

Board of Directors Monthly Meeting

Wednesday, April 28, 2021 | 12:00pm
Via Microsoft Teams & at 110 Watervliet Ave.

**CDTA BOARD OF DIRECTORS
MEETING AGENDA**

**Wednesday, April 28, 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	2
Approve Minutes of Wednesday, March 31, 2021	Jayne Lahut	3
Committee Reports: (Action Items Listed)		
Board Operations Committee (04/14/2021)	Jayne Lahut	
• Resolution 20 – Collective Bargaining Agreement		14
Investment Committee (04/21/2021)	Denise Figueroa	
• Resolution 21 - Approve Investment Policy		16
Performance Monitoring/Audit Committee (04/21/2021)	Denise Figueroa	
Community and Stakeholder Relations Committee (04/22/2021)	Jackie Falotico	
Strategic and Operational Planning Committee (04/22/2021)	Michael Criscione	
Nominating Committee Report	Georgie Nugent	
Chief Executive Officer’s Report	Carm Basile	25
Upcoming Meetings		
Wednesday, May 26, 2021 at 12:00pm via Microsoft Teams and 110 Watervliet Avenue, Albany		
Adjourn	Jayne Lahut	

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

MINUTES OF WEDNESDAY, March 31, 2021 BOARD MEETING

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

MEMBERS EXCUSED David M. Stackrow, Treasurer

OTHERS PRESENT Carmino N. Basile, Chief Executive Officer
 Amanda A. Avery, General Counsel
 Michael P. Collins, Vice President of Finance and Administration
 Lance Zarcone, Vice President of Operations
 Philip Parella, Jr., Director of Finance
 Jaime Watson, Director of Corporate Communications
 Vanessa Salamy, Executive Assistant
via Microsoft Teams: Christopher Desany, Vice President of Planning and Infrastructure
 Sarah Matrose, Internal Auditor
 Stacy Sansky, Director of Procurement
 Gary Guy, Superintendent of Transportation
 David Williams, Superintendent of Maintenance
 Brent Irving, Transportation Planner
 Jonathan Scherzer, Director of Marketing
 Jeremy Smith, Director of Facilities
 Thomas Guggisberg, Director of IT
 Jack Grogan, Director of Risk Management

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

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

APPROVAL OF THE FEBRUARY 24, 2021 BOARD MEETING MINUTES
 Motion – Mr. Criscione
 Seconded – Ms. Nugent
 Carried Unanimously

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut
 • Board Operations Committee met on Wednesday, March 17, 2021 at 9:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items
 • The committee reviewed March agendas and the meeting calendar for the second quarter of the year.

- Lisa Marrello provided an update on State Budget issues. She spoke about one-house bills and the impacts on STOA and capital funding for transit. Advocacy meetings will continue until the state budget is passed.
- Mike Collins briefed the committee on company finances. Committee reports will show we are in good standing and expect to build back ridership and expand our menu of offerings to customers throughout the next 8-12 months.
- Carm provided an update on COVID's impact at CDTA. More than 400 employees had been vaccinated. We have another 300 or so remaining to be vaccinated and that will be a challenge. We are educating employees and encouraging everyone to get vaccinated.
- Georgie Nugent is chairing Nominating Committee; they will develop a slate of officers for Fiscal Year 2021-22. They report at the April Board meeting.
- The next meeting of the committee is scheduled for Wednesday, April 14, 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, March 24, 2021 at 10:30am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 12 – 2021 – Approve Term Contracts for Engineers

- We issued an RFP for architectural/engineering services and received 19 proposals. We maintain a group of firms that offer services and specialties that we can quickly access. This process pre-approves the firms. Staff recommends contracts with 6 firms.
- The Authority hereby approves three-year contracts with one-year renewals to Bergmann Architects; WSP USA, Inc.; Weston & Sampson; CHA Companies; Creighton Manning Engineers; and Sage Engineering.

Motion – Ms. Figueroa

Seconded – Ms. Falotico

Abstain – Ms. Nugent

Resolution Approved

Resolution No. 13 - 2021 – Approve Contract for Albany Garage Expansion

- We issued an RFP to expand and renovate the Albany garage. This is part of the Washington/Western BRT project. We received 6 proposals. The project includes new bus washers, infrastructure, and improved lighting. Staff recommends an award to LeChase Construction Services.
- The Authority hereby awards a contract to LeChase Construction Services, of Schenectady, for an amount not to exceed \$9,080,962.

Motion – Mr. Criscione

Seconded – Ms. Falotico

Carried Unanimously

Resolution No. 14 - 2021 – Approve Contract for Bus Washers

- We need to replace bus washers in our Troy and Schenectady divisions. The washers are more than 25 years old and are past their useful life. An RFP was issued, 4 proposals were received, and staff recommends an award to Turner Construction.

- The Authority hereby approves a contract to Turner Construction Company of Albany, with a maximum value of \$1,988,978.

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

Resolution No. 15 - 2021 – Approve Contract for Troy Facility Renovations

- Part 2 of the Troy garage project is to upgrade employee areas - new bathrooms, locker rooms, upgraded breakrooms and dispatch office. An Invitation for Bids was issued, and 4 proposals were received. The low bidder was AOW Construction.
- The Authority hereby approves a contract to AOW Construction of Albany for an amount not to exceed \$983,640.

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

Resolution No. 16 - 2021 – Approve Contract for CDPHP Cycle! Equipment

- We need to update the technology that supports our bike share program. The technology and expertise are available from our partner at Mobility Cloud, and we recommend a sole source purchase with them. They will install new units that feature real-time GPS and tracking technology.
- The Authority hereby approves a contract to Mobility Cloud, Inc. of New York City for purchase of 400 bike controller units for an amount not to exceed \$80,000.

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

Resolution No. 17 - 2021 – Approve Procurement Manual

- Staff provided the committee with a report on the annual review of the procurement manual. A few very minor changes are being made.
- The Authority hereby approves the revisions to the procurement manual.

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

Resolution No. 18 - 2021 – Authorize Acceptance of State Funding

- NYSDOT is providing \$6,740,594 for bus purchases through the Accelerated Transit Capital (ATC), and the Modernization and Enhancement Programs (MEP). They are also providing \$2,166,490 as the 10% match for capital projects and preventative maintenance activities. The state requires a board resolution to accept state funding prior to providing reimbursement.
- The Authority hereby approves a resolution to accept \$8,907,084 from NYSDOT.

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

Investment Committee

- The Investment Committee met on March 23 and the quarterly report was provided to the board.

