

Board of Directors Monthly Meeting

Wednesday, May 26, 2021 | 12:00pm
Via Microsoft Teams & at 110 Watervliet Ave.

**CDTA BOARD OF DIRECTORS
MEETING AGENDA**

**Wednesday, May 26, 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, April 28, 2021	Jayne Lahut	3
Committee Reports: (Action Items Listed)		
Board Operations Committee (05/12/2021)	Jayne Lahut	
Audit Committee (05/19/2021)	Denise Figueroa	
• Resolution 22 - Approve FYE Audit Draft		13
Performance Monitoring/Audit Committee (05/19/2021)	Denise Figueroa	
• Resolution 23 – Approve 40’ Bus Purchase		14
• Resolution 24 – Approve Articulated Bus Purchase		17
• Resolution 25 – Approve Trolley Purchase		20
• Resolution 26 – Approve Fare Collection Vault Purchase		23
Community and Stakeholder Relations Committee 05/20/2021)	Jackie Falotico	
Strategic and Operational Planning Committee (05/20/2021)	Michael Criscione	
Chief Executive Officer’s Report	Carm Basile	27
Upcoming Meetings		
Wednesday, June 30, 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, APRIL 28, 2021 BOARD MEETING

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

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
Christopher Desany, Vice President of Planning and Infrastructure
Lance Zarcone, Vice President of Operations
Philip Parella, Jr., Director of Finance
Jaime Watson, Director of Corporate Communications
Vanessa Salamy, Executive Assistant
via Microsoft Teams: Sarah Matrose, Internal Auditor
Gary Guy, Superintendent of Transportation
David Williams, Superintendent of Maintenance
Jonathan Scherzer, Director of Marketing
Jeremy Smith, Director of Facilities
Thomas Guggisberg, Director of IT
Jack Grogan, Director of Risk Management
Ross Farrell, Director of Planning
Kelli Schreivogl, Director of Human Resources

CALL TO ORDER At 12:00 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 MARCH 31, 2021 BOARD MEETING MINUTES
Motion – Ms. Falotico
Seconded – Mr. Criscione
Carried Unanimously

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut
• Board Operations Committee met on Wednesday, April 14, 2021 at 9:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 20 – 2021 – Approve Collective Bargaining Agreement

- The Collective Bargaining Agreement was ratified by the Amalgamated Transit Union, Local 1321 (80% approval). The agreement extends the CBA by two years until June 2023. It provides a 5% increase for our front-line employees who have been the face of CDTA during the pandemic. There will be a significant increase in pension contributions on behalf of our employees by the company. The extension 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).
- The Authority hereby approves the extension of the ATU agreement, which is effective on June 13, 2021, ending on June 12, 2023.

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

Administrative Discussion Items

- The committee reviewed April committee agendas and the summer calendar of meetings. There will be no meetings in July and August meetings will start one week later than usual. We will then continue in September as regularly scheduled. Of course, we can schedule a meeting if something arises that requires board attention.
- We talked about the state budget, which was passed earlier in the month. It provides for level State Operating Assistance. Although we advocated for increases in this important funding source, we understand the state situation and the implications of federal stimulus funding. Our advocacy efforts have resumed with a focus on Montgomery County service.
- Carm presented a white paper on free or reduced fares. We will focus our work on targeted segments of our ridership and the community that requires assistance. Our Universal Access agreement will be the working model for anything that we advance.
- The next meeting of the committee is scheduled for Wednesday, May 12, 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, April 21, 2021 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Audit Committee

- Sarah Matrose provided the committee with the Audit Plan for the upcoming Fiscal Year. The plan is in your packets. The committee also received the quarterly internal audit report.

Investment Committee

Resolution No. 21 – 2021 – Approve Investment Policy

- Public Authorities Law requires an annual review of our investment policy. Our policy details how we invest, monitor, and report on funds. There are no recommended changes to the policy.
- The Authority hereby approves the 2021 Investment Policy.

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

Administrative Discussion Items

- Mike Collins provided the Monthly Management Report. MRT finished the year with a record \$14.8 million, thanks to low interest rates and a booming housing market. Customer revenue finished 61% under budget; Rail Station revenue was down 74%; Advertising Revenue was right on budget. Wages were down 2.3%; Most other expense lines were under budget for the year due to the pandemic. Total expenses were down 6% for the year. We ended the year in a good financial position (plus \$800,000).
- Chris Desany provided the Non-Financial Report. Ridership was down 36% for the year; total boarding's were 9.8 million. STAR ridership was down 42%; total boarding's were 142,000 for the year. Fixed route on-time performance was at 80%; STAR on-time performance was 85%. Total number of accidents was down 47 this year; but preventable accidents were up 52. Staff will provide a report at the June committee meeting.
- Next meeting of the Committee is scheduled for Wednesday, May 19, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Jackie Falotico

