

Board of Directors Monthly Meeting

**Wednesday, January 26, 2022 | 12:00pm
Via Microsoft Teams & at 110 Watervliet Ave.**



CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, January 26, 2022 | 12:00pm | 110 Watervliet Ave and
via Microsoft Teams

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, December 22, 2021	Jayne Lahut	3
Committee Reports: (Action Items Listed)		
Board Operations Committee (01/12/2022)	Jayne Lahut	
Performance Monitoring/Audit Committee (01/19/2022)	Denise Figueroa	
• Resolution 01 - Contract for 40' Fixed Route Buses		15
• Resolution 02 - Contract for Fixed Route Bus Purchase		21
• Resolution 03 - Contract for Paratransit Vehicles		25
• Resolution 04 - Contract for Audit Services		30
• Resolution 05 - Approve 2021 Surplus Sales		34
Community and Stakeholder Relations Committee (01/20/2022)	Patrick Lance	
Strategic and Operational Planning Committee (01/20/2022)	Michael Criscione	
Chief Executive Officer's Report	Carm Basile	39
Board Member Comments	Everyone	
Upcoming Meetings		
Wednesday, February 23, 2022 at 12:00pm via Microsoft Teams and 110 Watervliet Avenue, Albany		
Adjourn		

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

MINUTES OF WEDNESDAY, DECEMBER 22, 2021 BOARD MEETING

MEMBERS PRESENT Jayme B. Lahut, Chairman
Joseph M. Spairana, Jr.
via Microsoft Teams: Mark Schaeffer, Secretary
David M. Stackrow, Treasurer
Denise A. Figueroa
Georgeanna M. Nugent
Patrick M. Lance
Peter D. Wohl

MEMBERS EXCUSED Michael J. Criscione, Vice Chairman
Jaclyn Falotico

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

CALL TO ORDER At 12:01 p.m., Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE OCTOBER 27, 2021 BOARD MEETING MINUTES

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

RECOGNITIONS –

Carm Basile and Chairman Lahut presented the following award and members offered their congratulations:

- 20 Years – Vince Colaneri, Maintenance Foreman

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Vice Chairman Criscione

- Board Operations Committee met on Wednesday, December 8, 2021 at 9:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- We reviewed the committee agendas for meetings held in December.
- We recapped our Board Retreat from November which went very well. Mark Aesch from TransPro shared his insights on measuring value and relevance. Although we want to lessen the focus on ridership as a measuring stick for success/value, it will always be important, especially to evaluate productivity We will look to also evaluate unique qualities of CDTA that tell our story as the region's mobility provider.
- Carm provided an update on the progress of our big projects that make up the CEO Company workplan. We have moved ahead with several initiatives including diving into Diversity, Equity, & Inclusion, discussions of an Albany Intermodal Hub, and expansion in Montgomery County. There has also been a lot of management staff improvements and changes.
- Lastly, we previewed the Board and Committee Meetings for the first quarter of 2022. We will continue with our regularly scheduled meetings in the new year.
- The next meeting of the committee is scheduled for Wednesday, January 12, 2022 at 9:15am via Microsoft Teams and at 110 Watervliet Avenue.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

- Performance Monitoring Committee met on Wednesday, December 15, 2021 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 49 – 2021 – Approve Contract for MaaS Software & Services

- We have discussed improving mobility options within our service network. Mobility as a Service (MaaS) is a program that can do just that. MaaS is digital platform that allows customers to plan, book and pay within a single application with flexibility to choose trips based on price, speed, and convenience.
- Moovit is a company that provides such a platform and works with Genfare; our revenue collection vendor – to design and integrate these services. To ensure continuity of operations with Genfare; staff recommends a sole source award to Moovit.
- The Authority hereby awards a one-year contract with four, one-year extensions to Moovit of San Mateo, California for an amount not to exceed \$1,417,329.

Motion – Ms. Nugent

Seconded – Mr. Wohl

Carried Unanimously

Investment Committee

- The Committee met on December 15, 2021 and a summary report was provided to the board after year-end reports were complete.

Administrative Discussion Items

- Mike Collins provided the Monthly Management Report. MRT continues to perform beyond expectations at 60% above projections. Customer revenue and RRS revenue are also exceeding budget projections by 50% and 100% respectively.
- Overall expenses are 2.6% under budget for the year. Almost all expenses are under budget for the year. Monthly wages are over budget for the first time in several months due to operator manpower challenges. We are in a positive financial position through eight months and anticipate a strong finish to the year.
- Chris Desany provided the Non-Financial Report. Ridership continues to improve; Fixed route ridership is up 32% this month and 10% for the year. STAR ridership is up 44% for the month and 49% for the year. Fixed route on-time performance is at 77%; STAR on-time performance is at 71%. Missed trips continue to be high but less than last month. For the foreseeable future, we expect a higher-than-normal level of missed trips as we balance services and manpower. Preventable accidents are down to 11 this month; and non-preventable accidents are at 14. Complaints are beginning to trend down but remain high across the board due to service-related matters.
- Next meeting of the Committee is scheduled for Wednesday, January 19, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Patrick Lance

- The Community and Stakeholder Relations Committee met on Thursday, December 16, 2021 at 11:15 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer gave a report on season 5 of CDPHP *Cycle!*. The season was highlighted by record ridership of 70,718 rides and more than 25,000 members. Contributing to *Cycle!*'s growth, expansion to Warren County this season. 20 bikes were distributed across four locations in Lake George, Glens Falls, and SUNY Adirondack.
- The program also welcomed new CDPHP *Cycle!* access members, Gideon Putnam and Fort William Henry. New for 2022 the program will expand to Watervliet, Menands and Green Island, E-bikes will be introduced and upgraded technology will be installed on the fleet of bikes.
- Jaime Kazlo gave the month Media and Community Engagement report. During the last month, CDTA earned 5 media placements across television, radio, and online platforms. The stories focused on CDPHP *Cycle!* wrapping up for season 5 with record breaking ridership and CDTA's participation in the Winter Hangarland event at The Hangar at 743, where CDTA donated a bus to collect toys for Toys for Tots and a trolley to move people to and from the event parking site.
- Jaime also highlighted upcoming events in 2022, including the annual State of CDTA which will be held tentatively on February 3, 2022 at CDTA.
- Next meeting of the Committee will be on Thursday, January 20, 2022 at 11:15 am via Microsoft Teams and at 110 Watervliet Avenue

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Jayme Lahut

- The Strategic and Operational Planning Committee met on Thursday, December 16, 2021 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 50 - 2021 – Approve Preliminary Budget for FY 2023

- We are required by New York State to approve a preliminary operating budget by December 31, 2021. Staff uses it as a starting point, and we will have several more meetings to work toward developing a final adopted budget. The preliminary budget and five-year capital plan for fiscal year 2023 were provided.
- The preliminary budget is projected to be \$113.2 million, an 8% increase from this year's budget. Customer revenue is expected to be 60% more than this year; RRS income is projected to be 45% more than this year; and we estimate an increase in STOA (for additional services). We are projecting a \$5.3M increase in wages and benefits, and a \$1.6M increase in purchased transportation.
- The five-year capital plan was also reviewed, year one of which includes accommodations for the fleet, facilities development, and upgrades to the Red Line BRT.
- The Authority hereby approves the FY2023 preliminary operating budget of \$113,248,413 and five-year capital plan of \$325,311,704 be approved to meet our New York State statutory requirement.

Motion – Mr. Wohl

Seconded – Ms. Figueroa

Carried Unanimously

Administrative Discussion Items

River BRT One-Year Update –

- Ross Farrell led a conversation about ridership and operations on the Blue Line after the first year. In summary, the 16-mile, 31-station river corridor now has a BRT route and six new/adjusted local routes. It was designed in phases and was funded by various grants over the last four years.
- The Line has grown over 80% since it was rolled out, and overall corridor ridership has grown by 35%. Transfers have been reduced by 60%. Productivity hovers between 10 and 20 riders/hour and boardings have made up 19% of our ridership last month. There are opportunities for growth by further aligning service with demand, and it is also dependent on the return of State employees, return of post-covid travel in general, and promotion.
- We expect to adjust span and frequency and tighten up schedules based on experience. The Operations department continues to monitor service closely, and OTP exceeds the system average.

State Employee Services Four-Month Update –

- Ross Farrell led a conversation about ridership and operations supporting State workers that use our service. This has been a project, years in the making and is made up of three parts. Universal Access has been provided to 6,000 employees via Navigator cards. Service has been enhanced between park & ride lots and downtown Albany and is currently operating at 60% of the original plan. Pedestrian infrastructure was added to connect routes to lots, shelters have been replaced, and new stations were added.
- We logged 15,000 rides in November (doubled over four months), and State employees are using other routes in the system faster than expected. We do have excess capacity, as only about 50% of

the State workforce has returned. We expect ridership to increase as employees come back to work.