Administrative Discussion Items

- Mike Collins gave the Monthly Management Report. MRT continues to outperform expectations (\$3 million over budget). Customer revenue remains 65% under budget for the year; Rail Station revenue is down 75% for the year. Wages are down 6.9%; Materials & Supplies are 58% over budget due to the purchases of Air Purification units for STAR and Flex vehicles. Total expenses are down 6.5% for the year. We are in a good financial position entering the last month of the fiscal year.
- Chris Desany gave the Non-Financial Report. Ridership is down 41% this month and 37% for the year. STAR boardings are down 44% for the year. Fixed route on-time performance was at 79%; STAR on-time performance was at 87%. Preventable accidents are at 21 this month; there were 17 non-preventable accidents. There were 137 complaints about fixed route service and 15 complaints about STAR service; both, well below average.
- Next meeting of the Committee is scheduled for Wednesday, April 21, 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, March 25, 2021 at 11:30am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer provided information on CDPHP Cycle! In its 5th year, Cycle! will offer 500 bikes at 90 locations throughout the region. We will offer bikes in Lake George, Glens Falls and Watervliet. New onboard controllers will allow riders to scan a QR code to access bikes. CDPHP Cycle! will launch on Monday, April 5.
- Jaime Watson summarized the Media Relations/Community Engagement report. We earned 15 media placements in television, newspaper, and radio during February. Stories focused on the American Rescue Plan, air purification units on buses, and transportation to vaccination sites.
- Jaime outlined Transit Worker Appreciation Day, which happened on March 18. We highlighted the work of our employees; especially their efforts during the COVID 19 pandemic.
- Next meeting of the Committee will be on Thursday, April 22, 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, March 25, 2021 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 19 - 2021 – Approve FY2022 Budget

- The proposed operating plan is balanced at \$101 million with growth of 3.4%. The five-year capital plan provides a vision of projects and opportunities. The first year of the capital plan is funded at \$93.4 million with most of it for the Washington/Western BRT project.
- We expect customer and rail station revenue to be down and are unsure of funding through the State Operating Assistance program. We will use federal stimulus funds, which are stop gap measures to get us through the next three years. We are budgeting \$7.3 million from the Federal 5307 program. This is capital money that we are “flexing” to operations.
- More than 70% of our expenses are related to wages and benefits. The wage line is tied to the amount of service we operate. There are no major expansions planned but we expect to build back a stronger network of service as we rebound from the pandemic.

- We expect an 8% increase in worker’s compensation due to scheduled loss of use awards and higher weekly benefits as established by the Workers’ Compensation Board.
- The Authority hereby approves the FY2022 operating plan totaling \$100,992,742, and the five-year capital plan totaling \$377,652,824.

Motion – Mr. Criscione
 Seconded – Ms. Figueroa
 Opposed – Mr. Schaeffer
 Resolution Approved

Administrative Discussion Items

Electric Bus Pilot –

- We have completed our a pilot of four electric buses. We reviewed the scope of the pilot and the infrastructure to support it. Feedback on the performance and operation of vehicles was positive, with range and endurance within expectations. Reliability and availability was also encouraging.
- We cannot undervalue the importance of weather, driver behavior, and service design on the operation. Considerations for the future include defining our most important goals (lowering total cost of ownership, reducing carbon footprint, complying with mandates). Going forward, working with our funding partners, technical partners, and suppliers will be required.
- Next meeting of the Committee will be on Thursday, April 22, 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 March 2021 (attached).

EXECUTIVE SESSION

Motion – Mr. Criscione
 Seconded – Ms. Figueroa
 Entered Executive Session Unanimously

- An update regarding the Collective Bargaining Agreement was discussed and the board took no formal action.

Motion – Mr. Criscione
 Seconded – Ms. Figueroa
 Exited Executive Session Unanimously

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, April 28, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

ADJOURNMENT

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

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: March 31, 2021

CHIEF EXECUTIVE OFFICER'S REPORT

As we near the end of our fiscal year there is so much to be proud of. The work of our employees throughout the past year has been fantastic. With the COVID-19 pandemic wreaking havoc with our lives, changing everything that we once knew as normal, CDTA has provided our community with needed connections. People need to get to work, they need to travel to pharmacies, schools, and medical appointments. Thanks to the work of CDTA employees, those connections continue uninterrupted, not one day missed. For that, I am proud, I am grateful, and I am impressed.

Because COVID-19 had such a significant impact on our lives, it is, at least for now, a regular part of my monthly report. As of this writing, 90 CDTA employees have been infected with the virus. More than 80% of the cases occurred since December 1 (35% occurred in February and March). I am pleased that the number of positive cases has slowed considerably in the past few weeks and we hope the worst is behind us. Positive cases and corresponding quarantine requirements make workforce availability an issue of concern.

Work on employee vaccinations continues. About 400 employees have received at least one dose, with nearly half of those fully vaccinated. We have taken a hands-on approach to this work, scheduling employees, processing their paperwork, and arranging for transportation to and from vaccination sites. About 300 employees remain, who are eligible to be vaccinated. We are arranging an information process where employees can hear from medical experts, religious, community and union leaders. We want them to know that vaccines are safe and getting shots is the easiest way for CDTA and the region to return to normal.

We have been active with the Capital Region Vaccine Network. This is headquartered at Albany Medical Center and they have been helpful to us. Part of this work has been responding to community needs for transportation to vaccine sites. Over the past few months, we have provided more than 20 buses for trips between senior citizen centers and vaccination sites. For the last month, we have provided a daily shuttle between the Washington Avenue Armory vaccination site and parking lots on Elk and Sheridan Avenue in Albany. This shuttle service has seen more than 11,000 boardings in 30 days. Many of the people who used the shuttle have never used CDTA – as usual, our employees leave a great first impression.

The adoption of the annual operating and capital plan closes a company-wide activity. We build our budget from the bottom up with all departments afforded an opportunity to weigh in on the plan, to offer suggestions and to make the case for new activities or changed processes. This leads to a plan that is comprehensive and thoughtful; it is a balanced plan that provides for the needs of CDTA and our customers. COVID-19 provided new challenges and we anticipate that this budget will lead us back to normal, restore ridership, and expand the mobility options that we provide for customers and our community. I appreciate the time and effort that board members and staff put into the development of the budget. The plan reflects this work and commitment, and it points to a bright future for CDTA.

The operating plan allows for modest growth of 3.4%. It provides for resources to safeguard employees and customers during the next year. It includes appropriate service levels, cleaning and disinfecting systems and other measures to ensure that our system is safe and attractive. It calls for the continued development of our FLEX service network. This demand-based service is proving to be a popular and important addition to our mobility menu. It allows for expansion of our bikeshare program. CDPHP *Cycle!* is now in its fifth year and it will have more than 500

bicycles in operation. Additionally, we are working to expand the program into Warren County. Planning for our third Bus Rapid Transit line will continue with a 2022 start date anticipated. When the Washington-Western BRT comes online, we will have achieved our goal of providing a 40 mile network of BRT services. And our staff is already looking to add more BRT miles.

