

# **Board of Directors Monthly Meeting**

**Wednesday, June 30, 2021 | 12:00pm  
Via Microsoft Teams & at 110 Watervliet Ave.**

# CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, June 30, 2021 | 12:00pm | 110 Watervliet Avenue, Albany  
and Microsoft Teams

<b>Board Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, May 26, 2021	Jayne Lahut	
<b>Recognitions</b>	Carm Basile/ Jayme Lahut	
<ul style="list-style-type: none"><li>• 35 Years – Mike Collins, Vice President</li><li>• 40 Years – Dan Byrne, Support Technician</li><li>• 40 Years – Bill Plunket, Master Technician</li><li>• 40 Years – Fred Neumann, Maintenance Trainer</li></ul>		
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (06/16/2021)	Jayne Lahut	
Investment Committee (06/30/2021)	Denise Figueroa	
Performance Monitoring/Audit Committee (06/23/2021)	Denise Figueroa	
<ul style="list-style-type: none"><li>• Resolution 27 – Approve MCI Motorcoach Purchase</li><li>• Resolution 28 – Approve Camera Purchases for NX/Trolley Vehicles</li><li>• Resolution 29 – Approve Farebox Purchases for Flex Vehicles</li><li>• Resolution 30 – Approve Annual Software Maintenance Contract</li><li>• Resolution 31 – Approve Electric Car Share Contract</li><li>• Resolution 32 – Approve DBE Triennial Goals</li></ul>		
Community and Stakeholder Relations Committee 06/24/2021)	Jackie Falotico	
Strategic and Operational Planning Committee (06/24/2021)	Michael Criscione	
<b>Chief Executive Officer’s Report</b>	Carm Basile	
<b>Board Member Comments</b>	Everyone	
<b>Upcoming Meetings</b>		
Wednesday, September 1, 2021 at 12:00pm via Microsoft Teams and 110 Watervliet Avenue, Albany		
<b>Adjourn</b>	Jayne Lahut	

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

**MINUTES OF WEDNESDAY, MAY 26, 2021 BOARD MEETING**

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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  
                                 David Williams, Superintendent of Maintenance  
                                 Jaime Watson, Director of Corporate Communications  
                                 Ross Farrell, Director of Planning  
                                 Kelli Schreivogl, Director of Human Resources  
                                 Thomas Guggisberg, Director of IT  
                                 Stacy Sansky, Director of Procurement  
                                 Vanessa Salamy, Executive Assistant  
via Microsoft Teams:    Sarah Matrose, Internal Auditor  
                                 Gary Guy, Superintendent of Transportation  
                                 Jonathan Scherzer, Director of Marketing

CALL TO ORDER

- At 12:01 p.m., Chairman Lahut called the meeting to order. Chairman Lahut noted that a quorum was present.

AGENDA APPROVAL

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

APPROVAL OF THE APRIL 28, 2021 BOARD MEETING MINUTES

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

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

- Board Operations Committee met on Wednesday, May 12, 2021 at 9:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- The committee reviewed agendas for the meetings in May and heard an advocacy update from Lisa Marrello. The state budget process is complete, and we continue to work with elected leaders to strengthen the fund sources for State Operating Assistance.

- Carm presented a review of the CEO and company workplan from the last 12 months. Lots of accomplishments and advancements during the year and CDTA continues to move forward. He also provided a COVID update through April 2021. A nice slowdown with only a few positives and quarantines among our workforce, as the company adjusts to what we hope will be “post” pandemic. There is still some work to be done in vaccinating the remainder of the workforce.
- Chris Desany led a discussion on Key Performance Indicators. We talked about different ways to show information and specific areas where measurements are available. Lots of data available to work with and almost everything we do can be measured, displayed, and reported on. This includes electronic mediums where board and staff members can look at data and drill deeper into subject areas, either on their own or as part of a committee meeting.
- The next meeting of the committee is scheduled for Wednesday, June 16, 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, May 19, 2021 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Audit Committee

*Resolution No. 22 – 2021 – Approve FYE Audit Draft*

- Donna Gonser and Seth Hennard from Lumsden & McCormick, our external auditors, presented the draft FY2021 year-end audit. We received a clean opinion with no findings or weaknesses. Lumsden reviewed their audit process and approach, along with required communications, and the balance sheet.
- The Authority hereby approves the draft FY2021 Financial Statements and Compliance Summary prepared by Lumsden & McCormick.

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

Consent Agenda Items

*Resolution No. 23 – 2021 – Approve 40’ Bus Purchase*

- As part of our fleet replacement plan, we want to purchase 12, 40-foot Gillig buses. These will replace buses that are past their useful life. This is the last order off the five-year contract with Gillig, which expires in June. Total cost including warranties and radio installation is \$7.4 million.
- The Authority hereby the purchase of 12 Gillig buses for \$7,408,644.

Motion – Mr. Criscione  
 Seconded – Ms. Falotico  
 Abstain – Mr. Schaeffer  
 Resolution Carried

*Resolution No. 24 – 2021 – Approve Articulated Bus Purchase*

- We want to purchase articulated buses to enhance service operations on our BusPlus line and staff recommends the purchase of four articulated buses.
- The Authority hereby approves the purchase of four articulated buses from our contract with New Flyer for a cost of \$3,248,360.

Motion – Ms. Figueroa  
 Seconded – Ms. Falotico  
 Abstain – Mr. Schaeffer  
 Resolution Carried

*Resolution No. 25 – 2021 – Approve Trolley Purchase*

- Staff recommends purchasing one trolley to replace a trolley that is past its useful life.
- The Authority hereby approves the purchase of one trolley from our contract with Hometown Trolley for a cost \$179,054.