- The Community and Stakeholder Relations Committee met on Thursday, April 22, 2021 at 11:30am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer provided information on a new e-scooter pilot program. New York State now allows the use of e-scooters which allows us to offer this newest mobility option. The pilot program will feature nearly 60 scooters that will be equitably distributed across the Capital Region.
- Scooters are only able to be used in a defined geo-fenced area. Customers can access scooters, much like CDPHP *Cycle!* by creating an online account through a website or mobile app. The pilot will launch in early June.
- Jaime Watson summarized the Media Relations/Community Engagement report. CDTA earned 20 media placements in television, newspaper, and radio during March. Stories focused on an event held at Albany Medical Center that honored essential workers from both organizations, the return of CDPHP *Cycle!* season 5 and the recently passed fiscal year 2022 CDTA Budget.
- Jaime outlined some of the community engagement activities that CDTA participated in. Jaime notes that many activities are starting to return to in person events. Some of the activities included the roll out of the CAP NY initiative spearheaded by CEG, the Albany County Sheriff SHIP Program, Junior Achievement Titan Program and NYS Donate Life Month.
- Next meeting of the Committee will be on Thursday, May 20, 2021 at 11:15am 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, April 22, 2021 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

Mid-sized Infrastructure Projects –

- Ross Farrell and Brent Irving gave a presentation that explained the concept of mid-sized infrastructure projects and provided several examples of past and future projects.

- Mid-sized infrastructure projects are designed to improve service, operations, safety, and accessibility. Typically, they involve partnering with municipalities, NYSDOT, or other stakeholders and are either built by our Facilities Department or are coordinated with preexisting partner projects. They may involve adding traffic signals, crosswalks, curb extensions, bump outs, ADA improvements or site work for new stations and shelters. These require design and engineering but are smaller in scale than a full BRT line or transit center. Costs could range between \$50k and \$500k.
- A sample of completed projects includes Crossgates Commons, Albany Medical Center, Rivers Casino, Washington & Henry Johnson, Geyser Road, and the UAlbany Downton Campus. Projects in the pipeline include Lark Drive, St. Peter's, Hill Street Square, and Allen Street/Washington Avenue.
- Next meeting of the Committee will be on Thursday, May 20, 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 April 2021 (attached).

NOMINATING COMMITTEE REPORT – Georgie Nugent

- Georgie made a report regarding the slate of officers to lead the CDTA Board for fiscal year 2021-2022:

Chairperson	Jayne Lahut
Vice Chairperson	Michael Criscione
Secretary	Mark Schaeffer
Treasurer	David Stackrow

- The Authority hereby approves the FY2022 slate of officers.

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

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, May 26, 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: April 28, 2021

CHIEF EXECUTIVE OFFICER'S REPORT

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.cdfa.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

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 22 - 2021**

Approval of the Draft Financial and Compliance Report for FY2021

WHEREAS, pursuant to Public Authorities Law § 1305-a, the Capital District Transportation Authority (the “Authority”) is required to issue reports describing its financial condition; and

WHEREAS, pursuant to Public Authorities Law § 1306, the Authority is empowered to retain auditors to formulate financial and compliance reports; and

WHEREAS, the Performance Monitoring and Audit Committee has reviewed and recommended the approval of the Draft Financial and Compliance Report by Lumsden & McCormick, LLP, external auditors, dated March 31, 2021 for fiscal year April 1, 2020 through March 31, 2021.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves the Draft Financial and Compliance Report by Lumsden & McCormick, LLP, external auditors, dated March 31, 2021 for fiscal year April 1, 2020 through March 31, 2021.
2. The Authority hereby authorizes the filing of the Draft Financial and Compliance Report dated March 31, 2021 for fiscal year April 1, 2020 through March 31, 2021 with the appropriate governmental entities.
3. 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 26th day of May, 2021.

Dated: May 26, 2021

Mark Schaeffer, Secretary

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 23 - 2021**

Approve Purchase of Twelve 40-foot Transit Buses

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

WHEREAS, the Authority is authorized by Public Authorities Law section 1306 to make various capital purchases, and enter into contracts providing for capital purchases designed to provide the necessary equipment to meet its transportation objectives, including fixed route service, and

WHEREAS, after a competitive procurement, and by way of resolution 26-2016, the Authority has previously entered into a five-year bus purchase contract with the Gillig Corporation of Livermore, California (“Gillig”) and

WHEREAS, the Authority’s fleet replacement plan calls for the retirement of twelve forty-foot buses that have reached the end of their useful life, requiring the purchase of twelve replacement vehicles, and

WHEREAS, the Authority now desires to purchase twelve (12) forty-foot buses from Gillig based upon available funding, pursuant to the terms of the current contract, at a total cost not to exceed \$7,408,644, with anticipated delivery in February 2022.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby authorizes the purchase of twelve (12) forty-foot buses from Gillig for a total cost of \$7,408,644, subject to compliance with the contract documents.
2. The Chief Executive Officer is hereby authorized to execute all associated documents.
3. The source of funds will be from the New York State Capital Program.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 26th day of May, 2021.