The budget accommodates for revenue challenges brought on by the COVID-19 pandemic. This includes customer and facility revenue. We expect ridership to increase steadily throughout the year as people return to their workplaces, as college students return to on site learning, and the community begins to travel more freely. The same is true for facility revenue, which is dependent on rail travelers using our stations in Rensselaer and Saratoga Springs. We will use federal stop gap funding to accommodate for these shortfalls and will work with the board to ensure that this funding is available over a three-year period, as intended by the legislation that provided the funding.

We work closely with Lisa Marrello and her team to advocate for the needs of CDTA at the state capitol. As you can see by the attached activity report, we have supplemented this with active involvement in advocacy work with the NYPTA team. This work has been extensive, and we have talked with anyone who will listen about the needs for more mobility, for more choices, and for easier travel on network of services. Because we are a mobility innovator, we have offered to be a resource to other transit systems in their development work. Throughout the state, systems are considering BRT, electric buses, bike share programs and more. We have implemented these programs and are looking to expand them. We can help other systems to understand the issues and challenges involved with these new options. More mobility for all New Yorkers is possible if we work together and share resources.

Our advocacy and branding work gives us an opportunity to showcase CDTA and the work that our 730 employees do every day. We get to talk about our activities and our wide constituency base – customers, partners, and stakeholders. We share these experiences with community leaders who want to know more about CDTA and the innovations we are considering. It is also an opportunity for us to look at the future and talk about what can be done - more mobility, better choices, and an integrated system of travel. People want to hear about ways to make the Capital Region a better place. CDTA is viewed as a leader in this regard, and it gives me great pride to represent us in these discussions.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for February and it is compared to February 2020.

Total ridership was 707,000 in February, 44% less than last February; year to date, ridership is 37% less than last year. Ridership on STAR buses was 16,600, 41% less than last February. Northway Express ridership continues to be very low as (linked directly to state employees who work in downtown Albany). Total boardings were 90% lower than last February.

Ridership and service levels are stable. In fact, we have seen a bit of an uptick in both fixed route and STAR ridership over the past few weeks. Way too soon to declare a trend but there is room for optimism as people return to their workplaces, to colleges and begin to travel more freely. We continue to monitor our service network and will make a few minor changes in the coming weeks; most of this is resource allocation and there is not likely to be much impact on customers.

As we approach the end of the 2021 fiscal year, our financial condition is very good. Despite a significant loss of customer and facility revenue, we will finish the year strong. Our financial foundation gives us the strength to endure a difficult stretch, like the pandemic. And we are grateful for stop gap funding provided to us in the federal stimulus packages. Because we were coming from a position of strength, we maintained full employment, in fact, we added to our head count so that River BRT and state worker service would be ready to go. We were able to quickly adapt to the pandemic and outfit buses with shields for bus operators, to increase cleaning and disinfecting systems and absorb new costs that came with the pandemic. This allowed us to be flexible and nimble, and to contribute to our community during the pandemic.

Total expenses in February were 9% less than budget expectations; total operating revenue was 8% less than budget expectations. We were pleased to receive a STOA catch-up payment, which will result in us receiving 80% of what was budgeted. The brightest spot in the budget this year is Mortgage Recording Tax, which is nearly 30% more than projected (\$3 million). Because of that, we have not drawn federal funds and will not do so until needed. The significant drop in customer and facility revenue is our primary concern (\$18 million year-to-date); this is being absorbed by stop-gap federal stimulus funds.

We missed 35 trips on the fixed route system; last February, we missed 57 trips. There were 38 accidents in February with 21 categorized as preventable; last February, we reported 43 accidents with 9 preventable. We continue to monitor accident trends and we have identified those tied to new bus operators at CDTA. We have instituted instructional/monitoring programs to stay close to these employees and help them with the expectations of CDTA operations.

Almost 99% of preventive maintenance inspections were done on time. Scheduled maintenance work was at 83%; it was 81% last February. On time performance for fixed route service was nearly 80%, last February, it was 77%. STAR service operated within our acceptable 0-10 minute time window 87% of the time; last February, it was 81%.

Our call center processed 155 comments compared to 202 last February. We received 15 comments about STAR service; last February, we received 27 comments. We processed 94 applications for STAR eligibility; last February, we processed 198 applications. Response time to close customer inquiries within 10 days was 78%. There were a few administrative issues last month, namely several people out with COVID or in quarantine status. There were 450,000 page views at www.cdta.org. Last February, there were 790,000 page views.

Community Engagement:

We continue adapt community engagement activities to highlight CDTA projects as we navigate the pandemic. We celebrated the men and women of CDTA on Transit Worker Appreciation Day on March 18. Their work makes CDTA go, and they continue to be impressive and resourceful. We are excited for the return of CDPHP *Cycle!* on April 5, with an early bird promotion. The spring season brings a renewed sense of optimism and this year, more than ever, we look forward to brighter days and a return to in person activities to showcase CDTA.

Activity Report

Our work this month has been focused on advocating for what we do and the need for funding to support our work. These efforts are relevant as we work towards post pandemic, a rebuilt economy, and a community that wants a wide menu of mobility choices.

- On Wednesday, February 24, I joined the NYPTA Leadership team in a meeting with Senator Todd Kaminsky. The Senator, who is from Long Island, chairs the Environmental Conservation Committee. We talked about non-MTA systems and prospects for ridership rebounding post pandemic.
- On Wednesday, February 24, I met with the Albany County Legislature's Mass Transit Committee. I provided a short presentation on our activities and talked about some of the opportunities we are pursuing. Jaime Watson attended with me.
- On Thursday, February 25, I taped a video spot for NYPTA's advocacy campaign. Since most of our messaging is virtual, the NYPTA team is using short videos from people in our industry to get our points across regarding funding needs.
- On Thursday, February 25, Lisa Marrello and I met with Senator Michelle Hinchey. Senator Hinchey is in her first term and her district includes Montgomery County. We spent most of the meeting talking about the transportation needs of that community and efforts to make the county part of CDTA. Discussions with the Senator are continuing.
- On Thursday, February 25, I attended a meeting of the Capital Region COVID Vaccine Regional Advisory Task Force. The task force is led by Dr. Dennis McKenna, CEO at Albany Medical Center who provided an update on vaccinations and efforts to ensure equity in vaccination distribution.
- On Friday, February 26, I attended a meeting of the NYPTA Board of Directors. We reviewed membership and financial information and talked about the importance for us to work together to make our systems strong as we move towards post pandemic.
- On Friday, February 26, I joined the NYPTA Leadership team in a meeting with Assemblywoman Amy Paulin. The Assemblywoman, who is from Westchester, chairs the Corporations, Authorities and Commissions committee. She is an advocate for better mobility options across the state. We talked about restoration of reductions in STOA.
- On Monday, March 1, I joined the NYPTA leadership Team in a meeting with Assemblyman Fred Thiele. The Assemblyman, who is from Long Island, chairs the Committee on Local Government. We talked about the need for restoring reductions in STOA and the ongoing need for capital improvements at non-MTA systems.
- On Wednesday, March 3, I joined the NYPTA Leadership Team in a meeting with NYSDOT Commissioner Marie Therese Dominguez. We talked about high profile projects throughout the state, especially Bus Rapid Transit, and new mobility initiatives. These are areas where CDTA is a leader and the Commissioner made note of that.
- On Monday, March 8, I joined the NYPTA Leadership Team in a meeting with Senator Tim Kennedy and his staff. We talked about the needs of our systems, restoration of STOA funding and long-term capital issues.
- On Tuesday, March 9, I attended a meeting of the APTA CEO Coordinating Council. The council provides a forum for CEOs to discuss topics of importance to the industry. We talked about stimulus finding and the needs of our systems and our industry.