Motion – Mr. Criscione  
Seconded – Ms. Nugent  
Abstain – Mr. Schaeffer  
Resolution Carried

*Resolution No. 26 – 2021 – Approve Contract for Vault Purchase*

- As part of the Albany Garage expansion, we need to relocate our cash vaults. The vaults are 30 years old and should be replaced as part of our upgraded fare collection infrastructure. The vaults and corresponding software are proprietary and must be purchased from our vendor SPX-Genfare.
- The Authority hereby approves the purchase of vault hardware and services to SPX-Genfare of Elk Grove Village, Illinois for \$270,346.

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

Administrative Discussion Items

- Mike Collins provided the Monthly Management Report. This is the first month of the new fiscal year. MRT continues to be very good with a record \$1.6 million in April; Customer revenue and Rail Station revenue performed well compared to lower budget expectations. Total revenue exceeded budget by 11.9%. Wages were down 7% and Other Benefits (pension) was down almost 20% because the new labor contract does not go into effect until June. Total expenses were down 6.8% for the month. We are in a good financial position to start off the year. We will make a budget adjustment next month due to changes that happened after we approved our budget.
- Chris Desany provided the Non-Financial Report. Ridership was up 55% versus the same time last year. Keep in mind that ridership plummeted last year when the pandemic started. STAR ridership was up 101% from last year for the same reasons as fixed route. Fixed route on-time performance was 79%; STAR on-time performance was 84%. Preventable accidents remained steady at 23 and non-preventable accidents were at 20.
- Next meeting of the Committee is scheduled for Wednesday, June 23, 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, May 20, 2021 at 11:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer provided information on an electric care share pilot program that CDTA will launch in the fall. Capital Car Share dissolved last year after low usage rates by residents in the Capital Region. CDTA will join a car share collaborative with Mobility Development group to launch an initial 10 car pilot program at designated areas in the Capital Region. In the coming month CDTA will formalize the pilot program, reach an agreement with Mobility Development, talk with stakeholders and elected officials and identify new branding and outreach opportunities.
- Jaime Watson summarized the Media Relations/Community Engagement report. CDTA earned 15 media placements in television, newspaper, and radio during April. Stories focused on the launch of the Schenectady Greenmarket Trolley, the reelection CDTA Board Chairman Jayme Lahut and the stuff the bus campaign for the United Way's 5.18 day.

- 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 promoting COVID-19 vaccines and the 140<sup>th</sup> Anniversary of the American Red Cross.
- Next meeting of the Committee will be on Thursday, June 24, 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, May 20, 2021 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

*Bus Lane Study* –

- Ross Farrell and Brent Irving gave a presentation that explained the concept of bus lanes and reviewed the scope of a bus lane study that is about to begin. Bus lanes are made up of roadway space dedicated exclusively or primarily to the use of buses, whose purpose is to avoid the delays caused by general traffic. Using bus lanes can elevate the concept of BRT and leverage low-cost solutions to improve bus service and infrastructure. We do have several existing examples of bus lanes in the form of queue bypass lanes. With the implementation of the WWBRT, we will build another 1.75 miles of lanes between UAlbany and the Harriman campus.
- As a result of a partnership with CDTC, we are participating in a bus lane feasibility study that will screen the region and identify additional corridor segments to be considered for bus only lanes. As a result of a previous study and the rollout of the Red Line, downtown Albany has already been recognized as an area with high potential. Moving forward, stakeholder coordination and buy-in will be critical for any future bus lane implementations.
- Next meeting of the Committee will be on Thursday, June 24, 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 May 2021 (attached).

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,

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Mark Schaeffer, Secretary

Dated: May 26, 2021

## CHIEF EXECUTIVE OFFICER'S REPORT

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 are 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](http://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

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 27 - 2021**

Authorizing the Purchase of Two Coaches From Motor Coach Industries

**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, and

**WHEREAS**, the Capital Improvement plan of the Authority calls for the replacement of two 45-foot motor coaches used for the Northway Commuter Service that connects Saratoga County to the City of Albany, and

**WHEREAS**, the interests of the Authority are best served by “piggybacking” on the existing agreement between Connecticut Department of Transportation (“CTDOT”) and Motor Coach Industries, Inc. (MCI) of Schaumburg, Illinois, and CTDOT has undertaken to competitively procure the subject equipment in a manner that meets applicable requirements and pursuant to a contract that sets competitive unit pricing that has been determined to be fair and reasonable, and is now willing to assign the purchase option for two motor coaches to the Authority, and

**WHEREAS**, the Authority expects to utilize two of these purchase options for anticipated vehicle delivery in December of 2021.

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

1. The Authority hereby authorizes the purchase of two 45-foot motor coaches from Motor Coach Industries, Inc. pursuant to a piggy-backing agreement with CTDOT and the contract between those parties for an aggregate price of \$1,055,526.
2. Authority staff is authorized to enter into an agreement with MCI for the actual purchase of the vehicles.
3. The Chief Executive Officer is hereby authorized to execute the necessary documents.
4. The source of funds for this purchase is the FY2022 Capital Plan.
5. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on June 30, 2021.

Dated: June 30, 2021

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Mark Schaeffer, Secretary

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

**Subject:** Purchase two 45-foot commuter buses for Northway Commuter Service from Motor Coach Industries (MCI).

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** June 23, 2021  
**Board Action Date:** June 30, 2021

**Background:**

CDTA uses a “piggyback” option to purchase commuter buses from a Connecticut Department of Transportation (CTDOT) contract. Piggyback procurement allows CDTA to save time and money for small quantity purchases. We use this style bus for our Northway Commuter Service (NX).

**Purpose:**

To replace NX vehicles that have reached the end of their useful life.

**Summary of Proposal:**

A Request for Proposals (RFP) was issued by CTDOT for motorcoaches. We requested options from this contract for coach style buses to operate our NX service. CTDOT is allowing us to purchase two buses under this contract. There is a 3.4% price increase from a previous purchase we made in February 2020 and staff finds pricing to be fair and reasonable. We will execute our own agreement with MCI for the actual purchase.

Upon Board approval and contract execution, a purchase order will be issued for two vehicles with anticipated delivery in December 2021.