- In January we will tighten up schedules, examine midday service, and increase some frequencies. Operations also manages this service closely, customer complaints are a fraction of what they were two years ago, and the State is very pleased.
- Next meeting of the Committee will be on Thursday, January 20, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

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

EXECUTIVE SESSION -

Motion – Ms. Figueroa

Seconded – Mr. Spairana

Entered Executive Session Unanimously

- An update regarding a Real Estate matter was discussed and the board took no formal action.

Motion – Ms. Nugent

Seconded – Mr. Stackrow

Exited Executive Session Unanimously

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, January 26, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

ADJOURNMENT

Motion – Mr. Spairana

Seconded – Ms. Figueroa

Carried Unanimously

Respectfully submitted,

Mark Schaeffer, Secretary

Dated: December 22, 2020

CHIEF EXECUTIVE OFFICER'S REPORT

As we celebrate the holiday season and look towards a New Year there is much to be thankful for at CDTA. Our company is strong, and we matter to the people of the Capital Region. Our mobility services link the region, its people, and its businesses. We get people to work and to school every day and we connect them to important locations, health care and community activities. Never have our services been more needed than during the pandemic – and we continue to do whatever we can to keep our communities moving forward.

Throughout the year, we remained focus on making CDTA bigger and better. Being good is not good enough, and we constantly look for ways to operate more service, to provide new mobility, and introduce technology that makes what we offer easier to use. From buses, bikes, and scooters, to trolleys, FLEX, BRT and carshare; we think progressively and act aggressively in managing our company. This approach results in new opportunities for us to pursue.

Partnerships are at the core of what we do. Community engagement is a critical part of our work, and it has provided outstanding results. Our Universal Access program is the centerpiece, driving ridership, revenue, and more opportunities. What was originally a way to engage local colleges has grown into a comprehensive program that wholesales ridership, enhances service quality, and develops lasting partnerships. Today, there are more than two dozen Universal Access partners who account for a third of our ridership and revenue. The concept works together with our transit planning to strengthen service deployment and make the system easier for customers to use.

Our primary activity continues to be recruitment and retention. As we take on new opportunities, the need for more people to work at CDTA becomes critical. Recruitment and retention issues are complicated in an extremely competitive job market. We have responded with an all-hands-on deck approach, which crosses into every department. We have changed how we recruit bus operators, technicians, and professional staff by showcasing our company, using creative tools like social media, promotion, and networking. It is working and we have filled classes with people who want to work at CDTA. Right now, there are 12 people in training, and they will be ready for service in a few weeks. In calendar year 2021, we brought close to 100 new people to CDTA, most of them bus operators. That is where retention and associated issues come into play.

Expectations of an employer have changed, and we are working to adapt. Our benefit packages are top rate, but long hours and weekend work is difficult for some people to accommodate. We are talking with employees to better understand what matters most so that we can modify work rules accordingly. People are at the core of what we do, and people make our company go and grow. Our focus on people will always be a company priority.

Our recruitment efforts have been focused on new work that we took on around Labor Day. As we hit those targets, efforts are shifting towards expansion into Montgomery County. Our staff is finalizing our service plan, which will be designed for a phased implementation. At the same time, we are reaching out to the community to engage partners in our work; this includes school districts, health care facilities and other major employers. Engaging the community will help us determine the most critical and immediate mobility connections. More details and implementation schedules will be available after the holiday season.

As we adapt our people management structures, we are faced with the realities of working through a pandemic. We have shifted several times over the past 20 months as we receive new guidance to keep our employees safe. Our Human Resources staff has developed procedures and our management team has modified service delivery procedures. These are full time jobs within several of our departments. About 85% of our workforce is vaccinated and many of them are getting booster shots. They are mindful of the need to be masked and we work with customers to incorporate new requirements for them and how they travel. I am so proud of our team for the work they have done to make sure the pandemic does not dominate our agenda.

We have closed the books on Season 5 of CDPHP *Cycle!* And what a season it was – more than 70,000 rides and over 25,000 members. We expanded into Warren County with lots of bike rides in Glens Falls and Lake George. Universal Access partnerships were expanded, and new ones developed to include bikes. All sorts of promotions were introduced to highlight the program and to keep *Cycle* and CDTA top of mind. The bikes will spend the winter in the basement of the Albany Public Library with tune-ups and rebuilds on the schedule. Our staff is already planning for Season 6. Scooters will also be part of the introduction along with the addition of E-Bikes to our fleet – which will put us well over 500 next season!

Our mobility menu is expanding as FLEX continues to attract ridership in geofenced operating zones in Albany and southern Saratoga counties. This travel option has proven popular with customers, and we are working to add zones, more vehicles, and new ways to use FLEX and connect it to our fixed route network. Lastly, we are looking towards an early 2022 introduction of our car share program. Vehicles are being branded and administrative support systems are being finalized, which will allow us to introduce our newest traveling option.

The Board's adoption of a preliminary budget kicks off the season for discussions about finances and state support for transit. We are advocating for a five-year commitment to State Operating Assistance with a corresponding capital plan. This will take up a good deal of time over the next few months; providing lots of opportunities to talk about the work we do to connect the region.

Although we are in the process of modifying our performance dashboard, ridership will always be a key metric to evaluate our success. The pandemic had a serious impact on our ridership; 20 months ago, it tumbled significantly, and we have been on the road to recovery ever since. I am pleased to see that total ridership has exceeded one million for three consecutive months and is now about 80% of what it was before the pandemic began. Lots of work remains but this is a positive sign and an affirmation to the work and dedication of CDTA employees!

Performance Measures

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

Total ridership in November was 1.03 million, 32% more than last November. This is the third consecutive month with ridership at or above one million. Still a way to go in our comeback, but on the average weekday, ridership is almost 80% of what it was before the pandemic. Although we want a better way to evaluate success, ridership will always be a core metric for us.

Ridership on STAR totaled 29,700; 45% more than last November; STAR ridership is what it was before the pandemic. Northway Express ridership, which is tied almost exclusively to the state workforce, continues to steadily improve. There were 4,700 boardings in November, more than double what it was last November.

As we move into the last quarter of the fiscal year, budget preparation has begun. We begin this process from a position of strength. Mortgage Tax continues to outpace all revenue sources. For the month, MRT was at \$1.53 million; year to date, it is \$11.6 million (we budgeted \$11.25 million for the entire year). While MRT receipts have been strong for almost two years, we are seeing a nice recovery in other revenue sources – customer revenue was \$1.2 million this month, which is 70% more than budget; year to date, it totals \$8.4 million, nearly 50% ahead of budget expectations. An even better trend is playing out with facility revenue at RRS, fueled by a return to train travel. Revenue in November was \$201,000, which is more than double budget expectations. Year to date, we have collected \$1.25 million, well above the budgeted amount of \$913,000. Total expenses were almost 4% under budget. All of this sets us up for a strong last quarter of the fiscal year.

We missed 512 trips on the fixed route system; last November, we missed 52 trips. As we adjust service and welcome new bus operators to CDTA, this number is coming down, albeit slowly (it was 1100 last month). The next step is the January pick of runs, where we will adjust service to headcount and projected absences. Although this will not be a perfect fix, we expect trip cuts to decline significantly. Lots of work by the operations, planning and scheduling teams on this.

There were 25 accidents in November with 11 of them preventable. Last November, there were 35 accidents with 23 preventable. With lots of new bus operators on the road, we will continue to focus our attention on preventability. All preventive maintenance inspections were done on time. Scheduled maintenance work was at 81%; last November, it was 84%. On time performance for fixed route service was 77%, the same as last November. STAR service operated within our 10-minute window 71% of the time; last November, it was 86%. There were 9500 calls to the STAR reservation center, last November, there were 9200 calls.

Our call center processed 253 comments compared to 195 last November; several things are going on, more customer boardings, trip cuts, which impact reliability and route changes brought about by new partnerships and more Universal Access arrangements.

There were 53 comments about STAR; last November, we received 14 comments. This is still not an apples-to-apples comparison, as we changed how we classify complaints regarding contractor services. We processed 184 applications for STAR eligibility. Response time to close customer inquiries within 10 days was 90%. There were 601,000 page views at www.cdta.org.

Activity Report

There is so much good work going on at CDTA as we work to increase mobility throughout the region. We attend lots of meetings, go to events, and participate in community activities to keep CDTA top of mind; the following list provides perspective on that work.