- On Wednesday, March 10, Jon Scherzer and I met with Assemblyman John McDonald and Lisa Marrello to talk about new mobility options. As we work to provide more options, the Assemblyman is interested in how we go about this and ways for us to expand what we do. An interesting discussion.
- On Wednesday, March 10, I provided opening remarks at the United Way's grant announcement event. After a year of fundraising the United Way distributes funds to agencies based on a project submission program.
- On Friday, March 12, Lisa Marrello and I met with Assemblyman Bill Magnarelli and his staff. Assemblyman Magnarelli chairs the Transportation Committee. We talked about the work we are doing at CDTA and offered to help other systems as they begin to think about Bus Rapid Transit, electric buses, and new mobility initiatives.
- On Friday, March 12, I participated in a roundtable discussion on the work of Metropolitan Planning Organizations. This was an interesting hour as we talked about the collaborative work of MPO's and their impacts in our community.
- On Monday, March 15, I met with Beth Smith Boivin the CEO at the Upstate New York Chapter of the Alzheimer's Association. We talked about the work we do and ways to work more closely to help families impacted by this disease.
- On Monday, March 15, I attended a meeting of the Colonie IDA and LDC boards. I am a member of both boards and this meeting was primarily for the board to approve end of years submissions and policies to the Authorities Budget Office.
- On Monday, March 15, I was interviewed by the Daily Gazette regarding stimulus funding. We talked about how we will use the funds over the 3-year life of the legislation.
- On Wednesday, March 17, I met with the NYPTA Leadership team to talk discuss our messaging and strategy. The group wants to make sure we are highlight what systems are doing and the need for funding to support our efforts to connect communities.
- On Thursday, March 18, we celebrated Transit Worker Appreciation Day. I was pleased to issue systemwide "all calls" on our radio system to thank bus operators and supervisors for their work. We did several activities during the day to thank operators, maintenance and all employees. I am privileged to work with an outstanding work force.
- On Thursday, March 18, the CDTA leadership team met to continue the conversation surrounding Diversity and Inclusion. These are opportunities for us to expand our thinking and used shared perspectives on these subjects. More to follow.
- On Monday, March 22, I participated in a town hall conversation with Congressman Paul Tonko. About 15 people were invited to the town hall to provide the Congressman with input about infrastructure needs and funding levels as Congress continues discussions on a national infrastructure program.

- On March 24, Mike Collins and I met with Mike Franchini the Executive Director at CDTC. We talked about our host arrangement and the way we manage cash flow between our agencies.
- On March 24, I attended a meeting of the CBA Board of Trustees. I have been a trustee for several years and enjoy being part of the development of the school. Many students use our service to travel to and from the campus.
- On March 25, I attended a meeting of the Discover Albany Board of Directors. We reviewed the company finances and talked about initiatives that are in place as the hospitality industry begins their recovery process.
- On March 29, Lisa Marrello and I met with Senator Neil Breslin and Assembly members John McDonald and Pat Fahy. This was our final check in with them on the state budget process and our needs from the STOA and state capital programs.
- On March 30, I recorded an interview with HVCC about their new ATEC building. We are pleased to be invited to participate in the video and other events surrounding this program. Jaime Watson coordinated this.
- On March 30, Jon Scherzer and I met with Gary Dake and Anthony Carnevale from the Stewart's Corporation. We talked about ways for our companies to work together.
- Earlier this morning, I attended a meeting of the Capital Region Chamber of Commerce. I enjoy my work with the Chamber and am pleased that they support the things we do to connect people and communities.

Final Thoughts

The adoption of our annual budget is the start of a new year. It articulates what we expect to accomplish and how we will carry out our activities. It is prepared with optimism that the year will be better than last. It anticipates that we will rebuild ridership and expand the choices we offer. It is like the spring season – full of brightness and excitement for the year ahead.

CDTA Provides Mobility Solutions that Connect the Region's Communities

Copy: Director of Corporate Communications

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 20 - 2021**

Approve Collective Bargaining Agreement Extension 2021-2023

WHEREAS, the Capital District Transportation Authority (Authority) operates as subsidiaries, Capital District Transit System, Number One, Capital District Transportation District, Incorporated, Capital District Transit System, Capital District Transportation District, Inc., and Capital District Transit System, Number Two, Capital District Transportation District, Incorporated, the employees of which are represented by duly elected representatives of the Amalgamated Transit Union, Local 1321, and

WHEREAS, the Authority is empowered by Public Authorities Law section 1306(14) to enter into collective bargaining agreements with the duly elected labor representatives, and

WHEREAS, collective bargaining discussions between management and the representatives of the union were previously memorialized in the collective bargaining agreement dated June 16, 2018, and

WHEREAS, management and representatives of the union have agreed to extend the collective bargaining agreement for an additional two years, effective from June 13, 2021 through June 12, 2023, with union membership ratifying the extension.

NOW, THEREFORE, BE IT RESOLVED:

1. A two-year extension of the Collective Bargaining Agreement for the period June 13, 2021 through June 12, 2023 between the Capital District Transit System, Number One, Capital District Transportation District, Incorporated and the Amalgamated Transit Union, Local 1321; and Capital District Transit System, Number Two, Capital District Transportation District, Incorporated and the Amalgamated Transit Union, Local 1321 is hereby approved.
2. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 28th day of April, 2021.

Dated: April 28, 2021

Mark Schaeffer, Secretary

Memorandum

April 28, 2021

To: Chairman, CDTA Board of Directors
From: Chief Executive Officer
Subject: Collective Bargaining Agreement

I am pleased that we have reached an agreement with the Amalgamated Transit Union Local 1321 on a two-year extension of our Collective Bargaining Agreement. The CBA establishes wage, benefit and working conditions for more than 630 employees who are members of the ATU. The membership ratified the extension last week.

The details of the extension were discussed at the Board Operations Committee this past Wednesday (April 14, 2021) and they recommend board approval of the extension.