**Financial Summary and Source of Funds:**

The cost per vehicle is \$527,763 for a total cost of \$1,055,526. This purchase is funded through the FY2022 capital plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: NX Service Replacement Vehicles

We need to replace two commuter buses for our Northway Xpress service, and we want to purchase these buses off the State of Connecticut Department of Transportation contract. Staff recommends the purchase of two commuter style buses for the Northway Xpress service to Motor Coach Industries (MCI) of Schaumburg, Illinois.

The vehicle model is a D4500 MCI powered by an 11.9L ISX Cummins diesel engine. The bus is 45' long with 55 seats and equipped with a Ricon wheelchair lift arrangement. The NX fleet consists of 14 commuter style buses.

The Federal Transit Administration (FTA) useful life of this model bus is 12 years/ 500,000 miles. These buses will replace an equal number of vehicles that have reached the end of their useful life. Delivery is anticipated for December 2021.

### Recommendation

Staff recommends the purchase of two commuter style buses to MCI for \$1,055,526.

Copy: Chief Executive Officer  
Director of Procurement

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

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

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

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

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

**3. CONTRACT VALUE:**

\$1,055,526    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) – **Piggyback CTDOT**  
 Professional Services (Over \$25,000)       Sole or Single Source (Non-Competitive)

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # \_\_\_\_\_ or      **Advertised**  
Number of Proposals/Bids Received # \_\_\_\_\_

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**  
Number of DBE Subcontractors    \_\_\_\_\_

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Motor Coach Industries, Inc  
1700 E Gulf Road Suite 300  
Schaumburg, IL 60173

**8. SOURCE OF FUNDS:** FY2022 Capital Plan

**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: June 2, 2021



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 28 - 2021**

Awarding a Sole Source Contract for Cameras to March Networks

**WHEREAS**, the Capital District Transportation Authority (the “Authority”) is charged with the development and improvement of transportation in the Capital Region, including omnibus service operated out of division facilities located in Albany, Schenectady and Troy, and

**WHEREAS**, the Authority currently utilizes a system of video cameras on its fixed route buses to enhance safety and security, which has proven to be of great benefit to the Authority, and

**WHEREAS**, it is in the best interests of the Authority to install cameras on its trolley buses and commuter coaches, completing the installation of camera systems on the entire revenue fleet, and

**WHEREAS**, the Authority’s current camera system is proprietary in nature, having been originally provided by March Networks of Atlanta, Georgia (“March Networks”), pursuant to the terms of a competitively-procured contract, and

**WHEREAS**, due to the proprietary nature of the fixed camera system, the Authority now desires to award a sole source contract for the purchase of 17 camera systems from March Networks for an amount not to exceed \$105,086, which has been determined to be fair and reasonable.

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

1. The Authority authorizes the award of the sole source camera purchase contract to March Networks of Atlanta, Georgia, for a total cost not to exceed \$105,086, subject to compliance with the terms and conditions of the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding for these services will be the FY2022 Capital Plan.
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 30th day of June, 2021.

Dated: June 30, 2021

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

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

**Subject:** Contract award for the purchase of cameras to March Networks of Atlanta, Georgia.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 23, 2021

**Board Action Date:** June 30, 2021

### **Background:**

CDTA began deploying cameras on our fixed route buses in 2007. Cameras have enhanced employee and customer safety; improved accident investigations; helped with training programs; and assisted law enforcement to solve crimes.

The only segments of our revenue fleet that does not have cameras, is our trolley buses and commuter coaches.

### **Purpose:**

To equip trolleys and commuter coaches with camera systems, which will complete camera installations on revenue vehicles.

### **Summary of Proposal:**

In 2007, the Board awarded a contract to March Networks for the purchase of an electronic surveillance equipment (cameras). To allow for continuity of equipment and software, a sole source contract is recommended. Staff has reviewed pricing by March Networks and found it to be fair and reasonable based on past purchases.

Staff recommends a contract for 17 camera systems be awarded to March Networks of Atlanta, Georgia for an amount not to exceed \$105,086. Upon approval a contract will be executed and cameras will be ordered.

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

The cost of this camera system is \$105,086 and is funded in the FY2022 Capital Plan.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Sole Source for Camera Retrofit

### Background

In 2007, cameras were introduced on CDTA's fixed-route bus fleet. The camera systems were competitively procured and awarded to March Networks, Inc. of Ottawa, Canada. We use these systems on all fixed-route buses and paratransit buses. Our trolley buses and commuter fleet are not equipped with camera systems.

The camera systems have numerous benefits; including, protecting drivers, enhancing passenger safety, reducing liability, and improving investigations. There has been a positive impact on training, and law enforcement, who frequently request footage to help them solve crimes.

We have 11 commuter buses and six trolleys that do not have cameras and we recommend retrofitting them with our camera system.

### Recommendation

Staff recommends a sole source contract award to March Networks of Ottawa, Canada, to install camera systems in the remaining fleet of revenue vehicles for \$105,086. Staff has reviewed pricing and finds it fair and reasonable compared to previous camera purchases.

Copy: Chief Executive Officer  
Director of Procurement  
Director of Maintenance



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 29 - 2021**

Award Sole Source Contract for Purchase of Flex Service Fareboxes

**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 to make various capital purchases authorized by Public Authorities Law section 1306, and

**WHEREAS**, In July 2013, the Authority awarded a competitively procured Fare Collection System contract to Genfare, a division of the SPX Corporation, and

**WHEREAS**, the Authority has now contracted to purchase new revenue vehicles for its FLEX revenue service (“FLEX”), which requires the installation of fareboxes on the new FLEX vehicles, and

**WHEREAS**, to allow for continuity of equipment and software, and compatibility with the existing system purchased from Genfare, a sole source farebox contract with the SPX Corporation is now required, and

**WHEREAS**, the Authority now recommends the award of a sole source farebox purchase contract to SPX Corporation of Elk Grove Village, IL, for an amount not to exceed \$115,924, which has been determined to be both fair and reasonable.