- On Tuesday, November 2, I met with Bob Zerrillo and Bob Reid from NYPTA, Will Schwartz from the MTA and Ron Epstein from NYSDOT. We talked about consistent messaging for statewide support of transit.
- On Wednesday, November 3, Jon Scherzer and I met with staff from St. Peter’s Health Plan to talk about a Universal Access agreement. SPHP has locations throughout the region and is considering an arrangement to improve mobility for their employees.
- On Thursday, November 4, I met with our Senior Leadership team to talk about some of the initiatives we are advancing. We talked about service expansion into Montgomery County, recruitment and retention, and budgeting for fiscal year 2022-23.
- On Thursday, November 4, I met with Dr. Jack Reilly and his RPI students. Jack teaches Transportation Economics, and his students visit CDTA every year to talk about things we are doing at CDTA. Jack was our long time Director of Planning. Teaching at RPI is his “retirement” job.
- On Sunday, November 7, I traveled to Orlando, Florida to attend APTA’s annual meeting and Expo (TransForm). Several of our staff attended the meeting along with Dave Stackrow and Denise Figueroa. Lots to see and learn, especially on the show room floor where the latest technology, equipment and services were on display. Great work by APTA to hold the event under difficult circumstances.
- On Monday, November 8 through Wednesday, November 10, I attended the APTA TransForm conference.
- On Friday, November 12, I joined my fellow upstate CEO’s to talk about CDL issues. The process to license bus operators is cumbersome and has gotten more difficult during the pandemic. We are encouraging the Department of Motor Vehicles to simplify the process for permitting/licensing bus operators.
- On Monday, November 15, I met with 12 new employees as they began training to be bus operators. I talked about our great company and expectations of them as they begin their career at CDTA. They should be ready for revenue service around January 1.
- On Tuesday, November 16, our senior leadership attended our last Diversity, Equity, and Inclusion workshop at the Albany Marriott. We have been guided by the staff at Tangible Development and learned about DEI, and the way we work at CDTA. Over the next few weeks, we will talk with Tangible about the next steps in the DEI journey.
- On Wednesday, November 17, Jaime Kazlo, Lindsey Bradt and I rode a FLEX route from Halfmoon to Mechanicville with Senator Daphne Jordan. The Senator has supported our work to advance FLEX and she wanted to see first-hand how the service operates.

- On Wednesday, November 17, I attended a meeting of the Bus Lane Study Leadership Group. We were given an update on the study and an indication of where lanes may be feasible. The Leadership Group consists of the mayors of major cities in the region along with representatives from NYSDOT, CDTC and CDTA.
- On Thursday, November 18, I attended a meeting of the A&F committee at CDTC. We talked about staffing, recruitment, and budgets. A&F is akin to our Board Operations committee.
- On Thursday, November 18, I attended a Board meeting for Discover Albany (formerly the Albany County Convention and Visitors Bureau). We received updates on work to attract meetings and conventions to Albany along with a budget update. Jaime Kazlo joined me.
- On Friday, November 19, we held our annual Board of Directors planning retreat at the Desmond. Mark Aesch, from TransPro, guided us through a discussion about the value we bring to the region. This was a springboard to a presentation on a dashboard that Mark is working on that will provide a new way to measure what we do and how communities perceive us. Thanks to our Board members and Senior staff for their active participation.
- On Tuesday, November 30, I joined the NYPTA Executive Committee and members of the Governor's Transportation Team to talk about the work we are doing and the need for more State Operating Assistance. There will be more meetings in the coming weeks as the administration develops budget priorities for the coming year.
- On Tuesday, November 30, I attended a CDTC A&F committee meeting. We reviewed financial statements for last fiscal year and accepted our Independent Auditors report.
- On Wednesday, December 1, Chris Desany and I met with Peter Cornell from Pike Construction. Pike is working with the Bryce Companies to redevelop the Atrium in downtown Troy. We had an interesting discussion about ways we might work together.
- On Wednesday, December 1, I had the honor of flipping the switch on our holiday display at 110 Watervliet Avenue. Jaime Kazlo and her team turned it into a fun event and about 50 employees were on hand to start the season.
- On Wednesday, December 1, my wife Sheila and I attended the United Way's Women United Pitch Perfect event at Revolution Hall in Troy. Five not-for-profit agencies competed in a shark tank event, pitching innovative ideas. RISSE, an organization that provides refugee and immigrant support services was the winning agency; they received a \$10,000 grant from the United Way.
- On Thursday, December 2, I attended a Regional Development Coordinating Council meeting. The RDCC is made up of chief executives from transportation and economic development organizations. We get together several times a year to talk about the work we do and ways to coordinate efforts and support each other.

- On Thursday, December 2, I attended a CDTC Policy Board meeting. Ron Epstein from NYSDOT provided a report on the new federal infrastructure bill, what it means for New York State and the Capital Region.
- On Friday, December 3, Assemblyman William Magnarelli visited CDTA. Assemblyman Magnarelli chairs the Assembly Transportation Committee. We meet with him regularly to discuss projects and state funding. We spent about two hours talking about what we do at CDTA; we toured the Albany facility and highlighted the mobility options we offer. Lisa Marrello and Jaime Kazlo participated in a lively discussion.
- On Monday, December 6, I participated in a phone-a-thon at the United Way offices in downtown Albany. The event raised more than \$10,000.
- On Tuesday, December 7, we wrapped up our United Way giving campaign with an event in the Albany garage. Representatives from the United Way joined us to celebrate CDTA employees who gave \$143,000; this is one of the region's top giving campaigns. Great work by Justin Gregaydis our Inventory Manager who ran our campaign.
- On Wednesday, December 8, I attended a Board meeting of the Capital Region Chamber. This was also the Board's annual meeting and election of officers. Jeff Buell from Redburn Development is this year's Board Chair.
- On Thursday, December 9, I met with the Senior Leadership team. We discussed the Montgomery County service plan, recruitment, retention along with our capital projects and capacity needs.
- On Friday, December 10, I stopped by the annual WGDG (Talk 1300) holiday gathering at the Century House. Lots of community leaders and government officials in the crowd.
- On Monday, December 13, I chaired a meeting of the United Way's executive committee. We approved the annual audit for the organization and the distribution of community investment funds.
- On Wednesday, December 15, I chaired a meeting of the United Way Board of Directors. The Board received updates on corporate giving campaigns and grant submissions to support the operation of the organization.
- On Thursday, December 16, I attended a NYPTA meeting on ZOOM with Budget Director Robert Mujica and his staff. We talked about State Operating Assistance in the upcoming state budget. More follow up is required.
- On Friday, December 17, we held an Authority staff meeting. Because of the mask mandate, most of the staff attended via TEAMS. That did not stop us from having interesting conversation about activities across all CDTA departments. We got everyone up to speed before the holidays. Lots of great work being done by our staff members.

- On Monday, December 20, I attended meetings of the Colonie IDA/LDC. I am a member of both boards, which work to stimulate economic activity throughout the town.

Final Thoughts

As the year comes to an end, I have been reflecting on the journey we have been on. The pandemic has changed the way we live, the way we work and the way we travel. It's easy to get caught up in news about COVID-19, mandates, and workplace impacts. When I take a step back and look at the accomplishments of CDTA and the people who work here, I realize that there is so much to celebrate. CDTA is stronger today than we were two years ago. Our position in the community is strong and our reputation as good as it has ever been. This starts at the top, with our Board of Directors setting a clear course, which is implemented by our staff and carried out by a dedicated work force. I wish all of you a safe and happy holiday season!

CDTA Provides Mobility Solutions that Connect the Region's Communities

Copy: Director of Corporate Communications

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 01 - 2022**

Approve Contract for the Purchase of 40-foot Fixed Route 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, the Authority solicited competitive proposals for forty-foot transit buses for a five-year period, received best and final offers from all three proposers, and has determined that Gillig, LLC of Livermore, CA provided the best overall proposal to meet our current and future needs at a base bus price of \$491,407 plus selected options, with future purchases tied to the Producer’s Price Index (PPI), and

WHEREAS, Authority staff recommends awarding a five-year contract for up to 100 40-foot diesel buses to Gillig, LLC of Livermore, CA at a base bus price of \$491,407 plus selected options.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a five-year contract for the purchase of forty-foot diesel buses to Gillig, LLC of Livermore, CA at a base bus price of \$491,407, subject to compliance with all of the terms and conditions set forth in the contract and related documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary contract documents.
3. The source of funds shall be determined annually.
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 January, 2022.