Summary

Extension of the Collective Bargaining Agreement between CDTA and ATU Local 1321. The extension is for two years effective on June 13, 2021, ending on June 12, 2023.

- A wage increase of 5%
- A one-time bonus of \$3,000
- An increase in our pension contribution by \$15/employee/week
- An increase in the emergency room co-pay from \$100 to \$200 (effective January 1, 2022)
- An increase in the RX deductible from \$100 to \$200 (effective January 1, 2022)
- Any new employee hired after January 1, 2022 must work at CDTA for 20 years to be eligible for retiree health care (this is now 10 years).

The agreement provides a pay increase for front-line employees who have been the face of CDTA during the pandemic. It continues to engage employees in their health care, and it provides a major step forward in retiree health care expenses. This will have a significant impact on our balance sheet (post-employment benefits).

Ratification Summary

• Albany Division	195 Ballots completed	164 yes (84%)	31 no (16%)
• Schenectady Division	99 Ballots completed	88 yes (89%)	11 no (11%)
• Troy Division	96 Ballots completed	72 yes (75%)	24 no (25%)
Total	390 Ballots completed	324 yes (83%)	66 no (17%)

Note – 636 members eligible to vote (61%)

Estimated Cost

Wage Increase	\$2.2 million (recurring)
Pension Increase	\$.5 million (recurring)
Bonus	\$1.9 million (one time)
Health Insurance Changes	-\$.5 million (recurring)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 21 - 2021**

Annual Review and Approval of Investment Policy

WHEREAS, the Public Authorities Law, section 2925 requires that the Authority by resolution adopt comprehensive investment guidelines which detail the Authority's operative policy and instructions to officers and staff regarding the investing, monitoring, and reporting of funds of the Authority, and

WHEREAS, the Investment Policy is reviewed and approved by the Authority on an annual basis, and

WHEREAS, after review and discussion, the Authority now recommends the adoption of the Investment Policy, as attached.

NOW, THEREFORE BE IT RESOLVED, that the Investment Policy for the Capital District Transportation Authority dated April 28, 2021 be approved and adopted in its entirety.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 28th day of April, 2021.

Dated: April 28, 20201

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Annual review and approval of the CDTA Investment Policy

Committee: Performance Monitoring/Audit

Committee Meeting Date: April 21, 2021

Board Action Date: April 28, 2021

Background:

The New York State Public Authorities Law Article 9, Title 7 annually requires public authorities to review and approve their Investment Policy.

Purpose:

The Performance Monitoring/Audit Committee is required to review and approve the CDTA Investment Policy on an annual basis. This policy details the operative policy for investing, monitoring, and reporting of funds for CDTA.

Summary of Proposal:

The Investment Policy (IP) is attached for review. General Counsel has reviewed our IP and appropriate laws for changes and does not recommend modifications at this time. Our investment advisor, Hugh Johnson Advisors has also reviewed our IP and does not recommend any changes.

Based on these assessments, it is recommended that we approve the IP this year with no changes.

Financial Summary and Source of Funds:

No financial impact

Prepared by:

Mike Collins, VP of Finance & Administration

Project Manager(s):

Mike Collins, VP of Finance & Administration

Amanda Avery, General Counsel

Memorandum

April 21, 2021

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

From: Mike Collins, Vice President of Finance & Administration

Subject: Investment Policy 2021

Overview:

The Performance Monitoring/Audit Committee reviews the Investment Policy (IP) on an annual basis to make revisions as necessary due to changes in the marketplace and/or legal requirements. The IP is reviewed by staff, General Counsel and CDTA's Investment Advisor.

Recommendation:

Based on our annual review of the policy, we propose no changes to the IP this year.

April 28, 2021

**INVESTMENT POLICY
CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

These guidelines detail the operative policy regarding the investing, monitoring and reporting of funds of the Capital District Transportation Authority (the “Authority”).

1. Purpose

- a) Establish a policy whereby current funds, in excess of immediate needs are invested to earn a reasonable rate of return while safeguarding the principal amount.
- b) Assure that invested funds are diversified and adequately safeguarded. The investment portfolios will, at all times, be diversified. No single issuer will represent more than 5% of a given portfolio. There is no limitation for the debt of the US Government or one of its agencies, except that the debt of a single agency will not represent more than 50% of a given portfolio. Certificates of deposit issued by a single bank are limited by the legal maximum for FDIC insurance.
- c) Assure that adequate accounts and records are maintained which accurately reflect all transactions.
- d) Assure that an adequate system of internal control is maintained.

2. Authorization and Management

All investment decisions are to conform to:

- a) Section 1306 (4) of the Public Authorities Law of the State of New York,
and
- b) Article 9, Title 7 of the Public Authorities Law of New York,
- c) 2 NYCRR § 201.1, *et seq.*

The Board may retain at the recommendation of the Performance Monitoring/Audit Committee (“Committee”) one or more investment advisors, which meet the Authority’s qualifications and grant the advisor discretion to execute transactions within the context of these policies. The advisor (s) will be expected to act as a fiduciary at all times in the best interest of the Authority.

3. Types of Investments

The permissible types of investments (“Permitted Investments”) are as follows:

- a) Certificates of Deposit issued by banks which are members of the Federal Deposit Insurance Corporation (FDIC). Certificates of Deposit of qualifying banks may also be purchased from Broker/Dealers licensed to conduct business in New York State which are members of the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).
- b) Deposits in “Money Market” accounts in banks specified in Item (a) above.
- c) Money Market Funds that invest exclusively in obligations of the United States Government or one of its agencies, except that up to 1% of each investment account may be held in a conventional money market fund provided that the fund holds more than \$500 million in assets and the sponsor is a substantial and well regarded financial institution with no less than \$1 billion of equity capital. Further, the principal objective of the fund must be preservation of capital. The purpose of this exception is to accommodate relatively small amounts of cash that are not invested and not substantial enough to qualify for a specialized Government-only fund.
- d) Obligations of New York State, the United States Government, or Agencies of the United States Government. Obligations guaranteed, as to principal and interest, by one of these entities is also permissible.
- e) The primary investment objective is the protection of principal. All bank deposits of money should be fully collateralized or insured (e.g., FDIC insurance).

Each purchase must be confirmed in writing and be made in accordance with the provisions of this Investment Policy.

4. Operating Procedures

- a) The investment selection process shall utilize competitive quotations or negotiated prices, except in the purchase of federal government securities at auction.
- b) Approvals: The Vice President of Finance & Administration shall approve all investment transactions, and report investment transactions to the Chief Executive Officer. The process of initiating, reviewing and approving requests to buy and sell investments shall be documented and retained for audit purposes. The Investment Committee Chairperson, the Vice President of Finance & Administration and the Chief Executive Officer (when necessary) will meet with any and all retained investment advisors no less than twice per year to review and approve the portfolio holdings.