Dated: May 26, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Vehicle purchases from Gillig, LLC.

Committee: Performance Monitoring/Audit

Committee Meeting Date: May 19, 2021

Board Action Date: May 26, 2021

Background:

The fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life. This is a routine action.

Purpose:

To insure the effective operation of fixed route service.

Summary of Proposal:

Forty-foot buses were competitively procured through the Request for Proposal (RFP) process in June 2016. This contract was awarded to Gillig, LLC., and staff is recommending the purchase of twelve vehicles.

Staff recommends purchasing twelve standard 40' buses at a cost of \$543,526 per vehicle. This includes an extended warranty for engines and changes in wiring for new radios. The cost represents a 6% per vehicle price increase from the previous order in 2019. Our 2020 purchase consisted of BRT-style vehicles for the River Corridor. Anticipated delivery is February 2022.

Financial Summary and Source of Funds:

Description	Unit Cost	Quantity	Extended Cost
Base Bus-40'	\$543,526	12	\$6,522,312
Wiring Change-Radios	\$3,935	12	\$47,220
Installation of Radios	\$24,141	12	\$772,512
Extended Warranties	\$5,550	12	\$66,600
TOTAL:			\$7,408,644

The purchase of these buses will be funded through the New York State Capital Program.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

Date: May 19, 2021
To: Performance Monitoring/Audit Committee
From: Lance Zarcone, Vice President of Operations
Subject: Fixed Route Bus Acquisition

Background:

On June 29, 2016, the Board awarded a five-year contract for the purchase of accessible low floor heavy-duty transit vehicles to the Gillig Corporation of Livermore, California. Staff recommends the purchase of twelve additional vehicles for fixed-route operations from this contract.

The vehicle model is a Gillig, powered by a L9 Cummins diesel engine, meeting Environmental Protection Agency (EPA) regulations. The bus is 40' long with thirty-eight seats and allows for two wheelchair passengers when two bench seats are folded up.

These buses will have a UV- Air and Surface Purification system installed to reduce the exposure of airborne pathogens to customers, along with a full shield drivers' barrier adding additional protection for our operators.

The twelve buses will replace an equal number of vehicles currently used to run the fixed-route service that has reached the end of their useful life. Delivery is anticipated for February 2022.

Recommendation:

Staff recommends the purchase of twelve Gillig Buses according to our contract.

Copy: Chief Executive Officer
Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 24 - 2021**

Approve the Purchase of Four Articulated Buses

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

WHEREAS, the Authority is authorized by Public Authorities Law section 1306 to make various capital purchases, and enter into contracts providing for capital purchases designed to provide the necessary equipment to meet its transportation objectives, including fixed route service, and

WHEREAS, it has been determined to be in the best interests of the Authority to utilize higher-capacity articulated buses on certain high-volume routes, to alleviate crowding and offer an improved customer experience, and

WHEREAS, in October 2020, after competitive solicitation, a five-year contract was awarded to New Flyer of America, Inc. (“New Flyer”) for the purchase of articulated buses, and

WHEREAS, the Authority currently needs four (4) fixed route revenue vehicles for the Red Line BRT to improve and resolve the issue of overcrowding, and has determined that the acquisition of four (4) articulated buses would best meet the needs of the Authority, and

WHEREAS, the Authority staff recommends purchasing four (4) articulated buses from New Flyer of America, Inc. of Winnipeg, MB Canada, at a cost of \$806,990 per vehicle for a total cost of \$3,248,360, with anticipated delivery in December 2021.

NOW, THEREFORE BE IT RESOLVED:

5. The Authority hereby approves the purchase of four (4) articulated buses from New Flyer of America, Inc., at a total cost of \$3,248,360, subject to acceptance and satisfaction of all contract terms and requirements.
6. The Chief Executive Officer is hereby authorized to execute the necessary contract documents.
7. The source of funds will be through a BRT Set-Aside Grant (at CDTC).
8. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 26th day of May, 2021.

Dated: May 26, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Articulated bus purchase from New Flyer of America.