Dated: January 26, 2022

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award to Gillig, LLC of Livermore, California for the purchase of 40-foot buses.

Committee: Performance Monitoring/Audit
Committee Meeting Date: January 19, 2022
Board Action Date: January 26, 2022

Background:

The current contract for 40-foot buses has expired. To ensure availability of vehicles for fleet replacement a new contract is required.

The 40-foot bus is the mainstay of our fixed route fleet, although we also have 60-foot articulated vehicles and a few 40-foot electric buses. Every five years we go through a competitive process to evaluate the bus marketplace to select the best and most affordable bus.

Purpose:

To contract with a manufacturer to provide 40' buses to insure the effective operation of fixed route service.

Summary of Proposal:

A Request for Proposals (RFP) was issued for a 5-year contract to buy forty-foot diesel buses. Our plan is to purchase between 12-20 buses per year based upon available funding. This is consistent with our fleet purchasing plan, which aims to balance fleet age and maintenance requirements, while providing predictable costs for purchases and annual maintenance expenses.

The RFP provided detailed specifications for vehicles and performance. Prices were requested for 40' diesel vehicles along with optional prices for tooling, training, and extended warranties. Review criteria were specified in five areas, and proposals were reviewed against those criteria; this included technical, warranty, delivery schedules, past performance, and price.

All three 40' bus manufacturers submitted proposals for this RFP. Based on our evaluation criteria, a technical review of each submittal was undertaken by a staff committee. The review included detailed inspection of demonstration buses by our maintenance staff and bus operators. Price proposals were opened separately after the technical reviews were completed. All three bus manufacturers participated in interviews to discuss their proposal and answer questions about labor and parts shortages as related to the pandemic.

All three proposers provided Best and Final Offers (BAFO). Gillig's price was \$491,407; New Flyer was \$499,400; and NOVA was \$550,930. As a result of the BAFO process, Gillig and New Flyer were extremely competitive, but Gillig provided the best overall proposal to meet our current and future needs.

Gillig has provided 40' buses to CDTA for the last 15 years and staff is satisfied with vehicle performance and after-market sales and support. The memo of support provides a detailed summary of the procurement process.

Staff recommends awarding a five-year contract for the purchase of up to 100 40' buses be awarded to Gillig, LLC of Hayward, CA. All purchases from this contract will be presented to the Board for approval.

Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

The base bus price is \$491,407, plus selected options. Future year purchases will be tied to the Producer's Price Index (PPI). The total contract value has the potential to be about \$50 million depending on options and the PPI.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

January 19, 2022

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations
Stacy Sansky, Director of Procurement

Subject: Contract Award for Diesel Buses to Gillig, LLC

Background:

CDTA issued a Request for Proposals (RFP) asking bus manufacturers to provide a forty-foot diesel vehicle that meets our specifications. The American Public Transportation Association (APTA) Standard Bus Procurement Guidelines was used as a blueprint for CDTA's scope of work.

CDTA received three proposals (Gillig, New Flyer, and Nova Bus). An evaluation team consisting of Operations and Safety/Training staff participated in the review process.

Staff reviewed and ranked all three proposals. All three bus manufacturers were invited to participate in interviews over Microsoft Teams. Interview areas covered a variety of topics including:

- Clarifications to submitted proposals
- Company Overview
- COVID protocols including how plant shutdowns are managed
- Staffing and parts shortages

After interviews were completed, staff requested Best and Final Offers (BAFOs) from all three manufacturers and checked references using a standardized format.

Justification:

As a result of the procurement process, staff determined that Gillig, LLC is best suited to provide CDTA's diesel buses for the new vehicle contract.

This conclusion was based on Gillig's ranking in the scoring criteria:

- **Cost:** The overall cost per Gillig bus is nearly \$65,000/bus less than their competitors when factoring in cost of each vehicle, life cycle costs, special tooling/training, and transmission warranty cost savings.
- **Technical:** Gillig ranked highest overall on technical requirements which includes over 400 specific areas of technical review. Gillig met or exceeded the technical requirements more often than their competitors. One competitor did not meet CDTA's requirements in several areas.

- **Warranty:** Gillig meets or exceeds warranty requirements by 2 to 1 as compared with the competitors.
- **References:** Gillig provided excellent references with feedback equal to our own experience.
- **Delivery:** Two of the manufacturers (including Gillig) were able to promise a nine-month delivery after receipt of a purchase order.
- **Reliability:** Our Mean Distance Between Failures (MDBF) average over 9,000 miles for mechanical-related defects (Gillig buses). This is an important performance metric as it measures our maintenance reliability and breakdowns on the road. The Gillig bus has performed well.

Summary:

Gillig provided the lowest overall price, including warranties and delivery expectations. The individual cost of a Gillig bus is \$491,407. New Flyer and NOVA buses were \$8,000 and \$71,500 more than Gillig. We have had a very good 14-year partnership with Gillig for reasons stated above. The Gillig bus continues to be a high performing vehicle with very good reliability. Gillig increased staffing levels and vendor sources to compensate for labor and materials shortages during COVID. Gillig provided the best overall proposal.

Recommendation:

We recommend awarding a five-year contract for up to 100 40' diesel buses to Gillig Corporation of Livermore, California.

Copy: Chief Executive Officer

SCORE SHEET-

Proposer	Technical - 40 points 10944 Points x 5 scorers=43,776 Maximum Score Highest Wins				
	Score	Max. Value	Rating	Max Points	Points
Gillig	28888	43776	0.66	40.00	26.40
New Flyer	28728	43776	0.66	40.00	26.25
Nova	28520	43776	0.65	40.00	26.06
	Warranty - 10 points 281 Points Maximum Score Highest Wins				
	Score	Max. Value	Rating	Max. Points	Points
Gillig	254	281	0.904	10.00	9.04
New Flyer	190	281	0.676	10.00	6.76
Nova	205	281	0.730	10.00	7.30
	Performance - 5 points 10 Points Maximum Score Highest Wins				
	Score	Max. Value	Rating	Max. Points	Points
Gillig	9.00	10.00	0.90	5.00	4.50
New Flyer	9.00	10.00	0.90	5.00	4.50
Nova	6.00	10.00	0.60	5.00	3.00
	References - 10 points 279 Points Maximum Score Highest Wins				
	Score	Max. Value	Rating	Max. Points	Points
Gillig	9	10	0.900	10.00	9.00
New Flyer	9	10	0.900	10.00	9.00
Nova	7	10	0.700	10.00	7.00

Price - 30 points Average Base Bus Price including Selected Options Lowest Wins				
Score	Min. Value	Rating	Max. Points	Points
\$491,407	491407.00	1.000	30.00	30.00
\$508,919	491407.00	0.966	30.00	28.97
\$557,809	491407.00	0.881	30.00	26.43
Delivery - 5 points # Days from Order to Delivery Lowest Wins				
Score	Min. Value	Rating	Max. Points	Points
300	270.00	0.90	5.00	4.50
300	270.00	0.90	5.00	4.50
480	270.00	0.56	5.00	2.81

	Total - 100 points Highest Wins	Ranking
	Points	
Gillig	74.44	1
New Flyer	70.98	2
Nova	65.60	3

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 02 - 2022**

Approve Purchase of Twenty-four 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 -2022, the Authority has entered into a five-year bus purchase contract with Gillig, LLC of Livermore, California (“Gillig”) and

WHEREAS, the Authority’s fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life, requiring the purchase of replacement vehicles, and

WHEREAS, the Authority now desires to purchase twenty-four (24) forty-foot buses from Gillig at a cost of \$505,372 per vehicle, for a total cost not to exceed \$12,128,928, pursuant to the terms of the current contract, with anticipated delivery in July 2022.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby authorizes the purchase of twenty-four (24) forty-foot buses from Gillig for a total cost not to exceed \$12,128,928, 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 FY2023 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 26th day of January, 2022.

Dated: January 26, 2022

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Purchase of twenty-four 40-foot buses from Gillig, LLC of Livermore, California.

Committee: Performance Monitoring/Audit

Committee Meeting Date: January 19, 2022

Board Action Date: January 26, 2022

Background:

The current fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life.

Purpose:

To ensure fleet availability for current and upcoming service needs.

Summary of Proposal:

A Request for Proposals (RFP) was issued for a 5-year contract to buy 40' diesel buses, which was approved through earlier Board action. Staff recommends the purchase of twenty-four vehicles upon receipt of an executed contract. This is consistent with our fleet purchasing plan and service needs, which aims to balance fleet age and maintenance requirements, while providing predictable costs for purchases and annual maintenance expenses.