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

1. The Authority hereby awards the sole source farebox contract to SPX Corporation, Inc., of Elk Grove Village, IL, subject to the vendor’s compliance with the contract and other requirements.
2. Authority staff is hereby authorized to contract with SPX Corporation, Inc., to provide the equipment in accord with the quoted unit and other charges, as set forth in the contract documents, at a cost of \$115,924.
3. The source of funding for this project will be the FY2022 Capital Plan.
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 30<sup>th</sup> day of June, 2021

Dated: June 30, 2021

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

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

**Subject:** Contract award for the purchase of fareboxes to SPX Corporation of Elk Grove Village, Illinois.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** June 23, 2021  
**Board Action Date:** June 30, 2021

**Background:**

As our *FLEX* service expands and we purchase new buses, these vehicles require fareboxes.

**Purpose:**

To provide fareboxes to the *FLEX* vehicle fleet.

**Summary of Proposal:**

In July 2013, the Board awarded a contract to Genfare (a division of the SPX Corporation) for the purchase of fare collection equipment, including fareboxes. To allow for continuity of equipment and software on the *FLEX* fleet, a sole source contract is recommended. Staff has reviewed the pricing provided by SPX and found it to be fair and reasonable based on past purchases.

Staff recommends a contract for the purchase of 8 fareboxes be awarded to SPX Corporation of Elk Grove Village, Illinois for an amount not to exceed \$115,924. Upon approval, a contract will be executed and fareboxes will be ordered.

**Financial Summary and Source of Funds:**

The farebox cost is \$115,924 and is funded in the FY2022 Capital Plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Farebox Purchase

### Background

We are introducing *FLEX* service in Southern Saratoga County this summer. The service will connect Mechanicville and Clifton Park to provide access to employment, services, and recreation. As a result of the new service, we are increasing our *FLEX* fleet and the new vehicles require fareboxes.

### Summary

Our contract with SPX Genfare (GFI) expired, but we want to sole source this procurement to continue using the same farebox system.

### Recommendation

Staff recommends a sole source contract for the purchase of eight fareboxes be awarded to SPX Corporation of Elk Grove Village, IL, for an amount not to exceed \$115,924. These costs have been compared to previous purchases of the same items and are found to be fair and reasonable.

Copy: Chief Executive Officer  
Director of Procurement

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

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

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

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

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

3. **CONTRACT VALUE:**

\$115,924                                      **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

9. **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 Corporation**

**800 Arthur Ave**  
**Elk Grove Village, IL 60007**

8. **SOURCE OF FUNDS: FY2022 Capital Plan**

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: June 3, 2021



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 30 - 2021**

Sole Source Contract for Scheduling Software Maintenance

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

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

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

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

**WHEREAS**, the Authority has been satisfied with GIRO’s past performance, and the price of \$156,228 has been determined to be fair and reasonable, and

**WHEREAS**, the Authority now desires to award a one-year sole source contract for scheduling software maintenance to GIRO of Montreal, Quebec, Canada, for an amount not to exceed \$156,228.

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

1. The Authority hereby awards a one-year sole source HASTUS maintenance contract to GIRO of Montreal, Quebec, Canada, for a total amount not to exceed \$156,228, subject to compliance with all of the terms and conditions set forth in the contract and related documents.
2. Authority staff is hereby authorized to execute a contract with GIRO.
3. The source of funds will be from the FY2022 Operating Budget.
4. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 30<sup>th</sup> day of June, 2021.

Dated: June 30, 2021

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

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

**Subject:** Sole source contract award for a Scheduling software maintenance contract.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 23, 2021

**Board Action Date:** June 30, 2021

**Background:**

The maintenance agreement for GIRO scheduling software is set to expire. A new agreement is needed to continue support for this software.

**Purpose:**

The software is used for vehicle assignments, trip planning and scheduling.

**Summary of Proposal:**

In 2000, CDTA competitively procured a route scheduling system from GIRO, called HASTUS. The software is proprietary in nature, requiring a sole source procurement for a maintenance contract. The maintenance contract includes software updates, consulting services and issue resolution that can only be performed by GIRO. Therefore, staff recommends a one-year contract be awarded to GIRO for a maintenance contract for the Scheduling Software System (HASTUS) for an amount not to exceed \$156,228. Staff has reviewed the pricing and finds it to be fair and reasonable.

**Financial Summary and Source of Funds:**

The \$156,228 is funded in our FY2022 Operating Budget.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Christopher Desany, Vice President of Planning and Infrastructure

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Scheduling Software Maintenance Contract

### Overview

In 2000, CDTA purchased a fixed route scheduling system (HASTUS) from GIRO. HASTUS software is used for fixed route scheduling, work optimization, mapping, trip planning, stop/route/network development and customer comment tracking, making it one of the most widely used applications at CDTA. Over the past couple of years, CDTA has installed a number of new HASTUS software modules for work bidding, vehicle assignments, and other related packages. The support and maintenance agreement is due for renewal and covers existing HASTUS software and 20 days of training and consulting services. CDTA has been very satisfied with GIRO's performance.

### Justification

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

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

### Recommendation

I am requesting that a one-year sole source maintenance contract be awarded to GIRO of Montréal, Québec, Canada for an amount of \$156,228.

Copy: Chief Executive Officer  
Director of Information Technology



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 31 - 2021**

Awarding a Sole Source Electric Car Sharing Contract to Mobility Development Group

**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 committed to the development of a broad variety of sustainable transportation options in the Capital Region, and

**WHEREAS**, Capital CarShare, the Capital Region’s carshare provider, has recently ceased operations, and

**WHEREAS**, carshare is an opportunity to expand the Authority’s network of services, fits the Authority’s mission and is consistent with the Authority’s strategic plan, and

**WHEREAS**, the Authority now desires to integrate electric carsharing vehicles into our operations, immediately positioning carsharing as innovative and in keeping with the desires of the target market, and

**WHEREAS**, after extensive research, Mobility Development Group is revealed to be the sole entity willing and able to participate in a community-based carsharing program in the Capital Region, and

**WHEREAS**, it is in the best interests of the Authority to enter into a collaborative carsharing pilot program with Mobility Development Group, and

**WHEREAS**, staff recommends the award of a three-year electric carsharing pilot contract, with two optional renewals, to Mobility Development Group of Chicago, IL, for an amount not to exceed \$840,000.