- c) Collateral Custody: The custodian of all collateral involved in any investment transaction must be either the Authority or a Third-Party Bank or Trust Company acceptable to the Authority. Such Bank may not be the same as that with which the investment is made. The custody agreement must be joint with the Bank providing the collateral.

If, at any time during the term of a Certificate of Deposit or deposit in Money Market Account, the collateral or underlying security market value does not equal the principal value of the investment, the Authority shall inform the Bank of the additional collateral required. If additional collateral is not added immediately by the Bank involved, the Authority shall demand the return of the amount invested and remove such Bank from the list of approved Banks for investment and deposit of Authority funds.

Any custodian or trustee of securities in any transaction to which the Authority is a principal may not relinquish control over such securities without the written consent of the Authority and the Investment Manager.

- d) If a Bank or Investment Broker/Dealer is operating as an agent for another Bank or any of its customers, such information must be disclosed to the Authority. To the extent the Board has retained an investment advisor, the advisor will act solely as agent on behalf of the Authority. The Advisor(s) may act as the Principal in a transaction only if it is authorized in writing by the Performance Monitoring/Audit Committee.
- e) In addition to the normal entries in cash receipts, cash disbursements and general ledger regarding investments, the following additional records shall be maintained.
- I. A schedule for each Bank or Investment Broker/Dealer with which the Authority makes investments, maintained by the Accountant, showing:
 - a. Date of transactions
 - b. Description and amount of investment
 - c. Interest rate
 - d. Due date of CD, or Bond
 - e. Market value of collateral or investment security
 - f. Indication of at least monthly recheck of market values
- f) Investments may be made by a telephone call. If the investment is a Certificate of Deposit (CD) that is eligible to be traded and cleared through the Depository Trust Company (DTC), it will be delivered directly to the custodian by the bank or broker/dealer. If the CD is not DTC eligible, such Certificate shall be mailed to the Authority or, if feasible, picked up by an agent of the Authority.

The Vice President of Finance & Administration will immediately contact the designated custodian or trustee of the collateral for such investments, requesting telephone confirmation of deposit of collateral and receive from custodian a written instrument requiring the Authority's agreement before custody may be relinquished. In practice, Banks will usually deposit a certain amount of securities for a specified period of time, equal to the probable maximum amount the Authority would be investing during such period, i.e., a month or ninety days. CDs that are fully insured by the FDIC (principal and expected interest) are not required to be collateralized. If authorization is initially given verbally, it shall be followed by written confirmation.

- g) Payment of funds shall only be made upon delivery of securities.
- h) A record of investments shall be maintained. The records shall identify the security, the fund for which held, the place where kept, date of disposition and amount realized, if required, and the market value and custodian of collateral.
- i) Custodians of deposits and money market accounts shall be required to report monthly or more frequently on activity occurring in the Authority's custodial account to the Accountant. There shall be monthly verifications of both the principal amount and market values of all investments and collateral. Listings shall be obtained from the custodian and compared against the Authority's records.
- j) The Authority requires the custodian to send verification of securities held for the Authority whenever requested to do so by the Authority.
- k) The Vice President of Finance & Administration is authorized to deposit all funds received by the Authority in Money Market Accounts or Certificates of Deposit with Banks or Investment Broker/Dealer doing business in New York State, which are members of the FDIC; the SIPC and FINRA; and/or registered with the SEC and that have also expressed an interest in receiving requests for bids, consistent with these guidelines.
- l) The report of the status of all investments will be submitted by the Deputy Comptroller at least quarterly to the Chief Executive Officer and the Board Members of the Authority.

5. Collateralization

- a) Investments requiring collateralization must be fully collateralized by US Government obligations, or obligations guaranteed by a US Government entity.
- b) The collateral for a CD or Money Market Fund Deposit must equal the investment principal at all times.
- c) Market values of items mentioned in b) above will be checked by the Deputy Comptroller at least monthly to a nationally recognized financial publication.

- d) Investments in Certificates of Deposit and Money Market Accounts are limited to FDIC insurance limits, unless collateralized.

6. Review of Investment Guidelines and Audit Procedures

- a) These guidelines shall be reviewed by the Performance Monitoring/Audit Committee annually and revised as necessary to reflect changes in market conditions or legal requirements.
- b) An annual independent audit shall be conducted in accordance with the provisions of Article 9, Title 7 of PAL and 2 NYCRR § 201.1 *et seq*
- c) Collateral shall be verified monthly, if held by the Authority, by Members of the Performance Monitoring/Audit Committee. If held by a Bank, confirmation from such Bank will be given to Committee.
- d) The Authority shall maintain an internal control structure designed to protect the Authority's investment assets from loss, theft, and misuse.

7. Evaluation and Reporting

- a) An annual independent audit shall be performed by the Authority's independent accountants to evaluate investment program compliance. The annual audit report shall be filed within 90 days after the close of the Authority's fiscal year with the Office of Budget and Policy Analysis of the Office of the State Comptroller.
- b) The Authority shall prepare an annual investment report which shall be submitted to the Division of the Budget, with copies to the Office of the State Comptroller, the Senate Finance Committee, and the Assembly Ways and Means Committee.

8. Settlement of Securities Transactions

All purchases of securities by or on behalf of the Authority will be settled "delivered vs. payment", meaning that purchased securities will not be paid for until they are presented physically or electronically at the custodian by the seller or his agent.

9. Criteria for Selection of Investment Banks or Firms and Brokers

The Authority shall maintain a list of approved financial institutions and a list of approved security broker/dealers. As market conditions change, the Authority may find it necessary to place investments directly with Investment Banks or Firms and Brokers. The following are criteria for the selection of Investment Banks or Firms and Brokers:

- a) Investment Banks or Firms and Brokers authorized to do business within New York State.

- b) Investment Banks or Firms and Brokers in business for over (5) five years.
- c) Investment Banks or Firms and Brokers which have invested over \$500,000,000 in assets for their clients at the time of any investment made by the Authority.
- d) Investment Banks or Firms and Brokers that have demonstrated a proven record of returns, that meet or exceed the yield and total return generated from Treasury benchmarks.
- e) Investment Managers/Advisors must be registered with the Securities and Exchange Commission (SEC) while Investment Brokers/Dealers must be members in good standing with the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).

All the foregoing sections of the Investment Policy that pertain to banks shall apply to Investment Broker/Dealers.



Memorandum

April 28, 2021

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for April

Overview

Our work is aligned with the state budget year that begins on April 1. As such, our operating plan, our advocacy, and details of our business are appropriately positioned. These practices have been in place since CDTA was formed more than 50 years ago and over time they have become normal for us. However, the past year has been anything but normal or routine.

Reflecting on the last 12 months, I am amazed by what we accomplished during a pandemic that brought our world to a virtual stop. It changed how we work, how we educate and how we travel. However, it has not changed the resolve of CDTA employees as we continue to connect people to important destinations – to work, to school, to medical appointments and to vaccination sites.