Committee: Performance Monitoring/Audit

Committee Meeting Date: May 19, 2021

Board Action Date: May 26, 2021

Background:

Over the past few years, the Red Line BRT has become overcrowded at certain times of the day. Purchasing articulated buses will help to resolve this issue by increasing customer capacity and improving our spare ratio.

Purpose:

To improve the operational capacity of the Red Line BRT.

Summary of Proposal:

Articulated buses were competitively procured through the Request for Proposal (RFP) process in October 2020. This contract was awarded to New Flyer and staff is proposing to purchase four vehicles.

Staff recommends purchasing four articulated buses at a cost of \$806,990 per vehicle. This includes cost for an extended warranty on engines. The cost is the same as what we paid for vehicles ordered last fall. Anticipated delivery is December 2021.

Financial Summary and Source of Funds:

Description	Unit Cost	Quantity	Extended Cost
Articulated Bus	806,990	4	\$3,227,960
Cummins Extended Warranty	\$5,100	4	\$20,400
TOTAL:			\$3,248,360

These buses will be funded through a BRT Set-Aside Grant (at CDTC).

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

Date: May 19, 2021

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Fixed Route Articulated Bus Acquisition

Background:

On October 28, 2020, the Board awarded a five-year contract to purchase articulated vehicles to New Flyer. Staff recommends the purchase of four additional vehicles for fixed-route service operations from this contract.

The vehicle model is an articulated New Flyer Xcelsior heavy-duty transit bus. This articulated bus is 60' long, comprised of two passenger areas connected by a joint mechanism. The mechanism allows the vehicle to bend when the bus turns corners yet has a continuous interior. It has three doors and almost twice the seating capacity of a standard 40' bus. Buses will have passenger amenities such as WIFI and USB charging ports. These buses will have the standard BRT color scheme for the Bus Plus Red Line, silver with red accent.

The buses allow CDTA to address overcrowding on the Red Line which has occurred over many years and was exacerbated by social distancing needs related to COVID-19. Articulated buses provide a solution to overcrowding by increasing capacity with a one-time capital investment. It is a more cost-effective alternative than increasing route frequency which results in increased operating costs. In addition, increasing capacity on the BRT line provides the opportunity to adjust local frequency and reduce peak buses.

The purchase will ensure that all Bus Plus Red Line buses have an identical color scheme. Although we reduced frequency on the line in January 2021, the peak requirement of 19 buses leaves no spares. This results in use of standard blue local buses when maintenance occurs, causing customer confusion and compromising brand consistency/integrity. The additional buses will increase the Bus Plus Red Line fleet to 23 buses.

Upon delivery, this will bring the total of articulated buses for the BRT fleet to five. Delivery is anticipated for December 2021.

Recommendation:

Staff recommends the purchase of four articulated buses from New Flyer.

Copy: Chief Executive Officer
Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 25 - 2021**

Approve Purchase of One Replacement Trolley

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

WHEREAS, Authority is authorized by Public Authorities Law section 1306 to make various capital purchases, and enter contracts providing for capital purchases designed to provide the necessary equipment to meet its transportation objectives, including trolley service, and

WHEREAS, a competitively procured trolley purchase contract was previously awarded to Double K, Inc., d/b/a Hometown Trolley, in May of 2018, and

WHEREAS, the Authority’s current trolley fleet is aging and some are beyond their useful life, and

WHEREAS, staff now recommends the purchase of one (1) replacement trolley from this contract at a cost of \$179,054, to ensure the effective operation of our trolley service.

NOW, THEREFORE, BE IT RESOLVED:

9. The Authority hereby approves the purchase of one (1) replacement trolley from Double K Inc., d/b/a as Hometown Trolley, of Crandon, WI, at a cost of \$179,054, subject to compliance with all contract terms and requirements.
10. Authority Staff is hereby authorized to execute the necessary contract documents.
11. The source of funds for this purchase will be included in the FY2022 Capital Plan.
12. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 26th day of May, 2021.

Dated: May 26, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Purchase of one trolley from Hometown Trolley of Crandon, Wisconsin

Committee: Performance Monitoring/Audit

Committee Meeting Date: May 19, 2021

Board Action Date: May 26, 2021

Background:

We operate several trolleys throughout our service area; a few of them have reached the end of their useful life. To address this, we budget the purchase of one replacement trolley in our annual capital plan.

Purpose:

To ensure the effective operation of our trolley service.

Summary of Proposal:

Trolleys were competitively procured with a contract awarded to Hometown Trolley (Double K, Inc) in May of 2018. Staff recommends the purchase of one trolley from this contract at a cost of \$179,054. The cost represents an 11% price increase from the previous order for trolleys in 2018. Upon Board approval the trolley will be ordered immediately with anticipated delivery in December 2021.