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

1. The Authority hereby awards a three-year electric carsharing pilot contract to Mobility Development Group of Chicago, IL, for a total amount not to exceed \$840,000, subject to the contractor’s compliance with all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds for the first year of the contract shall be the FY2022 Capital Plan.
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 30<sup>th</sup> day of June, 2021.

Dated: June 30, 2021

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

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

**Subject:** Contract award for Electric Car Share Pilot to Mobility Development Group of Chicago, IL.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** June 23, 2021  
**Board Action Date:** June 30, 2021

**Background:**

Capital CarShare ceased operations at the end of 2020 because of few customers, outdated systems and high operating costs leaving the area with no carsharing options. We want to pilot a new program with electric vehicles by joining a carsharing collaborative with Mobility Development Group.

**Purpose:**

Carshare is an opportunity to expand CDTA’s network of services; fits our mission and is consistent with our strategic pillars.

**Summary of Proposal:**

Staff has performed research on electric car share programs and found that no other firms will participate in a community-based carsharing program. Mobility Development Group has experience operating car share across the country and is the only entity interested in establishing a program in the Capital District. Mobility Development Group will establish a 501(c)(3) non-profit to support the program which will reduce operating costs while providing a high-quality electric car share service.

Staff recommends awarding a three-year contract with two optional renewals for an electric car share pilot program to Mobility Development Group of Chicago, Illinois for an amount not to exceed \$840,000. Upon Board approval staff will execute the agreement immediately.

**Financial Summary and Source of Funds:**

The cost of this program is \$840,000 and will be funded starting with the FY2022 Capital Plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Jonathan Scherzer, Director of Marketing

## Memorandum

June 23, 2021

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

From: Jonathan Scherzer, Director of Marketing

Subject: Electric Car Sharing Pilot Program Overview

### Background

Capital CarShare ceased operations at the end of 2020 due to a small customer base, outdated software systems and high insurance costs. CDTA supported the effort using funds available through CDTC.

### Current Status

We have worked on bringing car sharing into our mix of services. We know we can improve the program with better branding and marketing, improved operational support and modernizing membership options. We would integrate electric vehicles into the operation, immediately positioning carsharing as different, innovative and in keeping with the desires of the target market.

The program fits our mission and is consistent with our strategic pillars. We know that people who use transit and bikes are likely to use car share. Electric carsharing in tandem with CDPHP *Cycle!*, *FLEX* On Demand, *SCOOT* electric scooters along with our network of transit services will support development of regional mobility hubs.

We propose to join a carsharing collaborative with a company called Mobility Development Group. The collaborative would encompass carsharing vehicles in the Capital Region, Rochester, and Boston. The collaborative addresses the challenges faced by Capital Carshare with respect to a cost-effective fleet, competitive commercial insurance rates, and improved software packages.

### Justification

Mobility Development is a national enterprise, with offices in California, New York, and Chicago. They support the launch and growth of community-controlled mobility networks. The MD team has led programs that total over \$80 million in public and private investments towards shared mobility networks.

We have surveyed the field of service providers and found no other firms available to establish development parameters for a community-based carsharing program. MD is the only operator of public, electric vehicle carsharing programs at scale in New York State.

MD would establish a 501(c)(3) non-profit to support this program in connection with the rest of the collaborative partners. This will be the only model of this kind in New York State, and will ensure that public benefits for this program are captured. Their non-profit model would reduce operating costs, providing CDTA and our customers with quality service, pricing, and access to electric car sharing services. Our research shows:

Current carsharing entities in New York State include:

- Ithaca Carshare, which has 30 vehicles in Tompkins County. They have no plan to expand geographically or to use electric vehicles. They are closely aligned with Cornell University.
- Zipcar, whose presence in Upstate New York has receded significantly, serves colleges and universities (primarily in suburban settings). Zipcar has no plans to expand. We attempted to discuss programming options with Zipcar with no response.

**Recommendation:**

We recommend award of a contract to Mobility Development Group of Chicago, IL to operate an electric car sharing pilot program for a minimum of three years (with two optional years) for a total cost of \$840,000. This will be funded through CDTA’s Capital Plan. We have grant submissions in process and anticipate being able to offset some of our cost.

copy: Chief Executive Officer  
Mobility Manager





**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 32 - 2021**

Approval of the Federal Disadvantaged Business Enterprise Program Goal

**WHEREAS**, the Capital District Transportation Authority (the “Authority”) at all times aspires to comply with certain Regulations of the United States Department of Transportation pertaining to contracts with Disadvantaged Business Enterprises (“DBE”) [49 C.F.R. part 26]; and

**WHEREAS**, pursuant to 49 C.F.R. part 26, the Authority maintains a Federal DBE Program, and

**WHEREAS**, every three years, the Authority is required to set a DBE participation goal, and

**WHEREAS**, in keeping with this requirement, and after performing the required analysis, the Authority has arrived at DBE participation goal of 4.7% for Federal Fiscal Years 2022-2024, and now recommends the adoption of this goal.

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

1. That the Authority approves and adopts the DBE participation goal for Federal Fiscal Years 2022-2024, in compliance with United States Department of Transportation Regulations [49 C.F.R. part 26].
2. This resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 30th day of June, 2021.