Staff recommends the purchase of twenty-four buses from this contract for a cost of \$491,407 per vehicle. This cost includes extended warranties for engine, HVAC and transmission. Delivery is anticipated for late spring 2022.

Financial Summary and Source of Funds:

The total cost will not exceed \$12,128,928 and is broken down below. Future year purchases will be tied to the Producer's Price Index (PPI). This order will be funded from the FY2023 Capital Plan.

Description	Unit Cost	Quantity	Extended Cost
Base Bus	\$491,407	24	\$11,793,768
Delivery	\$6,356	24	\$152,544
Extended Warranties	\$7,609	24	\$182,616
TOTAL Year 1:	\$505,372	24	\$12,128,928

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

Date: January 19, 2022

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Fixed Route Bus Acquisition

Background:

A five-year contract was presented to the Board to purchase accessible low-floor heavy-duty transit vehicles to the Gillig Corporation of Livermore, California. Upon Board approval, staff recommends the purchase of twenty-four (24) 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 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 drivers' shield barrier adding additional protection for our operators.

The twenty-four 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 July 2022.

Recommendation:

Staff recommends the purchase of twenty-four Gillig buses at a price of \$505,372 per vehicle, which includes delivery and extended warranties. The total amount is \$12.1 million.

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:**

\$12,128,928 (Year 1, not to exceed) 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 # 3 or Advertised
Number of Proposals/Bids Received # 3

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 0
DBE Certification on file? Yes No Not Applicable
Was contract awarded to a DBE? Yes No
Number of DBE Subcontractors 0 (Bus Manufacturers must maintain an approved
DBE Goal Plan on file with FTA to be eligible to participate in FTA funded vehicle procurements)

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Gillig, LLC

451 Discovery Drive
Livermore, California 94551

8. **SOURCE OF FUNDS:** FY2023 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,)

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

Stacy Sansky, Director of Procurement DATED: January 19, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 03 - 2022**

Approve Contract for the Purchase of Paratransit 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 Capital Improvement plan of the Authority calls for the replacement of paratransit buses which have reached the end of their useful lives, and

WHEREAS, after a duly issued request for proposals for a five-year paratransit vehicle contract purchasing up to six paratransit vehicles per year, three proposals were received, and

WHEREAS, after extensive review and deliberation of the proposals, the highest score was received by incumbent Coach & Equipment of Canandaigua, New York, and

WHEREAS, staff recommends a five-year contract for the purchase of up to thirty paratransit buses to Coach & Equipment of Canandaigua, New York, the price per vehicle is \$88,000 during the first year with the purchase of six vehicles this spring, and subsequent year pricing tied to the Producers Price Index (PPI).

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby authorizes the award of a five-year paratransit vehicle contract to Coach & Equipment of Canandaigua, New York, subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this purchase is from the Capital Plan.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 26th day of January, 2022.

Dated: January 26, 2022

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for paratransit vehicles to Coach & Equipment of Canandaigua, New York.

Committee: Performance Monitoring/Audit

Committee Meeting Date: January 19, 2022

Board Action Date: January 26, 2022

Background:

The current contract for paratransit vehicles has expired, and a new contract is required to continue our fleet replacement program.

Purpose:

These vehicles will replace paratransit buses that have reached the end of their useful life.

Summary of Proposal:

A Request for Proposals (RFP) was issued for purchasing up to six paratransit vehicles per year for a term of five years. The contract requested pricing for first year purchases with subsequent year pricing tied to the Producers Price Index (PPI).

Seventeen firms downloaded the RFP, and three proposals were received. One proposal was non-responsive and not considered. A review team consisting of Operations staff reviewed the two remaining proposals.

Based on the review process, it was clear that Coach & Equipment (the incumbent) was best suited for CDTA's needs and scored high enough in both technical and pricing that the other proposer was not in the competitive range. Staff recommends a five-year contract for the purchase of paratransit buses be awarded to Couch & Equipment of Canandaigua, New York.

Financial Summary and Source of Funds:

The first-year price is \$88,000 per vehicle. We will place an order for six buses (\$528,000) this spring.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

January 19, 2022

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations
Stacy Sansky, Director of Procurement

Subject: Award Recommendation - Purchase of paratransit vehicles

Background:

CDTA issued a Request for Proposals (RFP) to provide paratransit vehicles that have reached the end of their useful life. Proposers must meet all FTA requirements for Buy America.

Justification:

Three proposals were received. An evaluation team of Maintenance and Transportation employees reviewed proposals. Coach & Equipment bus price was \$88,000; Mathews Bus was \$122,711; and the third proposal was non-responsive. It was determined that Coach & Equipment provided the best overall vehicle to meet CDTA's needs. The Coach & Equipment vehicle offers more durability, safety, and has the most comfortable ride. The floor plan design gives maximum flexibility for oversize wheelchairs and power chairs which are common today.

Coach & Equipment provided the best price, references, and the best technical ranking. Coach & Equipment is the incumbent provider of paratransit vehicles.

Recommendation:

Staff recommends a 5-year contract for the purchase of up to thirty paratransit vehicles be awarded to Coach & Equipment of Canandaigua, NY.

Copy: Chief Executive Officer

**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:**
\$528,000 (Year 1, NTE) 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 # 17 or Advertised
Number of Proposals/Bids Received # 3

Attach Summary of Bids/Proposals

8. **Disadvantaged Business Enterprise (DBE) involvement**
Are there known DBEs that provide this good or service? Yes No
Number of DBEs bidding/proposing NA
DBE Certification on file? Yes No Not Applicable
Was contract awarded to a DBE? Yes No
Number of DBE Subcontractors 0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Coach & Equipment Bus Sales, Inc.**
20 Eastern Blvd
Canandaigua, NY 14424

8. **SOURCE OF FUNDS: When vehicles are purchased, most likely they will be paid through our 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,)

10. **RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:**
Stacy Sansky, Director of Procurement DATED: January 19, 2022

CUMMULATIVE SCORECARD - CDTA 167-3000 Gas Powered Small Transit Buses for Use in Paratransit

Criteria	Matthews Bus Alliance-Orlando, FL	Coach & Equip- Canandaigua, NY	Factory Direct Bus Sales-Plainview, NY
Price Proposal -120 Points	98	114	
Technical 75 Points	58	68	
Delivery Schedule 45 Points	30	32	
Warranty 30 Points	22	18	
Past Performance 30 Points	15	24	
TOTAL:	223	256	

Proposal was non-responsive and not scored.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 04 – 2022**

Award Contract for Audit Services

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

WHEREAS, the Authority is empowered by N.Y. Public Authorities Law section 1306 (8) to retain or employ such private consultants to serve on a contract basis, and requires an auditing firm to provide auditing services to the Authority, and

WHEREAS, the Authority has solicited and evaluated multiple responsive proposals for such services in response to a general solicitation, and has determined that the best proposal, qualifications, and pricing were provided by Lumsden & McCormick, LLP, of Buffalo, New York, the incumbent auditing firm, with a three-year total not to exceed \$180,000, and if selected the optional renewals are \$2,000 more per year, and

WHEREAS, the Authority has been satisfied with services provided by Lumsden & McCormick, and now recommends their engagement for another three-year contract with two optional renewal years.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year contract for audit services, with two optional one-year renewals, to Lumsden & McCormick, LLP, of Buffalo, New York, subject to compliance with all contract terms and requirements.
2. The Chief Executive Officer is authorized to sign a contract to secure all project services in return for the charges and fees set forth in the request for proposals and proposal documents.
3. The source of funding for these services shall be from the appropriate operating budget for each fiscal year.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 26th day of January, 2022.

Dated: January 26, 2022

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for Audit Services to Lumsden & McCormick, LLP of Buffalo, NY.

Committee: Performance Monitoring/Audit

Committee Meeting Date: January 19, 2022

Board Action Date: January 26, 2022

Background:

The current contract for external audit services is expiring. Each year we engage a firm to prepare our financial statements; conduct federal and state single audits and prepare CDTC financial statements and audits as well.

Purpose:

We are required to have an independent audit completed annually. A new contract is necessary to maintain compliance with this requirement.

Summary of Proposal:

A Request for Proposal (RFP) was issued for a firm to provide audit services for CDTA and CDTC. The fees were inclusive for all requirements outlined in the RFP. Three firms submitted proposals. All three firms were qualified to perform the work, but Lumsden and McCormick (incumbent) provided the best overall proposal.

Lumsden and McCormick has performed excellent work for us. Their price proposal represents a 5% increase and staff recommends a three-year contract with two optional renewals be awarded to Lumsden & McCormick LLP of Buffalo, NY for audit services.