Financial Summary and Source of Funds:

The trolley cost is \$179,054 and is funded through the FY2022 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarccone, Vice President of Operations

Memorandum

Date: May 19, 2021

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Trolley Acquisition

Background:

On May 31, 2018, the Board awarded a five-year contract to purchase trolleys to Double K Inc., operating as Hometown Trolley. Our trolley fleet is aging, and some are beyond their useful life. Staff recommends the purchase of one replacement vehicle from this contract.

The vehicle model is a Villager, manufactured on a Ford chassis body powered by a 6.8L gas engine. The trolley is 31' long, seats 32 passengers, and includes two wheelchair positions. The trolley will have a consistent look and feel matching the paint and graphic scheme for Albany, Saratoga, and Schenectady. This will provide flexibility across the three service areas.

This purchase will replace one trolley that has exceeded its useful life. Delivery is anticipated for December 2021.

Recommendation:

Staff recommends the purchase of one trolley from Hometown Trolley for \$179,054.

Copy: Chief Executive Officer
Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 26 - 2021**

Approve Sole Source Contract for Purchase of Fare Collection Vaults

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 competitively-procured, proprietary LINK software from SPX-Genfare for Navigator smart cards, cash revenue/ridership reporting, smart card media management, business to business account management, retail and administrative point of sale systems and customer web portals, and

WHEREAS, as part of the Albany garage expansion project, a portion of the Authority’s LINK cash collection infrastructure, currently over thirty years old, must be relocated to accommodate the reconstruction of the storage house, providing an opportunity to upgrade to a new mobile vault system, and

WHEREAS, due to the proprietary nature of the vaults and corresponding software, they must be purchased from SPX-Genfare, and

WHEREAS, staff recommends a sole source contract for the purchase of vault hardware and services to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$270,346, and staff has reviewed the proposed cost and found it to be fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a sole source contract for the purchase of vault hardware and services to SPX-Genfare of Elk Grove, Illinois, for an amount not to exceed \$270,346, 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 Washington/Western 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 the 26th day of May 2021.

Dated: May 26, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for the purchase of vault hardware to SPX-Genfare of Elk Grove, Illinois.

Committee: Performance Monitoring/Audit
Committee Meeting Date: May 19, 2021
Board Action Date: May 26, 2021

Background:

As part of the Albany garage expansion project, we need to relocate our collection infrastructure (cash vaults) to accommodate the construction of the storage house.

Purpose:

Because we need to relocate equipment, and the vault systems are old (30+ years), we want to upgrade our collection infrastructure to replace our legacy system vaults.

Summary of Proposal:

In 2017, we implemented the LINK fare collection system, which was competitively procured and provided by SPX-Genfare. We have been operating a legacy vault system with the LINK fare collection system. Since we need to move equipment as part of the Albany garage expansion, it provides an opportunity to upgrade to a new mobile vault system. Because the vaults and corresponding software are proprietary, they must be purchased from SPX-Genfare. Staff has reviewed the proposed cost and found it to be fair and reasonable.

Staff recommends a sole source contract for the purchase of vault hardware and services to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$270,346.

Financial Summary and Source of Funds:

This \$270,346 purchase will be funded from the Washington/Western BRT Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

May 19, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Fare Collection Vaults

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. This new system 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.

As part of the Albany garage expansion project, a portion of our LINK cash collection infrastructure must be relocated to accommodate the reconstruction of the back wall of the storage house. In addition to the need to relocate, the equipment is over 30 years old, and this is an excellent opportunity to replace it. This infrastructure includes new mobile vaults and bins, and services to install and reconfigure the software. These new mobile vaults will replace our legacy system vaults and provide added flexibility for daily operations and revenue collection activities.

Justification:

This recommendation for a sole source purchase of new mobile vaults at the Albany division is based on several important considerations. Most importantly, the SPX-Genfare vaults and corresponding software are proprietary, which prevents us from pursuing an independent means to replace them through another vendor. Services include installation, configuration, testing, 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 vaults and the related LINK system software 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.

Recommendation:

I am requesting approval to purchase vault hardware and services from SPX-Genfare of Elk Grove Village, Illinois for an amount of \$270,346.

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:**
\$270,346 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:** Washington/Western BRT Grant

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: May 6, 2021

Memorandum

May 26, 2021



To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for April

Overview

The beginning of a new fiscal year on April 1, brings a fresh perspective to what we want to do over the next 12 months. The adoption of our operating and capital plan provides a framework for our activities and how resources will be directed. This provides staff with tools to develop work plans and to articulate how those plans are aligned with our strategic pillars. The pillars are the foundation of our work and ensure that we are consistent with the direction we have set for CDTA – to connect communities with mobility solutions.