Reviewing the year reminded me that we introduced a major new service, the Blue Line BRT, we expanded and renovated our Troy garage, we built a new parking facility and are connecting our Watervliet Avenue campus while also starting a major expansion of the Albany garage. We revised our service network several times, adjusting to ridership swings caused by COVID-19. We kept CDPHP *Cycle!* going and saw record ridership numbers, as people showed the need to get outdoors and travel, and we held appropriate events to showcase our work, our employees, and our company. And perhaps most important – we completed a comprehensive Strategic Plan. It sets a direction for the company, highlighting the things we want to focus on. The plan sends a message to the community about who we are and what we want to do. A new mission statement clearly articulates what the region can expect from CDTA in the post-pandemic era.

All of this was done while keeping employees and customers safe. This required changes to how we clean and disinfect. Over the year, we devoted thousands of people hours to this and continue to do so. We are moving towards installation of a commercial grade air purification system on all CDTA vehicles. We installed protective barriers on all CDTA buses and revamped cleaning protocols at CDTA facilities. Our management staff adjusted, worked remotely when needed, and incorporated technology for meetings, to attract business and to attend events.

The pandemic got in our way, but it has not stopped us. We are excited about the work we do and the projects that are lined up to be implemented. This begins with the development of a sound financial plan. The adoption of a balanced budget last month sets the stage for our exciting agenda. As shown in committee reports, our financial plan is built from a foundation of strength. Monthly results show attention to detail, prudent use of fund sources, and an ability to generate customer and facility revenue as customers return to our services. This foundation and drive to be better will push us to add options like BRT service, more FLEX, more bikes, and service in new areas where mobility and connections are required.

Our COVID-19 report for the past month is encouraging as infections and quarantines have slowed considerably. As of this writing, 92 CDTA employees have been infected with the virus; only 2 of those were reported in April. We continue to work on keeping employees safe and encouraging them to get vaccinated. Close to 425 employees are vaccinated, leaving about 300 who are not. More work to be done.

We continue efforts to get people vaccinated and showcase the important role that CDTA plays to connect communities. We are operating a daily shuttle service that connects the Washington Avenue Armory vaccination site and parking lots on Elk Street in Albany. There have been more than 19,000 boardings since the service began almost two months ago. Many of the people who used the shuttle have never used CDTA – our employees leave a great first impression.

I am pleased that we reached an agreement with the ATU to extend our collective bargaining agreement. The proposal was ratified overwhelmingly by the membership (83% to 17%). The agreement extends the contract until June 2023. It provides employees with appropriate increases in wages and benefits while continuing to engage them in their health care. It will have a significant impact on our balance sheet with adjustments to post-employment benefits. We were able to come to an agreement with amicable and professional discussions; I appreciate the resolve of the ATU Executive Team to make this happen. A special thanks to Mike Collins who was our lead negotiator and calming presence throughout this process.

Season five of CDPHP *Cycle!* is off to a great start and Scooters are coming soon. After three full weeks of ridership, *Cycle!* has already recorded more than 6,000 rides. This has happened with about 75% of our bikes in place and new concepts being rolled out. As this program increases in popularity, we are unveiling new ways to use bikes and promotional opportunities with the rest of our mobility network. Over the next few weeks, we will introduce the SCOOT program to the Capital Region. More than 60 electric scooters will hit the streets under a pilot program to test this option. Scooters will be used in a similar fashion to bicycles. More information to follow on this addition to our mobility menu.

Throughout the pandemic, we highlighted the work of CDTA employees who have been on the job every day, driving buses, fixing them, and supporting the operation. We talk about the work they do to connect communities and make CDTA the best it can be. Medical professionals have been in the middle of the pandemic working to keep us safe, tested, and vaccinated. These workers cross paths often, so it was appropriate to celebrate together at Albany Medical Center. This provided an opportunity to thank the men and women of CDTA and Albany Med who kept the region moving and safe throughout the pandemic. Albany Med is one of our largest Universal Access partners; they have expanded their arrangement to include CDPHP *Cycle!* for employees and students.

I hope you noticed the work in front of 110 Watervliet Avenue. Sidewalks, crosswalks, curbing, and infrastructure are being installed; this will be followed with landscaping and finishing touches that will offer a complete upgrade to our campus. This will connect our buildings and our people and improve the look of our properties. It will also serve as a kickoff to construction work in the rear of the building where we will expand our garage, install new bus washers and maintenance capabilities that will align our service network work. More CDTA progress!

Performance Measures

Key Performance indicators for the company are included in our monthly reports. Data is for March and it is compared to March 2020. This is also the year-end report as we close the books on Fiscal Year 2020-2021; the reports also provide a full year of operating results during the COVID-19 pandemic.

Total ridership was 879,000 in March, 13% less than last March. For the year, ridership was 9.8 million, down 36% from last year's 15.3 million. A long way to go in our recovery efforts and we are encouraged by a slow but steady increase in boardings during the past several weeks. Ridership on STAR buses was 20,800, 1% less than last March; for the year, STAR ridership totaled 198,000, down 42% from last year. Northway Express ridership continues to be very low. Total boardings on NX buses was 89% lower than last year.

Mike Collins and Phil Parella provided information about budget forecasts for the year along with financial reports that illustrate the condition of the company. Despite the challenges posed by COVID-19, we ended the year in a positive position. This strong performance comes about as we absorbed significant losses of customer and facility-based revenue. With appropriate adjustments in place, we finished the year, with a surplus of almost \$900,000. Great work by everybody on our staff and throughout the company to get us to a very good place.

Mortgage Recording Tax receipts are one of the brightest stars in our financial show. Revenue for March was \$1.5 million, which pushed the annual amount to almost \$15 million. This is the most we have ever generated from the MRT in one year. Increases were spread throughout the four counties of our service area, illustrating the impact of the real estate boom. Although we expect receipts to be strong for the next several months, this is not a trend that can continue over the long haul and we have made appropriate adjustments to our projections.

Revenue from customer fares in March was \$1.2 million, our highest total in more than 6 months, indicating a mild recovery in customer activity. For the year, customer revenue finished 60% under budget expectations. Revenue from facilities was \$110,000 in March; for the year it was \$966,000, almost 75% under budget expectations (we budgeted \$3.7 million). These are the losses that federal stimulus funding is designed to cover. It is important that we tell this story and explain that stimulus funding is a stopgap tool, as we attract customers back to the system and incorporate new options for them to increase their mobility.

On the expense side, wages and health care benefits finished the year under budget by about 2%. Most other expense lines followed suit. The professional services line was 30% under budget, followed by the purchased transportation line, which was 29% under budget. Both lines contain the goods and services to support what we do. Fuel was 21% under budget (less miles of operation and lower cost of our pre-purchased fuel). The only expense line that we missed on was materials and supplies, which finished 29% over budget; most of the overage was for the shields we purchased to protect bus operators.