Upon Board approval, this contract will be executed immediately.

Financial Summary and Source of Funds:

The three-year total is not to exceed \$180,000 and the optional years, if selected, are \$2,000 more per year. This will be funded in the appropriate operating budget for each year fiscal year.

Year 1: \$58,000

Year 2: \$60,000

Year 3: \$62,000

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Philip Parella, Jr, Director of Finance

Memorandum

January 19, 2022

To: Performance Monitoring/Audit Committee
From: Philip Parella, Jr, Director of Finance
Subject: Contract Award for Audit Services

Background

CDTA is required to have an independent audit completed on an annual basis. The audit results are reported to New York State and can be accessed by the public and other state entities through the Public Authority Reporting Information System (PARIS). Our current agreement with Lumsden and McCormick expires in January 2022. In December 2021, a request for proposal was issued for external audit services.

Justification

We received three proposals: Lumsden & McCormick, the Bonadio Group, and EFRP. During interviews our team found that each firm was professionally qualified and had appropriate experience in this type of work. Each firm provided competitive pricing that was fair and reasonable. When all factors were considered, we determined Lumsden and McCormick was the best fit moving forward.

Lumsden & McCormick is the incumbent and has performed audit services for us for the past 15 years. They have been a very good partner and instrumental in providing sound accounting advice as we have grown over the past several years.

Lumsden's price in year one was \$58,000, which was \$4,000 higher than one firm but \$12,000 less than the other firm. While all firms were experienced, Lumsden's history of working well with CDTA and our Board of Directors outweighed the difference in pricing.

Staff also felt Lumsden's understanding of CDTC, whom they audit as part of this work, was important experience to consider as our role working with CDTC expands. We anticipate utilizing Lumsden's expertise and understanding during this process.

Recommendation:

We recommend awarding a three-year contract with two one-year renewal options to Lumsden & McCormick for a three-year total not to exceed \$180,000.

Copy: Chief Executive Officer
VP of Finance & Administration

CDTA FIN 17-4000 Audit Services Cumulative Scorecard

Criteria	EFPR Group Williamsville, NY	Lumsden McCormick Buffalo, NY	The Bonadio Group Albany, NY
Price Proposal 105 points	100	88	62
Overall Experience 180 points	135	180	160
D/MWBE 15 points	15	15	15
TOTAL 300 points	250	283	237



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 05 - 2022**

Approve 2021 Surplus Sales of Equipment and Vehicles

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

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

WHEREAS, the Authority has required an annual report from the Director of Procurement, pertaining to the disposition of all surplus property that has been provided for 2021 in a form that has been reviewed, and is satisfactory,

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority accepts the Summary Disposal Report for the 2021 calendar year.
2. The Authority continues to delegate to the Chief Executive Officer, the authority to declare personal property, equipment and vehicles to be surplus and to dispose of such property in accordance with the applicable law; transferring title to any such item to the appropriate federal or state agency expressing a desire for same; or, if unwanted there, advertising for public sale and sold to the highest bidders; or if no bids are received, disposing of unwanted items as scrap.
3. The Authority directs that if the depreciated value of the asset is \$5,000 or more the Chief Executive Officer or designee shall henceforth report about any such specific disposition at the next regular meeting following the disposition. A total of \$51,245 was returned to the operating budget from the disposition of surplus materials in 2021.
4. The Authority directs that henceforth the Chief Executive Officer or designee shall report in January about such dispositions for the preceding calendar year by describing the property that was disposed of, the manner of disposition and the costs or amounts recovered associated with each individual lot of surplus equipment and/or vehicles.
5. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 26th day of January, 2022.

Dated: January 26, 2021

Mark Schaeffer, Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Summary of vehicles, equipment and parts disposed in 2021.

Committee: Performance Monitoring/Audit

Committee Meeting Date: January 19, 2022

Board Action Date: January 26, 2022

Background:

Resolution 05-2005 was passed to allow staff to dispose of equipment, vehicles and parts that have surpassed their useful life and then report these disposals on an annual basis. CDTA disposes of items in the best way possible, through recycling, donation, and sale through eBay auction. CDTA collects sales tax for applicable transactions.

Purpose:

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

Summary of Proposal:

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

Financial Summary and Source of Funds:

A total of \$51,245 was returned to the operating budget as proceeds from the disposition of surplus materials in 2021.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Stacy Sansky, Director of Procurement

Part/Bus/Tag #	Description	Mileage/Serial #	Sold To	Amount	Date
253	Ford E-350 CUTAWAY 2015	310,912.00	scrap	\$1,034.72	1/7/2021
3108H	Gillig Hybrid Transit Coach 2008	557,915.00	scrap	\$2,566.50	1/12/2021
3110H	Gillig Hybrid Transit Coach 2008	502,323.00	scrap	\$2,598.40	1/8/2021
3103	Gillig Transit Coach 2007	590,499.00	scrap	\$2,670.90	1/12/2021
3105	Gillig Transit Coach 2007	534,611.00	scrap	\$2,573.20	3/12/2021
3107	Gillig Transit Coach 2007	652,883.00	donation	\$1.00	1/4/2021
320	Motor Coach Transit Commuter 2006	631,176.00	Fred Norwood	\$3,672.00	2/18/2021
321	Motor Coach Transit Commuter 2006	574,011.00	Benjamin Hernandez Negron	\$3,250.00	2/4/2021
324	Motor Coach Transit Commuter 2006	614,118.00	Timothy Henderson	\$5,000.00	2/3/2021
252	Ford E-350 CUTAWAY 2015	276,027.00	scrap	\$1,023.77	3/11/2021
3112H	Gillig Hybrid Transit Coach 2008	341,814.00	scrap	\$2,556.40	3/11/2021
3113H	Gillig Hybrid Transit Coach 2008	484,459.00	Jerome Alexander Nole	\$3,024.00	3/18/2021
3114H	Gillig Hybrid Transit Coach 2008	540,236.00	scrap	\$2,626.40	4/21/2021
3115H	Gillig Hybrid Transit Coach 2008	337,899.00	scrap	\$2,643.20	3/12/2021
T111	Ford E-350 Box Truck 2011	178,437.00	Philip Haigh	\$5,178.78	5/18/2021
4012H	Gillig Diesel-Hybrid Bus	522,251.00	donation	\$1.00	6/16/2021
254	Ford E-350 CUTAWAY 2015	306,243.00	Rafael Alvarez	\$1,525.00	8/6/2021
255	Ford E-350 CUTAWAY 2015	287,360.00	Rafael Alvarez	\$1,500.00	8/6/2021
257	Ford E-350 CUTAWAY 2015	287,646.00	Rafael Alvarez	\$1,575.00	8/6/2021
259	Ford E-350 CUTAWAY 2015	272,788.00	Rafael Alvarez	\$1,850.00	8/6/2021
260	Ford E-350 CUTAWAY 2015	249,468.00	Rafael Alvarez	\$1,500.00	8/6/2021
256	Ford E-350 CUTAWAY 2015	278,298.00	scrap	\$1,044.00	10/20/2021
	iPhone XR 64GB space gray		Roshan Lalchar	\$200.00	6/14/2021
	iPhone 8Plus 64GB Rose Gold		Roshan Lalchar	\$160.00	6/14/2021
	iPhone 8 64GB Black		Michael Wilson	\$125.00	6/14/2021
	iPhone 7 7 32 GB Black		Roshan Lalchar	\$65.00	6/14/2021
	Google Pixel Black		Roshan Lalchar	\$30.00	6/14/2021
	Samsung Galaxy S10+, Black		Roshan Lalchar	\$160.00	6/14/2021
	Samsung Galaxy A50		Joseph Cole	\$75.00	6/14/2021
	Samsung Galaxy A50		Joseph Cole	\$75.00	6/14/2021
	Samsung Galaxy A50		Melissa Bunt	\$70.00	6/14/2021
	Samsung Galaxy S10e 128GB		Alina Korenevskaya	\$211.00	6/14/2021
	iPhone 8Plus 64GB Space Grey		Roshan Lalchar	\$160.00	6/14/2021
	Desktop PC w Power Cord and Monitor		Terrillia Guy	\$150.00	8/23/2021
	Desktop PC w Power Cord and Monitor		Tracie McNeil	\$100.00	8/23/2021
	Desktop PC w Power Cord and Monitor		Eric Hermance	\$125.00	8/23/2021
	Desktop PC w Power Cord and Monitor		Eric Hermance	\$125.00	8/23/2021
			TOTAL	\$51,245	

