same time last year. For December, ridership was 16,875, 40% less than last December. Northway Express ridership continues to be very low as it is directly linked to the state workforce in downtown Albany. Boardings in December were 84% lower than last December (down 90% year to date).

We continue to monitor ridership and adjust service deployment. Our immediate issue is operating capacity – with the “COVID list” at more than 30 employees a day (positive cases and employees in quarantine). Because of this, we are struggling with daily service requirements. Any service change we make will be designed to reduce this pressure and make pullout as normal as possible.

We are blessed to be in a stable financial situation. This comes about from the collective efforts of the board and staff. Our situation was exceptionally good going into COVID more than 10 months ago and that solid foundation has carried us through the year; we will emerge from COVID financially strong, ready to put the wheels of recovery in place.

Total expenses for December were 2.6% less than budget expectations (although wages were up 11% due to overtime, an extra pay week and attendance payouts); operating revenue (customers, mortgage tax, advertising, and station facilities) was 11% less than budget expectations. We continue to receive 70% of what we budgeted from New York State Operating Assistance. We have not drawn federal funds and will not do so until needed. Our drop in customer revenue is a concern (70% year to date but recovering); we are offsetting this with record-breaking receipts from the Mortgage Recording Tax; and stop-gap funds provided by CARES and CRRSA.

We missed 55 trips on the fixed route system; last December, we missed 115 trips. We have changed the way we account for missed trips during storms (major storms both this year and last year). The major snowstorm on December 17 caused quite a few operational challenges and therefore altered our normal missed trip reporting system.

There were 51 accidents in December with 29 categorized as preventable; last December, we reported 71 accidents with 28 preventable. We have seen a steady increase in preventable accidents over the last 7-9 months. Many of them are attributed to new operators (less than two years of service) and we are digging into what exactly is causing the accidents (more than inexperience). All but one preventative maintenance inspection was done on time. Scheduled maintenance work was at 84%, same as last December. On time performance for fixed route service was 75%, last December, it was 71%. STAR service operated within our acceptable 0-10 minute time window 85% of the time; last December, this was 71%.

Our call center processed 178 comments compared to 236 last December. We received 9 comments about STAR service; last December, we received 38 comments. We processed 98 applications for STAR eligibility in December; last December, we processed 134 applications. Response time to close customer inquiries within 10 days was at 93%. There were 490,000-page views at [www.cdta.org](http://www.cdta.org). Last December, there were 770,000-page views.

### **Community Engagement:**

Over the past 6-8 weeks, we have seen a slow-down in community activities. With COVID infection rates increasing, many activities have been postponed or moved to digital platforms. We are engaged with the American Heart Association and its Heart Walk committee. The Heart Walk is scheduled to take place in June. We also supported the Albany Barn's Fusion event. The event was moved to a digital format to keep it going and to support local art and artists.

### **Activity Report**

We continue to adapt what we do and how we do it. Change is a natural process at CDTA, but the rate of change is different with COVID-19. Our work continues to matter throughout the region; it might be a little different, but we accept the differences and move forward trying to make CDTA as good as it can be.

- On Tuesday, January 5, I attended a meeting of the Capital Region COVID Vaccine Regional Advisory Task Force. The task force is part of the Albany Medical Center's Vaccination Hub efforts. The task force is meeting twice a month to get updates and provide input on vaccination efforts in the Hub's eight county responsibility area.
- On Wednesday, January 6, I met with a group of employees who are working with Barbara Gannon to develop a training program for new employees (stretch development). The difference in this program is that participants are a mix of management and union employees. We want them to learn from each other and to put them on a career path for success. They will work together for the next several months.
- On Monday January 11, I joined the NYPTA Leadership team on a conference call with the Governor's Executive Transportation staff. The purpose of the call was to discuss the governor's directive for transit agencies to vaccinate their own employees. The shortage of vaccine and distribution issues were discussed at length.
- On Tuesday, January 12, I met with Barbara Gannon to talk about our Strategic Plan. Barbara is helping our leadership team to develop a format for their annual work plans.
- On Tuesday, January 12, I participated in a meeting of the American Heart Association's Executive Leadership Team. The team is led by Dr. John Bennett and we are working together to encourage awareness of the American Heart Association.
- On Wednesday, January 13, I chaired a meeting of the United Way Executive Committee. We discussed the progress of annual giving campaigns, budget development, and we finalized a lease agreement for a shared services center in downtown Albany.
- On Wednesday, January 13, I attended a meeting of the Christian Brothers Academy Board of Trustees. The trustees approved tuition rates for the 2021-22 school year and

reviewed a primary operating budget. A good number of students use CDTA services to get to and from school; CBA has had mostly in-person learning during the pandemic.

- On Tuesday, January 19, I taped a series of voice overs for upcoming CDTA commercial spots. The spots will air in the coming weeks to reassure customers and the community of the safety of our services during the pandemic. Jon Scherzer coordinates this work.
- On Wednesday, January 19, I attended a meeting of the Capital Region COVID Vaccine Regional Advisory Task Force. The task force is led by Dr. Dennis McKenna, the Albany Medical Center CEO. Dr. McKenna provided the task force with an update on vaccine supply and distribution issues.
- On Friday, January 22, I attended a meeting of the CDTC Administration and Finance Committee (this is like our Board Operations Committee). We discussed several personnel matters.
- On Monday, January 25, I attended a meeting to discuss our employee health care program with representatives from CDPHP and Rose and Kiernan (our broker). Mike Collins and Kelli Schreivogl also attended the meeting.
- On Monday, January 25, I chaired a meeting of the NYPTA Legislative Committee. We talked about the Governor' Executive Budget request, the association's response, and our strategy for advocacy over the next several weeks.
- On Monday, January 25, I attended meetings of the Colonie IDA and LDC boards. I am a member of both boards, which work to promote economic development throughout the town. We heard from two developers regarding projects that they are planning and the estimated number of jobs these projects will generate.
- Earlier today, I attended a meeting of the Capital Region Chamber Board of Directors. The board heard about projects that are underway at the Chamber, with an emphasis on recovery from the pandemic. The Chamber now has responsibility for the Center for Economic Growth and will take a large role in regional economic development matters.

### **Final Thoughts**

As we begin to distribute our Strategic Plan throughout the community, I am struck by the work that we did to finish the plan. The Strategic Plan includes a new mission statement that is a reminder of who we are, what we do and why we are successful. I think it is the crown jewel of our work (see below). What is impressive to me is how we are rolling out our new mobility options in the face of a pandemic. This shines a spotlight on CDTA creativity, innovation, and perseverance – traits that separate us from others and make us different and better. I remain convinced that the best is yet to come for CDTA!

*CDTA Provides Mobility Solutions that Connect the Region's Communities*

Copy: Senior Staff  
Director of Corporate Communications