We missed 34 trips on the fixed route system; last March, we missed 31 trips. There were 35 accidents in March with 23 categorized as preventable; last March, we reported 34 accidents with 13 preventable. With preventable accident trends tilting towards new bus operators, we are adjusting training programs to help employees with the expectations of CDTA operations.

All preventive maintenance inspections were done on time. Scheduled maintenance work was at 83%; it was 87% last March. On time performance for fixed route service was at 80%, last March, it was 76%. STAR service operated within our acceptable 0-10 minute time window 85% of the time; last March, it was 78%.

Our call center processed 162 comments compared to 142 last March. We received 10 comments about STAR service; last March, we received 16 comments. We processed 122 applications for STAR eligibility; last March, we processed 181 applications. Response time to close customer inquiries within 10 days was 93%. There were 512,000 page views at www.cdta.org. Last March, there were 650,000 page views.

Community and Stakeholder Relations:

- NYS Donate Life Month, throughout April
- Essential Worker Thank You with Albany Med, April 13
- Albany County SHIP Program One Year Anniversary Event, April 20
- United Way 5.18 Day Kick Off Event, April 21

Activity Report

Lots of work in the community as we move the CDTA agenda. There is an optimism in the air as people return to normal activities, including using our network of services. This optimism includes lots of work within CDTA as we strive to be better, to provide employees and customers with more opportunities, and improve the livability of the Capital Region.

- On Thursday, April 1, Jaime Watson and I met with Christopher Austen, a teacher at Albany High. We have agreed to work with Chris, and his Albany High students as mentors. We will talk with them about leadership, decision making and business processes. This is part of a Junior Achievement partnership that we have developed.
- On Thursday, April 1, I spoke with a reporter from the Gazette newspaper about our recently adopted budget. We talked about the challenges we expect and the opportunities that we hope to develop throughout the year.
- On Thursday, April 1, Jon Scherzer and I met with the Warren County Workforce Transportation Committee. The group is looking at transportation options for young people seeking summer employment opportunities in the Lake George area.
- On Friday, April 2, the ATU membership voted on the Collective Bargaining Agreement. Voting took place at all three facilities throughout the day. Lots of activity and discussion, which led to a positive outcome.
- On Friday, April 2, I attended a meeting of the NYPTA Executive Committee. The topic of discussion was the state budget and developments regarding state operating assistance.
- On Wednesday, April 7, I had lunch with six Authority staff people. All of them have been members of the CDTA team for less than 18 months. I try to do this within people's first year with CDTA but COVID restrictions threw us a curve. We had a nice discussion about the work they do at CDTA.

- On Thursday, April 8, I chaired a meeting of the NYPTA Legislative Committee. We discussed the final state budget and allocations for STOA and capital funding. We also heard from our lobbyists and policy analysts on the next steps for NYPTA regarding advocacy for public transit and the need for more mobility throughout the state.
- On Friday, April 9, I taped a video for the American Heart Association walk. We are partnering with the Heart Association and working to help our employees understand the need for healthy heart habits.
- On Friday, April 9, I joined United Way CEO Peter Gannon and Congressman Paul Tonko on a tour of a Shared Services Center on North Pearl Street in downtown Albany. The center will be home for the United Way and up to a dozen not for profits under the shared services concept. The Shared Services Center will open in the coming weeks.
- On Monday, April 12, I spent time with our Stretch Assignment participants as they continue their CDTA learning experience. They heard a great presentation from Phil Parella about our budget; Phil explained where our revenue comes from and how we spend money. The group has asked for more of these presentations that get to the heart of what we do and how we do it.
- On Tuesday, April 13, I attended a ceremony at Albany Medical Center to salute the work of AMC and CDTA front line workers. I was joined by Albany Med CEO Dennis McKenna and a host of AMC and CDTA employees. We showcased the work we did to move people to critical health centers like Albany Medical Center. Hats off to CDTA front line workers!
- On Wednesday, April 14, I attended a meeting of the Capital Region COVID Vaccine Regional Advisory Task Force. The task force is led by Dr. Dennis McKenna from Albany Medical Center. Dr. McKenna provided the task force with a progress report on vaccinations. The task force reviewed ways to encourage people to get vaccinated.
- On Thursday, April 15, Jon Scherzer and I met with staff from the Albany County executive's office to talk about ways to promote the pre-registration process for COVID-19 vaccinations. Our vehicles and social media platforms were topics of discussion.
- On Thursday, April 15, I was a panelist on an FTA Region 2 Peer Exchange seminar. The panel discussed things we are doing to support COVID-19 vaccination efforts, ways we communicate with customers and employees, and transportation arrangements to vaccination sites. FTA Regional Administrator Steve Goodman was the host.
- On Monday, April 19, I attended a meeting of the Colonie IDA and LDC. I am a member of both boards, which work to stimulate economic development in the town. We discussed our work to help the Desmond Hotel's renovation efforts and heard presentations from developers who want to build mid-level priced senior housing.

- On Tuesday, April 20, Jaime Watson and I attended a press conference at the Albany County Jail. The press conference was held to celebrate the first-year anniversary of the Sheriff's Housing Improvement Program. A section of the jail has been transformed into transitional housing for inmates. It includes services and support items, including access to CDTA services.
- On Wednesday, April 21, I chaired a meeting of the United Way Board of Directors. The board reviewed the preliminary budget for the year and previewed an opening plan for a Shared Services Center, on North Pearl Street at the former Steuben Club and Kenmore Hotel. In addition, to being home base for the United Way staff, the shared services center will be home for up to a dozen local not-for-profits.
- On Friday, April 23, I joined United Way CEO Peter Gannon and New York State Writers Institute Director Paul Grondahl on a tour of our Shared Services Center. Paul will be writing about the center, its location and function.
- On Friday, April 23, I attended meeting of the NYPTA Board of Directors. The board reviewed our legislative and advocacy progress, talked about educational efforts and upcoming conferences. Like most associations, we are wrestling with in-person conferences and tradeshow.
- On Tuesday, April 27, I recorded an interview for the Northeast Kidney Foundation. I am Honorary Chair for their upcoming awards event being held at Rivers Casino.

Final Thoughts

Spring has sprung and the work we do at CDTA is full of energy. We are getting a facelift at 110 Watervliet Avenue and our employees are excited by the appearance of our campus. The same is true in Troy as we are in the middle of a major expansion and renovation project on that building. Next up is Schenectady where we are planning improvements and expansion to line up with new opportunities.

All of this is par for the course at CDTA. We continue to spring forward and look ahead with more excitement – that is the CDTA way – to be bigger, bolder, and better!

CDTA Provides Mobility Solutions that Connect the Region's Communities

Copy: Director of Corporate Communications