Items Disposed of at Authority's Expense:		
Item Description	Item Location	Disposal dated
Desktop PC w Power Cord and Monitor	IT Inventory	8/23/2021
Desktop PC w Power Cord and Monitor	IT Inventory	8/23/2021
Desktop PC w Power Cord and Monitor	IT Inventory	8/23/2021
Desktop PC w Power Cord and Monitor	IT Inventory	8/23/2021
APC Symmetra LX Power Module	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G1 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G1 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G1 SFF	IT Inventory	5/12/2021
HP LASERJET PRO MFP M521dn	IT Inventory	5/12/2021
HP 1702 monitor	IT Inventory	5/12/2021
HP ELITEDESK 800 G1 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G1 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G1 SFF	IT Inventory	5/12/2021
HP Compaq 8200 Elite SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G1 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G1 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP ELITEDESK 800 G2 SFF	IT Inventory	5/12/2021
HP Probook 640 G2	IT Inventory	5/12/2021
HP Probook 850 G5	IT Inventory	5/12/2021
HP Probook 840 g6	IT Inventory	5/12/2021
HP Probook	IT Inventory	5/12/2021
HP Envy x360m	IT Inventory	5/12/2021
HP ELITEBOOK 850 G6	IT Inventory	5/12/2021
Cannon Power Shot A1400 HD	IT Inventory	5/12/2021
Kodak Camera	IT Inventory	5/12/2021
Sony Cyber-Shot	IT Inventory	5/12/2021
Belkin Surge Protector	IT Inventory	5/12/2021
APC UPS	IT Inventory	5/12/2021
StealthTouch S-Line M7	IT Inventory	5/12/2021
Avaya Phone	IT Inventory	5/12/2021
Cannon PowerShot a630	IT Inventory	5/12/2021
AudioCodes C450HD	IT Inventory	5/12/2021
AudioCodes C450HD	IT Inventory	5/12/2021
HP EliteDisplay E223	IT Inventory	5/12/2021
APC UPS	IT Inventory	5/12/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
EliteDesk 800 G2	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021

EliteDesk 800 G3	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
EliteDesk 800 G4	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
EliteDesk 800 G2	IT Inventory	8/13/2021
EliteDesk 800 G2	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
YeaLink SIP Phone	IT Inventory	8/13/2021
YeaLink SIP Phone	IT Inventory	8/13/2021
Cybernetics	IT Inventory	8/13/2021
Cybernetics	IT Inventory	8/13/2021
Z600 Workstation	IT Inventory	8/13/2021
EliteDesk 800 G2	IT Inventory	8/13/2021
EliteDesk 800 G2	IT Inventory	8/13/2021
EliteDesk 800 G2	IT Inventory	8/13/2021
EliteDesk 800 G3	IT Inventory	8/13/2021
Cisco Catalyst 3560 G	IT Inventory	8/13/2021
Cisco Catalyst 3560 G	IT Inventory	8/13/2021
Probook 650 G3	IT Inventory	8/13/2021
Elitebook 840 G6	IT Inventory	8/13/2021
Elitebook 840 G6	IT Inventory	8/13/2021
Probook 650 G3	IT Inventory	8/13/2021
Probook 650 G3	IT Inventory	8/13/2021
Probook 650 G3	IT Inventory	8/13/2021
Probook 650 G3	IT Inventory	8/13/2021
Probook 650 G3	IT Inventory	8/13/2021
Probook 650 G3	IT Inventory	8/13/2021
Probook 640 G2	IT Inventory	8/13/2021
Probook 640 G1	IT Inventory	8/13/2021
Probook 640 G2	IT Inventory	8/13/2021
Probook 6460b	IT Inventory	8/13/2021
Dell toughbook	IT Inventory	8/13/2021
Probook 6475b	IT Inventory	8/13/2021
Cisco Aironet 802	IT Inventory	8/13/2021
Cisco Aironet 802	IT Inventory	8/13/2021
Cisco Aironet 802	IT Inventory	8/13/2021
Cisco Aironet 802	IT Inventory	8/13/2021
Cisco Aironet 802	IT Inventory	8/13/2021
Cisco Aironet 802	IT Inventory	8/13/2021
Cisco Aironet 802	IT Inventory	8/13/2021
Cisco Aironet 802	IT Inventory	8/13/2021
Probook 840 G2	IT Inventory	8/13/2021
Probook 840 G2	IT Inventory	8/13/2021
Probook 6475B	IT Inventory	8/13/2021
Panasonic tough book	IT Inventory	8/13/2021
Hp Monitor	IT Inventory	8/13/2021
Hp Monitor	IT Inventory	8/13/2021
Hp Monitor	IT Inventory	8/13/2021
Hp Monitor	IT Inventory	8/13/2021
Hp Monitor	IT Inventory	8/13/2021
Hp Monitor	IT Inventory	8/13/2021



Memorandum

January 26, 2022

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for January

Overview

We are welcoming the new year with enthusiasm and hope, with our plate full of activities, projects and opportunity. We continue to provide the region with a deep menu of mobility options, and we are ready to introduce new services and programs to make our network stronger than ever. We are battling through the Omicron variant and are hopeful to put COVID-19 in our rear-view mirror. Our employees are learning lessons from two years of pandemic management and their resourcefulness is making us better as we move forward.

Governor Hochul has released her Executive Budget Request, and it contains promising news for CDTA and for transit systems across the state. The EBR proposes an increase of 13% in State Transit Operating Assistance (STOA) for upstate systems including CDTA. It also provides \$2.3 million for service in Montgomery County. There are increases in capital assistance under the umbrella of a 5-year plan for the New York State Department of Transportation. We have begun our advocacy, which is focused on increases to STOA that match the 36% proposed for downstate systems. Our outreach will be coordinated with the New York Public Transit Association on their statewide efforts. This will be a primary work task for the next few months.

It was encouraging to see funding for Montgomery County called out in the EBR. There is more work to be done in this regard, as we have requested \$6 million for this work. We will meet with our Senate and Assembly delegation to talk about additional STOA funding in one house budget bills that will advance to final negotiations. This news has us moving full throttle on service planning, employee recruitment and capital requirements for our entry into Montgomery County. We are hopeful that this can happen by the third quarter of 2022.

Aligned with the release of the Governor's EBR is our own budget work. We use a bottom-up approach, gathering input from all parts of the organization. This is assembled, reviewed and brought to consensus. Once the work that we want to do and the resources required to do it are agreed on, our staff assembles a budget plan for review and consideration. Revenue sources are evaluated in the same manner as we work towards a balanced budget plan. A corresponding capital plan is based on available federal, state and CDTA funding. We will have several touch points with the Strategic and Operational Planning committee.

As we approach two years of managing through the COVID-19 pandemic, we continue shifting resources and priorities to keep CDTA employees and customers safe. The recent surge in cases caused by the Omicron variant has pushed everyone in our organization to work even harder. Our Human Resources staff continues to develop new ways to manage the virus and its impact on the workforce. For the past six weeks, we have provided a full complement of service while more than 5% of the workforce was out with COVID or in quarantine protocols. One example of adjusting on the fly was the way we handled back-to-back holiday weekends (Christmas and New Year's). Knowing that ridership would be lighter than usual because the holidays fell on weekends, we operated a Sunday/Holiday schedule for three consecutive days on both weekends. With lots of communication and schedule adjustments, this aligned service to demand and gave more employees an opportunity to enjoy a few days away from CDTA with their family and friends. This wasn't easy and it wasn't conventional, but it worked. More CDTA innovation and thoughtfulness.

We will implement a number of service changes next week. Most of the changes are minor, as we adjust frequencies and spans of service to align with ridership demand and partnership requirements. This gives us the opportunity to match service more closely to our resources. This is part of the bus operator pick of run process that occurs three times a year; bus operators pick their work assignments for the next few months. The assignments are developed by our planning and scheduling staff in consultation with the operating departments. We think the current work structure will help us to provide better service, be consistent with employee headcounts and reduce trip cuts.

Service changes and resource alignment points directly to our recruitment and retention efforts. As we have discussed, this work is critical to the continued development of CDTA, the introduction of new services and the management of the programs that make us successful. Our work in this area has changed and it has shifted with the challenges of COVID-19, but it remains consistent, and we are committed to excellence. On Monday, 15 new employees began training to be bus operators. As that class progresses, another is being assembled and will start in short order. We recently hired two Human Resources professionals to bring even more depth to our team and we look forward to their contributions. As we develop new services and more mobility options for the region, we are highlighting innovation in our company, which includes the work we are doing in the people management area – it is different, it is cutting-edge, and it is working.