Dated: June 30, 2021

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

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

**Subject:** Approval of Disadvantaged Business Enterprise (DBE) Goal Plan for FFY2022-2024.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 23, 2021

**Board Action Date:** June 30, 2021

**Background:**

The Federal Transit Administration (FTA) requires grantees to comply with the regulations contained within 49 CFR, part 26. These regulations require the promulgation of a DBE Program, which is intended to “level the playing field” by affording qualifying DBE businesses the opportunity to compete for federally funded contracts. Our DBE Program closely follows the DBE Program format provided to grantees by the FTA.

**Purpose:**

CDTA is required to establish new goals every three years. A new plan must be filed with FTA no later than August 1, 2021.

**Summary of Action:**

Staff recommends a goal of 4.7% for federal fiscal years (FFY) 2022-2024 for the estimated \$74 million in federal dollars slated to be spent (non-vehicle) over the reporting period.

The goal is calculated by identifying what procurement opportunities exist, by business segment (e.g. engineering, construction) for the reporting period and then calculating the relative number of DBE’s available in those segments using the North American Industry Classification System (NAICS) County Business Patterns data. That calculation is adjusted to reflect the expected participation of DBE’s. The adjustment of this base figure is based on CDTA’s recent history of DBE participation and analysis of upcoming contract work.

During the most recent reporting period CDTA had a goal of 5.3% and participation was 6.3%.

Staff utilizes minority and trade publications, small business events and direct outreach to encourage participation. Staff recommends a goal of 4.7% participation for the FFYs 2022-2024 for the Disadvantaged Business Enterprise Program.

**Financial Summary and Source of Funds:**

There are no financial implications to the Authority.

**Prepared by:**

Stacy Sansky, Director of Procurement & Disadvantaged Business Enterprise Liaison Officer

**Project Manager:**

Stacy Sansky, Director of Procurement & Disadvantaged Business Enterprise Liaison Officer

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee  
From: Stacy Sansky, Director of Procurement  
Subject: Disadvantaged Business Enterprise Triennial Goal Setting

### **Background:**

The Disadvantaged Business Enterprise (DBE) program seeks to ensure nondiscrimination in the award and administration of federally funded transit projects and to create a level playing field on which DBE's can fairly compete for these contracts.

### **Justification:**

The FTA has set forth a specific way to calculate goals:

1. Ascertain the anticipated contracts to be awarded during the reporting period.
  - a. Determine the weight of total DOT funds for each project.
  - b. Determine the relative availability in your area based on NAICS codes.
  - c. Calculate the "Weighted Base Figure" (Weight x Availability=Weighted Base Figure)
2. Adjustment of the Weighted Base Figure using demographic data from NAICS codes and current census data.
3. Average the most recent three years participation data.
4. Average the Weighted Base Figure and the past participation data to determine a goal.

Once a goal has been determined, a consultative process with stakeholders and other interested parties must be performed. This process includes publishing the goal on the CDTA website, local newspapers, and minority focused newspapers. Additionally, public comment periods are provided to these stakeholders. Stakeholders include local civil rights organizations, chambers of commerce and other professional trade organizations. Interested parties include vendors and the public.

After the consultative process, any feedback is considered and adjustments to the goal may be made. (In CDTA's case there were no adjustments made.)

The goal is then submitted to FTA for review and approval no later than August 1<sup>st</sup>.

### **Recommendation:**

Staff has followed the FTA goal setting and consultative process and recommends setting a goal of 4.7% DBE participation for DOT assisted contracts (exclusive of the purchase of transit vehicles) for the Federal Fiscal Years 2022, 2023 and 2024.

Copy: Chief Executive Officer  
Vice President of Finance and Administration



## Memorandum

June 30, 2021

To: Chairman of the Board  
Board Members

From: Chief Executive Officer

Subject: CEO Report for May

### Overview

As we begin summer there is a freshness in the air as we move out of the pandemic. It has been a difficult 16 months for everyone, and CDTA is no exception. We went into the pandemic strong and we came out of it bigger and better, ready to provide the region with more mobility and connections to economic opportunities. We are moving full steam ahead thanks to our employees and their outstanding work.

Most amazing to me was our ability to complete and adopt a comprehensive strategic plan. The plan includes seven strategic pillars, which support our work and provide direction to what we do. We also crafted a new mission statement – it is ahead of the curve, captures attention and promotes a new way of thinking about what we do. Providing mobility solutions is a perfect description for who we are. It gives us flexibility to take CDTA in new directions, to pursue innovative goals, and achieve more for CDTA and the people who live and work in the Capital Region. A job well done by our Board of Directors and staff.

Our efforts to provide new mobility are on display everyday as evidenced by the reports from our committee chairs. We are moving forward with plans to reinvigorate a regional car share program and we are collaborating with Mobility Development Group. MDG will manage car acquisition, maintenance, and day-to-day operation of the program. They will work with our staff to develop creative materials to promote the program to target markets. Operation will begin in Albany later this year.

There is a lot of excitement as we take a step forward and introduce electric scooters. The pilot program, which we call *SCOOT*, includes 85 units that are easy and fun to use. They are equipped with GPS technology that we will use to control the operation and manage inventory. We let our employees take the first rides and the reception has been fantastic. We will deploy scooters in the four main cities of the regions, using our CDPHP bike racks as hubs. We will monitor use of the scooters, how customers and the community react to them, and our ability to manage inventory. *SCOOT* is another mobility option from CDTA.

Meanwhile, what was once our most innovative mobility choice, is now an everyday option. CDPHP *Cycle!* includes an inventory of 500 bicycles spread throughout the region. Ridership totals break previous records month after month as people use *Cycle!* for short, purposeful trips or relaxing rides to trails, parks, and recreation centers. After 12 weeks of operation, more than 25,000 rides have been taken by 20,000 members with various membership packages and payment rates. We are adding partners, namely by expanding Universal Access agreements. We have extended into Warren County, with bikes in Glens Falls, Queensbury and the Village of Lake George. We are just scratching the surface of possibilities with CDPHP *Cycle!*

CDTA people are managing more than bikes in Glens Falls. Our bus operators are working with Greater Glens Falls Transit to help with their seasonal trolley service. The service operates 7 days a week with vehicles providing connections in the Village of Lake George, Bolton Landing and Glens Falls. With a severe driver shortage, GGFT reached out for help – we developed an arrangement where CDTA operators will drive some of the trolleys for the remainder of the summer. GGFT will provide a full complement of trolley service for visitors and residents all summer.