There have been some starts and stops regarding COVID-19. After a quiet six week stretch with no positives or employees in quarantine, we had two employees test positive this past weekend. This was a reminder that the pandemic is not over and will require continued attention from us. As of this writing, 94 CDTA employees have been infected with the virus; only 4 of those were reported in April and May, which is a dramatic slowdown from the first two months of 2021. About 450 employees have been vaccinated, leaving close to 300 who are not.

On a positive note, we are following state and federal guidance regarding the reopening of activities. Our mask wearing policies have been updated along with rules of entry to buildings and facilities. If you are vaccinated, no mask is required; if you are not vaccinated, a mask is required. Capacity limits in meeting rooms and gathering spots throughout our company are also being revised. Temperature taking stations have been removed and associated procedures have been updated.

It is important to note that customers are required to wear masks on all CDTA buses. The same goes for bus operators. All of this requires communication with and between employees and our customers. We are monitoring these changes closely as there are intersection points and lack of clarity. As we move along, we will modify these procedures as required.

There are lots of changes in the way people are getting vaccinated, so our supporting role is also changing. As the FEMA vaccination site at the Washington Avenue Armory winds down, so will our trolley service that connects the Armory with the parking lot on Elk Street. There have been more than 23,000 boardings since the service began three months ago.

As service winds down, we will be operating a trolley in partnership with Schenectady County and MVP Health Care. The trolley is bringing health care providers and the vaccine into neighborhoods that need it. We are also partnering with Rensselaer County to operate a full-size bus as a mobile vaccination clinic. The bus will travel throughout the county connecting people to the vaccine. It will be staffed by health professionals from Rensselaer County who will administer the vaccine on board the bus. Our work with the regional vaccination task force is helping us connect people and organizations to vaccinations sites.

Work on new mobility keeps rolling forward. Earlier this week, we were in Glens Falls to announce the expansion of CDPHP *Cycle!* into Warren County. Bike racks have been installed in downtown Glens Falls, Queensbury and in the Village of Lake George to give residents and visitors the ability to access bikes and enjoy their convenience and fun. As the expansion occurs, use of bikes continues to grow. With 6 weeks of operation in the books, we have already surpassed 15,000 rides. New rack locations are being installed and we will have a deployment of more than 500 bikes very soon. Lots of interest and enthusiasm for this great mobility option.

With bikes breaking ridership records, we are getting ready to deploy more than 75 electric scooters. We have developed a pilot program that uses geocoding to control where scooters are used. Over the next few weeks, we will introduce the SCOOT program to the region. We expect scooters to be used in the same fashion as bikes with short, purposeful trips mixed with leisurely use. More information to follow on ridership, operations, and education of the program.

As discussed in the Community and Stakeholder Relations meeting, we are looking to restart Capital Car Share. Our staff is engaging with an operation manager and working on the purchase of electric cars for the program. We will brand it and introduce it to a target market in Albany with the ability to expand to other communities if it is successful. More information to follow on this new and exciting addition.

Lots of construction activity as we expand our facilities to incorporate new mobility operations. Work on the front of 110 Watervliet Avenue is just about complete. New sidewalks, crosswalks, lots of trees and attractive landscaping have been installed to provide a campus feel to our facilities. Sidewalks extend up the hill to 85 Watervliet Avenue and tie the buildings and parking facilities together, connecting our people and improving the look of our properties.

As this work winds down, new activity has started in the rear of our building as crews begin a 20,000 square foot expansion to our garage, maintenance area and bus wash facility. This work will continue for the next year or so, providing more space and improved maintenance capabilities. As with any project of this size, there will be lots of dirt, dust, and disruption. However, the pay back will be great, paving the way for more success at CDTA.

Finally, work continues at our Troy facility. Crews are finishing up a complete rehabilitation of the locker rooms, bathrooms and employee gathering areas. This follows the expansion of the storage garage and renovation of the maintenance areas. This is the first major renovation of the building since it opened in 1980.

I am pleased that many of the components of our new collective bargaining agreement with the ATU are rolling out. The agreement extends our contract with the ATU until June 2023, providing our employees with increases in wages and benefits while engaging them in their health care choices. It will also have a significant impact on our balance sheet with adjustments to post-employment benefits.

Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for April and it is compared to April 2020. With a month in the books, we are off to a great start with most measurements better than expectations. As we go through the year, we will pay attention to trends and provide comparisons to the same period last year.

Total ridership in April was 885,000, 55% more than last April; we are now comparing apples to apples (pandemic to pandemic). Ridership continues to inch up week after week; we have a long way to go, but I am confident that boardings will increase as people return to their workplaces and when college students resume normal schedules. Ridership on STAR totaled 21,600 (double last April). Before the pandemic, monthly ridership on STAR was 28,000-30,000. Northway Express ridership continues to be very low, with only 2,000 boardings in April.