Every three years, the Federal Transit Administration evaluates grant recipients. This process, which is known as the Triennial Review is about to begin at CDTA. FTA consultants and their staff will review about two dozen functional areas, evaluating statutory and administrative requirements of us as a grantee. This extensive effort is coordinated by Melissa Shanley in our finance department. She will work closely with all CDTA departments who will be called on during the review. Organizations are evaluated and a formal report will be issued by the FTA. I am confident that we are prepared for the review and will do well.

We continue to look for ways to make CDTA better, stronger, and resilient. We are not satisfied with the status quo and are always looking at opportunities to provide better service, to introduce new service, and make the workplace better for our employees. It is this constant thirst for more that makes me proud to work here and even prouder of the people who are CDTA.

Performance Measures

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

Total ridership was 975,000, 28% more than last December, as we work our way towards pre-pandemic levels. Year-to-date, there have been 8.7 million rides on our system. Ridership continues to be a leading indicator of the health of our service network. As we develop better ways to evaluate success, we know that ridership will always be a core metric for us. STAR ridership was 25,630, 52% more than last December. Northway Express ridership continues to improve; with 4,500 boardings, double what it was last December.

Our staff is preparing budget documents for the 2022-2023 fiscal year, forecasting our needs, and projecting what revenue and expenses will be. This work will continue for the next several weeks with regular updates to the Strategic and Operational Planning Committee. As we reported at the committee meeting last week, we are preparing the budget knowing that our financial situation is built on a great foundation. Highlights for this month continue to be the outstanding performance of the Mortgage Recording Tax, and the recovery of customer and facility revenue. For the month, MRT was at \$1.65 million; year to date, it is \$13.3 million. While MRT is on a record-breaking pace, we are seeing significant recovery in customer revenue and facility revenue. Customer revenue was \$1.4 million this month, and \$9.8 million year-to-date, which is 55% ahead of budget expectations. There is a similar trend with facility revenue (RRS); for the month, we collected \$202,000; year-to-date we are at \$1.5 million, double our budget expectations.

Expenses were 8% over budget projections; year-to-date, we are 1.5% under budget. Most of the overage this month is in the wage line, which was driven by overtime to cover open work, the annual payout of unused personal time and an extra holiday that we added for operators and maintenance staff. This should normalize and be within budget expectations as the fiscal year closes. We are also consuming more purchased transportation services to cover for headcount issues. This will continue for the foreseeable future.

We missed 474 trips on the fixed route system; last December, we missed 55 trips. This number is coming down slowly, but it is still higher than we want it to be. With so many people unavailable because of COVID infections, the struggle to adjust service to resources continues. Our operations people amaze me with the work they do – transportation supervisors, bus operators and the entire maintenance team – job well done under very difficult conditions.

There were 35 accidents in December with 15 preventable. Last December, there were 51 accidents with 29 of them preventable. All but one preventive maintenance inspection was done on time. Scheduled maintenance work was at 81%. On time performance for fixed route service was 77%; last December it was 75%. STAR service operated within our 10-minute window 72% of the time; last December, it was 85%. There were 9,600 calls to the STAR reservation center. Last December, there were 8900 calls.

Our call center processed 246 comments compared to 178 last December; this is driven by more customer boardings, trip cuts and seasonal changes to services. There were 49 comments about STAR; last December, we received 9 comments (reminder - we changed how we classify complaints about contractor services). Response time to close customer inquiries within 10 days was 91%. There were 600,000 page views at www.cdta.org.

Activity Report

As we turn the corner into 2022, we continue to position CDTA as the region's mobility leader. This includes community outreach, marketing and communication with our customers, business leaders and government officials. With the release of the Governor's executive budget request, our advocacy work will be the dominant activity for the next few months.

- On Monday, December 27, Lisa Marrello and I met with Navardo Lopez and Lauren Melendez. Mr. Lopez was recently appointed as Governor Hochul's Deputy Secretary for Transportation; Ms. Melendez is the Assistant Secretary of Transportation. We talked about the need for transit services in Montgomery County, the cost to provide it, and ways it could be included in the state budget.
- On Thursday, December 30, Chris Desany and I met with staff from the New York Power Authority to talk about electrification of facilities and vehicles. There may be opportunities to partner with NYPA as we move forward in evaluating propulsion and charging options.
- On Wednesday, January 12, I chaired a meeting of the United Way's Executive Committee. We reviewed staff reports on finance, campaign giving, agency operations and facilities.
- On Wednesday, January 12, I joined NYPTA executive committee members in a meeting with David Freidel from Senate Finance. We talked with him and his staff about the need for funding and the work that transit systems are doing to connect communities.
- On Wednesday, January 12, I attended meeting of the CBA Board of Trustees. I have been a trustee for a number of years and enjoy seeing CBA students traveling to the campus using CDTA service.
- On Thursday, January 13, Jaime Kazlo and I met with a group of people who are interested in forming a regional advocacy group. They envision advocating for transportation options including complete streets, better transit service and more bikes and scooters. More discussions to follow.
- On Thursday, January 13, I met with Scott Sopczyk to continue our discussions about mobility connections in Warren and Washington County.
- On Thursday, January 13, I spoke with a reporter from the Business Review about recruitment and retention efforts. The story focused on the Governor's announcement to mobilize DMV testing sites for Commercial Drivers Licenses (which we support). Jaime Kazlo coordinated the interview and joined me.
- On Friday, January 14, Jon Scherzer and I met with the executive staff from St. Mary's Hospital in Amsterdam. We talked about the work we do, Universal Access partnerships and the timeline for CDTA to begin service in Montgomery County.

- On Tuesday, January 18, I met with Barbara Gannon. We talk every 8-10 weeks regarding employee development and strategic initiatives.
- On Tuesday, January 18, I attended a meeting of the Albany County Climate Resiliency Advisory committee. I am a member of this committee that is overseeing the county's work to prepare a master plan to ensure the advancement of this work.
- On Tuesday, January 18, Mike Collins, Kelli Schreivogl, and I met with our consultants from Tangible Development to talk about the next few steps as we move through our Diversity, Equity and Inclusion journey.
- On Wednesday, January 19, I talked about retention and recruiting issues with a reporter from the Times Union. We also talked about service levels during the pandemic, ridership, and some of the things we are doing to keep customers and employees safe. Jaime Kazlo arranged the interview and joined me.
- On Wednesday, January 19, I chaired a meeting of the NYPTA Legislative Committee. We talked about the Governor's Executive Budget Request and reviewed proposed allocations to STOA and the Capital program. We also discussed messaging and our advocacy schedule for the next month or two.
- On Thursday, January 20, Jon Scherzer and I met with a group of individuals who represent social service agencies throughout Saratoga County. We talked about ways to better connect their constituencies to services and activities.
- On Thursday, January 20, Chris Desany and I met with Bill Carpenter, CEO at RGRTA and Michael Wojnar from the MTA to talk about electric buses. We shared experiences with vehicles, charging infrastructure and relationships with providers. We agreed to continue talking as we advance alternative propulsion technology.
- On Thursday, January 20 I spoke with a reporter from WAMC about the Governor's executive budget and the inclusion of funding for service in Montgomery County. Jaime Kazlo arranged the interview and joined me for it.
- On Friday, January 21 I spoke with a reporter from the Daily Gazette about the Governor's executive budget and the inclusion of funding for service in Montgomery County. Jaime Kazlo arranged the interview and joined me for it.
- On Friday, January 21, I met with Trent Griffin-Braaf who owns Tech Valley Shuttle. We talked about ways that we might share resources and work together.
- On Monday, January 24, I met with our newest group of employees to talk about CDTA and the work we do. A class of 15 enthusiastic bus operators were ready to start their CDTA career. We talked about the opportunities available to them at CDTA along with our expectations for them as we move forward together.

- On Monday, January 24, I attended a meeting of the Colonie Industrial Development Authority and the Local Development Corporation. I am a member of both boards and was recently reappointed. This was the annual organizational meeting for both boards.
- On Tuesday, January 25, I attended a meeting of the Capital Region Chamber Board of Directors. I enjoy working with the members to advance issues of common concern and highlighting the need for better mobility throughout the region.

Final Thoughts

As we start another year, I am optimistic about what's to come. We have operated through two of the toughest years that I can remember in my 40-year career at CDTA, all while we develop new programs, introduce new services, and expand our service area. At the same time, we are looking at more opportunities for growth and development. I couldn't be prouder of the nearly 750 employees who make up the CDTA family and have kept us going over the last 24 months. I am convinced the best is yet to come and we are ready for it. This is the CDTA way, and it is what makes this a special place to work.

CDTA Provides Mobility Solutions that Connect the Region's Communities