CDTA construction is ongoing. Work in our Troy facility continues with locker rooms and restroom getting needed upgrades. Lots of work in Albany, with the foundation nearly complete on the garage extension. Work is moving quickly on articulated bus lifts and new maintenance foreman offices. Infrastructure upgrades continue along the Blue and Purple BRT lines and seasonal bus stop and shelter work is well underway. Lots to manage and coordinate. Thanks to the board members who toured the Albany construction site last week.

Thankfully, our COVID report is static with little in the way of new news. We had one positive employee last week, bringing our total to 95 employees who have tested positive for COVID-19. This is a reminder that the pandemic is not over and will require attention from us. On the vaccine front, about 55% of the bargaining unit employees are vaccinated. More than 80% of the management employees have been vaccinated.

People who use CDTA buses are required to wear masks and the same goes for bus operators. This requires communication with and between employees and customers. Lots of confusion and difficulty with this as most of the region is mask-less. We are monitoring policy changes closely and will adjust as required.

We are doing a lot of work on the vaccination front – operating buses and supporting efforts to get people vaccinated. We have a VAX bus operating throughout Rensselaer County, a vaccination trolley is running throughout the City of Schenectady and we respond to requests from cities, counties and others who need to move people to vaccination sites or clinics. Hats off to our operations staff who make this happen; it is a duty we take seriously under our title of a community resource.

As reported at the Community and Stakeholder Relations committee meeting, we will resume seasonal services this summer. This includes our trolley service in Saratoga Springs, bus service between Troy and Grafton Lakes State Park, our newly introduced Nature Bus in Albany County, and daily movements to connect people to summer activities. These services were on hold last year as the pandemic shut down places that people want to travel to – we are glad to have these activities back!

A few weeks ago, we were notified that the Governor nominated, and the Senate confirmed two individuals to the CDTA board. In the coming weeks, we will welcome Peter Wohl to the board. Peter will represent Saratoga County. Joe Spairana will join the board for his second tour of duty. Joe represents Rensselaer County. We have an onboarding schedule and will share information and data to familiarize them with CDTA, how we operate, and how the board functions.

## Performance Measures

Key Performance indicators for the company are included in monthly reports. Data is for May and it is compared to May 2020. We are off to a good start to the fiscal year with most measurements exceeding expectations.

Total ridership in May was 863,000, 20% more than last May (we are comparing pandemic to almost post-pandemic). Ridership continues to inch up; we have a long way to go, but we expect boardings to increase as people return to their workplaces, and especially when college students resume normal schedules in the fall. Ridership on STAR totaled 21,700, almost 80% more than last May. Northway Express ridership continues to be very low, with only 2,200 boardings in May; however, this is the highest ridership month since the pandemic began.

Our financial condition is good, and we are using COVID funds to plug revenue gaps and rebuild the system to levels that can accommodate ridership and attract people to our system. Moving forward, we will develop a plan to welcome back customers and provide improved services throughout our network.

Our revenue line continues to be enhanced with receipts from the Mortgage Recording Tax. Receipts have exceeded \$1 million for close to a year and there is no sign of any let up. Good news in the RRS and facilities line, which is 50% over budget expectations. This is fueled by people returning to traveling by train and using the station and our parking facilities. Customer revenue is ahead of projections as we continue to see steady increases in ridership.

The wage line is significantly over budget for the month due to the bonus payout to employees covered under the collective bargaining agreement. As part of the agreement, more than 600 employees received a \$3000 check in May, increasing the wage line by \$1.8 million. This is a one-time expense, and the line will normalize moving forward. Most of the other expense lines are under budget for the month, except for parts, which is over by 10%. Most of this is due to the purchase of major components for our rebuild program. Although this should normalize over the fiscal year, we are watching this to make sure that our maintenance program is fully supported. We will want to do a budget adjustment at the August/September meetings.

We missed 38 trips on the fixed route system; last May, we missed 16 trips. There were 32 accidents in May with 13 categorized as preventable; last April, we recorded 20 accidents with 5 preventable. Safety and training staff provided a comprehensive report on accidents trends at the Performance Monitoring meeting last week. This included a look into who has accidents, why they have them, where they occur and the training and follow-up that we provide.

All preventive maintenance inspections were done on time. Scheduled maintenance work was at 84%; it was 85% last May. This is the pillar of our preventative maintenance efforts. On time performance for fixed route service was at 79%, last May it was 75%. STAR service operated within our 10 minute window 80% of the time; last May, it was 94%. There were 9,200 calls to STAR reservation center, last May, there were 5,400 calls.

Our call center processed 152 comments compared to 104 last May. We received 27 comments about STAR service; last May, we received 3 comments. We processed 182 applications for STAR eligibility; last May, we processed 86 applications. Response time to close customer inquiries within 10 days was 88%. There were 495,000 page views at [www.cdta.org](http://www.cdta.org).

## **Community and Stakeholder Relations:**

- E-Scooter Roll Out, mid-July
- Community Champions Awards, late July
- Southern Saratoga County FLEX, August

## **Activity Report**

If you use our calendar as a gauge, the region is quickly emerging from the pandemic. Lots of activities to be involved or to partner with. We are reengaging with the community and telling the CDTA story of mobility, innovation, and success.