With our operating plan in place, we are seeing positive financial results. Mortgage Recording Tax revenue continues to be outstanding. Receipts for April totaled \$1.6 million, our highest month in CDTA history. In checking with the other upstate systems, all of them are seeing gains, although our economy/real estate market is a bit better than our friends across the I-90 corridor.

The customer revenue line is starting to recover; we exceeded the \$1 million mark for the second consecutive month after spending most of the pandemic well short of that mark. We are also seeing some recovery in the RRS and facilities line. A long way to go as this is driven by the Amtrak system, which generates traffic at RRS, along with parking and tenant revenue. We are using federal funds from pandemic relief packages to plug holes and provide stop gap funding.

Almost all expense lines finished the month below expectations. The wage and benefits line will see increased activity when new wage rates and pension contributions begin next month. Some of that was accommodated for in our budget planning but we are reviewing expenses and we are likely to recommend an adjustment to the spending plan. The finance staff will have a discussion outline ready for the June Performance Monitoring committee meeting.

We missed 33 trips on the fixed route system; last April, we missed 11 trips. There were 43 accidents in April with 22 categorized as preventable; last April, we recorded 25 accidents with 11 preventable. Our staff is developing new ways to work with bus operators, especially recent hires to lower preventable accidents and ensure safe operations. We will provide a detailed presentation on this and other safety indicators at the June committee meetings.

All but 2 preventive maintenance inspections were done on time (98%). Scheduled maintenance work was at 83%; it was at 90% last April. On time performance for fixed route service was at 79%, last April, it was 74%. STAR service operated within our acceptable window (10 minutes) 84% of the time; last April, it was 82%. There were 9,400 calls to the reservation center, last April, there were 4,300 calls.

We are reviewing key performance indicators - ways to display and use the information, while considering the establishment of targets that aim us towards improved performance throughout the system.

Our call center processed 173 comments compared to 119 last April. We received 19 comments about STAR service; last April, we received 4 comments. We processed 176 applications for STAR eligibility; last April, we processed 91 applications. Response time to close customer inquiries within 10 days was 96%. There were 496,000 page views at www.cdta.org.

Community and Stakeholder Relations:

- Schenectady Mobile COVID-19 Vaccine Trolley
- Albany Armory Vaccine Trolley
- United Way 5.18 Day Kick
- Northeast Kidney Foundation Gift of Life Celebration

Activity Report

There is lots of excitement as the region reopens after an extremely hard 14 months. As normal activities resume, the people of CDTA are adjusting and changing procedures as required. We are ready to welcome customers back to our system and reengage with the community, telling the CDTA story of more mobility options, innovation, and success.

- On Thursday, April 29, I was a panel member at the Sustainable Futures Conference. The virtual conference included presentations by planners, elected officials, and advocates for sustainable communities. I talked about the work CDTA does in this regard while highlighting some of our success stories.
- On Friday, April 30, I was proud to participate in the United Way's opening of their shared office space on North Pearl Street in Albany. The Shared Services concept has been in the planning stages for almost three years, and it was good to see it open. The center will be called Blake Annex and we are working to include a Universal Access Agreement for the employees who will work there. Jaime Watson accompanied me.
- On Monday, May 3, I met with the NYPTA Leadership Team to talk about ways to enhance the state operating assistance program. There are several funding streams that finance the STOA account. As we seek to increase STOA, the accounts need to be strengthened to insure adequate funding.
- On Tuesday, May 4, I spoke to a class of Albany High students about the work we do and the components of our business. This was part of a Junior Achievement mentorship program that we are participating in. The class is focused on leadership and professional development needs of operating a business. Jaime Watson participated with me.
- On Thursday, May 6, I spoke at a media event to announce our partnership with the Schenectady Green Market. Every Sunday, one of our trolleys is providing transportation between the Market and the Hamilton Hill, Mont Pleasant, Eastern and Union Avenue neighborhoods. Jayme Lahut emceed the event and did a great job outlining the partnership. Jaime Watson, Allie Schreffler and Jon Scherzer coordinated our efforts.
- On Thursday, May 6, I joined the NYPTA Executive Team in a meeting with Assemblyman Bill Magnarelli. Assemblyman Magnarelli chairs the Transportation Committee and has been a supporter for improved mobility throughout upstate New York. We talked with him about ways to improve State Transit Operating Assistance accounts.
- On Friday, May 7, I met with Schenectady County Legislators to talk about ways to improve access to our services throughout the county. This is part of a continuing discussion about reducing or eliminating fares for those who need to travel. We are using our Universal Access program as the basis for these discussions and our ability to target groups of people or neighborhoods that may require assistance.
- On Monday, May 10, I checked in with our Stretch participants at their regular meeting. This is a pilot program that we have been advancing with a mix of management and union employees. They are learning about CDTA as we put them on a career path for success. This is a different approach to professional development, and it appears to be a promising addition to our HR menu.