- On Thursday, May 27, we held our first in-person Authority staff meeting since the pandemic began. About 50 people assembled in person and another 20 or so were on Microsoft TEAMS. It was a great opportunity for people catch up with each other. We talked about projects that are on our work plate, specifically, development of plans to attract ridership and to make CDTA bigger and better.
- On Thursday, May 27, I attended a meeting of the Discovery Albany board of directors. We discussed the agency finances and plans to enlist meeting planners to consider our area for their events.
- On Tuesday, June 1, I met with three new Assistant Maintenance Superintendents. These individuals are on the career ladder in our maintenance department having served as technicians, foreman and technical trainers. As the newest members of the management team, they are the next generation of leaders and we talked about our expectations of them. This is the part of my job that provides the most satisfaction.
- On Tuesday, June 1, I attended a meeting of the CDTC executive committee to map out a timetable for the recruitment of an Executive Director. Mike Franchini will retire this summer.
- On Thursday, June 3, I joined the Human Resources team in a meeting with consultants who are experts in diversity, equity, and inclusion. Our staff is having regular conversations about these issues and we have agreed to engage professionals to assist us with this important work.
- On Thursday, June 3, I attended a meeting of the CDTC Policy Board. The board approved a series of amendments to the Transportation Improvement Program that will align funding streams with projects. We had several projects on this list and the amendments allow funds to flow smoothly to CDTA.
- On Monday, June 7, we hosted Albany Mayor Kathy Sheehan on our front patio as she proclaimed LaRhonda Donley Day in Albany. LaRhonda is a 34-year bus operator who has risen to the top of the union seniority list. She is the first woman to achieve this.
- On Tuesday, June 8, Jaime Watson and I attended the grand opening of CDPHP's new building in Clifton Park. The building, which is called 1785, includes several practices and provides the latest in health care options and conveniences.



- On Wednesday, June 9, I attended a meeting of the United Way Executive Committee. We discussed agency finances, reviewed the budget for the coming year and discussed the impending move to the United Way's new facility on North Pearl Street in Albany.
- On Wednesday, June 9, I joined about 60 employees at our annual Exemplary Attendance lunch, which was held in the rear parking lot at 110 Watervliet Avenue. These are employees who come to work every day and they are the cream of our crop. This was our first in-person event since the pandemic began.
- On Wednesday, June 9, I attended a meeting of the CEG Leadership Board. I am a member of this board and the board of the Regional Chamber of Commerce. The board heard a presentation about the video gaming industry and efforts to develop more employment in our region.
- On Thursday, June 10, I spoke at a media event announcing our Nature Bus service between downtown Albany and several NYS nature sites and preserves such as Five Rivers, Thacher Park, and the Pine Hollow Arboretum. We were joined by partners from NYS DEC, NYS Office of Parks and Recreation, the City of Albany, Albany County, Mohawk Hudson Land Conservancy, and Friends of Thacher Park. The Nature Bus operates every Saturday through September.
- On Friday, June 11, I spoke at an event on our front patio to highlight our partnership with the Alzheimer's Association. Our employees are wearing purple shirts to increase awareness to the associations work and support the "Driving Out Alzheimer's" campaign.
- On Friday, June 11, I attended a meeting of the NYPTA Board of Directors. The board discussed several items with a focus on upcoming events and education programs.
- On Monday, June 14, we hosted a media event where Rensselaer County Executive Steve McLaughlin unveiled a vaccination bus that will travel throughout his county to vaccinate residents. Albany Medical Center CEO Dr. Dennis McKenna spoke about the region's success in vaccinating more than 60% of our residents.
- On Monday, June 14, I sat in on a meeting with Stretch Development participants. They are hearing about the different parts of CDTA and responsibilities of departments and people. This is a pilot leadership program that we are advancing with a mix of management and union employees.
- On Monday, June 14, I attend a wrap up meeting of the American Heart Association Heart Walk committee. CDTA partnered with the association to increase awareness to their work and the need for everyone to think about heart health.
- On Wednesday, June 16, I chaired a meeting of the United Way Board of Directors. The board passed a budget for the year, and we talked about some of the challenges in our communities and ways for the United Way to meet those needs.
- On Thursday, June 17, 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 and his staff provided reports on vaccination rates and efforts to get into different parts of the community.

- On Friday, June 18, we held an event on the patio at 110 Watervliet Avenue to let our employees test ride battery electric scooters. The *SCOOT* program will begin with more than 85 scooters available throughout the region. We want CDTA employees to have the first rides and get their feedback. Lots of rides and plenty of excitement.
- On Monday, June 21, I spoke with a reporter from the Albany Business Review. We talked about the sale of our Saratoga property; we also discussed what our system will look like post-COVID.
- On Monday, June 21, I attended a meeting of the Colonie IDA/LDC. I am a member of these boards that work to improve economic opportunities throughout the Town of Colonie. The board reviewed two proposals for affordable senior housing.
- On Tuesday, June 22, I was at our Schenectady division to preview *SCOOT* for employees in that division. The team then traveled to Troy for a similar demonstration.
- On Wednesday, June 23, I attended a board meeting of the Capital Region Chamber of Commerce. The board received an update from David O'Rourke, NYRA's Chief Executive Officer (about the Saratoga meet). We also heard a presentation on the Offshore Wind Project at the Albany Port, and we had a conversation about Diversity, Equity and Inclusion.
- On Wednesday, June 23, I spoke with a reporter from the Washington Post about BRT service. His story will focus on BRT services in small to mid-size markets, funding for these projects, and the impact of COVID-19 on implementation and ridership.
- On Thursday, June 24, I joined with members of the CDTC executive committee to interview candidates for the Executive Director position.
- On Thursday, June 24, I attended the NYPTA Virtual Vendor event. This featured several of our major supporters and active participants in our work as an association.
- On Friday, June 25, I participated in another round of interviews with candidates for the CDTC Executive Director position.
- On Tuesday, June 29, I spoke with David Lombardo from the Capital Pressroom. We talked about *SCOOT* and the expansion of our mobility menu.

### **Final Thoughts**

There is no summer slowdown at CDTA – we have a lot of activities, all moving quickly ahead. I am always impressed by the work of CDTA employees who make our company go. They are energetic, resourceful, and innovative. I hope everyone enjoys a happy and safe summer.

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

Copy: Director of Corporate Communications