- On Tuesday, May 11, Lisa Marrello and I met with Ron Epstein, Deputy Commissioner at NYSDOT. We talked about our efforts in Montgomery County and the need for state assistance to make this work. Ron is an advocate for CDTA and the expansion of services by regional authorities. He provided helpful information that we can use in our efforts.
- On Wednesday, May 12, I chaired a meeting of the United Way's Executive Committee. Most of the meeting was devoted to our annual budget development.
- On Wednesday, May 12, 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 a report on vaccinations. Our region has been very successful with nearly 60% of our adult population now vaccinated.
- On Thursday, May 13, I met with Scott Sopczyk who is the Director of the Greater Glens Falls Transit District. We talked about our efforts to bring bike share to Warren County and ways to integrate the services we offer. We plan to continue these conversations.
- On Thursday, May 13, I met with Mo-Yain Tham from Jobs Across America to talk about our experience with electric buses and related infrastructure. JAA is a policy center and advocacy group that is working to create jobs and healthy communities throughout the country.
- On Monday, May 17, I welcomed a new class of 8 people to the CDTA family. They have begun our bus operator training program and will be ready for service by mid-June. I talked about the work we do at CDTA and the expectations of them in their role as public facing employees.
- On Monday, May 17, 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. The board discussed a proposal to build senior housing on Exchange Street in West Albany. This will be mid-level priced housing, which is a needed inventory in the town.
- On Tuesday, May 18, Lance Zarcone, Dave Williams, and I met with Bob and Steve Brown. We meet a few times during the year to make sure we are on the same page regarding service quality and to address issues regarding service or maintenance. The Brown's operate NX service on our behalf.
- On Tuesday, May 18, I participated in a media event to kick off the United Way's 518 day. This is an annual day of giving where we provide three buses to be "stuffed" with items for recent immigrants to the Capital Region.
- On Tuesday, May 18, I attended a lunch for Paul Klippel who is retiring as our Manager of Inventory. Paul has been in this role for 12 years. He is one of our many behind the scenes people whose work is critical to what we do. During his tenure, Paul dramatically improved inventory and stock room operations. Most important, he is an extremely nice and kind person – we will miss him.
- On Tuesday, May 18, I met with Donna Gonser to talk about the audit process and to discuss the functions of our finance department. Donna and her team at Lumsden McCormick do outstanding work and we rely on them for guidance and advice.

- On Tuesday, May 18, I attended the United Way's wrap up of 5.18 day at Joe Bruno Stadium. Lots of volunteers attended along with one of the three CDTA buses used to stuff the bus full of health and hygiene items. The United Way will distribute the items to newly arriving refugees. Jaime Watson and Allie Schreffler also attended.
- On Wednesday, May 19, I attended a meeting of CDTC's Administrative and Finance committee. We reviewed the agency financials, discussed cash flow, and resumes for the Executive Director position. Mike Franchini will retire in July and the search has begun for his replacement. Mike has been the Executive Director at CDTC for nearly 10 years.
- On Thursday, May 20, Lisa Marrello and I met with staff from Assemblyman Angelo Santabarbara's office to talk about CDTA service in Montgomery County. The Assemblyman supports this expansion and we discussed ways to make the process move forward.
- On Thursday, May 20, my wife Sheila, and I attended the Northeast Kidney Foundation annual dinner at Rivers Casino in Schenectady. I was the honorary chair of the event and presented one of the awards that evening. Jaime Watson, Allie Schreffler and Amanda Avery also attended.
- On Monday, May 24, I spoke at an event in Glens Falls to announce the beginning of CDPHP *Cycle!* in Warren County. Lots of supporters and enthusiasm for this expansion of our operation into new territory. Hats off to Lindsey Garney and her team to make this expansion possible.
- Earlier today, I was at the United Way's Blake Annex to introduce a new partnership with Siena College. Siena President and former Congressman Chris Gibson joined us.

Final Thoughts

As we emerge from the pandemic, the CDTA work plate has never been fuller. Our campus facelift is complete as is most of the work at our Troy garage. Work on a major renovation project in Albany has begun and we are beginning to survey the area for a new facility that can house our growing operation. As people return to work and school, we expect ridership to rebound, and we will make appropriate adjustments to our service level. Our strategic plan is guiding our activities and helping us to improve and make our mark on the Capital Region.

CDTA Provides Mobility Solutions that Connect the Region's Communities

Copy: Director of Corporate Communications