

# **Board of Directors Monthly Meeting**

**Wednesday, March 30, 2022 | 12:00pm  
Via Microsoft Teams & at 110 Watervliet Ave.**



## CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, March 30, 2022 | 12:00pm | 110 Watervliet Ave and  
via Microsoft Teams

<b>Board Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, February 23, 2022	Jayne Lahut	3
<b>Recognitions</b>	Carm Basile/ Jayme Lahut	
<ul style="list-style-type: none"><li>25 Years – Ian Williams, Bus Operator</li></ul>		
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (03/16/2022)	Jayne Lahut	
Performance Monitoring/Audit Committee (03/23/2022)	Denise Figueroa	
<ul style="list-style-type: none"><li>Resolution 11 - Contract for Bus Shelter Purchases</li><li>Resolution 12 - Contract for Bus Shelter Installations</li><li>Resolution 13 - Contract for Scheduling Software Maintenance</li><li>Resolution 14 - Contract for Farebox Purchase</li><li>Resolution 15 - Accept NYS Funding</li></ul>		14 19 24 29 33
Community and Stakeholder Relations Committee (03/24/2022)	Jackie Falotico	
Strategic and Operational Planning Committee (03/24/2022)	Michael Criscione	
<ul style="list-style-type: none"><li>Resolution 16 - Approve FY 2023 Budget</li></ul>		36
<b>Chief Executive Officer's Report*</b>	Carm Basile	41
<b>Board Member Comments</b>	Everyone	
<b>Upcoming Meetings</b>		
Wednesday, April 27, 2022 at 12:00pm via Microsoft Teams and 85 Watervliet Avenue, Albany (Temporary Meeting Location)		
<b>Adjourn</b>		

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

**MINUTES OF WEDNESDAY, FEBRUARY 23, 2022 BOARD MEETING**

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**MEMBERS PRESENT**            Jayme B. Lahut, Chairman  
   Michael J. Criscione, Vice Chairman  
   David M. Stackrow, Treasurer  
   Denise A. Figueroa Joseph M. Spairana, Jr  
via Microsoft Teams:        Mark Schaeffer, Secretary  
   Jaclyn Falotico  
   Peter D. Wohl

**MEMBERS EXCUSED**        Georgeanna M. Nugent  
   Patrick M. Lance

**OTHERS PRESENT**            Carmino N. Basile, Chief Executive Officer  
   Amanda A. Avery, General Counsel  
   Michael P. Collins, Vice President of Finance and Administration  
   Jaime Kazlo, Director of Corporate Communications  
   Philip Parella, Jr., Director of Finance  
   Lance Zarcone, Vice President of Operations  
   Vanessa Salamy, Executive Assistant  
   Thomas Guggisberg, Director of IT  
   Jonathan Scherzer, Director of Marketing  
   Jeremy Smith, Director of Facilities  
via Microsoft Teams:        Stacy Sansky, Director of Procurement  
   Ross Farrell, Director of Planning  
   Ethan Warren, Senior Planner  
   Kelli Schreivogl, Director of Human Resources  
   Jack Grogan, Director of Risk Management

**CALL TO ORDER**            At 12:03 p.m., Chairman Lahut called the meeting to order and noted a quorum was present.

**APPROVAL OF THE JANUARY 26, 2022 BOARD MEETING MINUTES**

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

**RECOGNITIONS**

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

- 20 Years - Atman Shwisankar, Bus Operator
- 20 Years – Qur’an Byrd, Bus Operator
- 25 Years - Edward Morin, Bus Operator
- 25 Years - Maurice Sutherland, Bus Operator

**COMMITTEE REPORTS**

**BOARD OPERATIONS COMMITTEE** - Report from Chairman Lahut  
Board Operations Committee met on Wednesday, February 9, 2022 at 9:15am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

### Administrative Discussion Items

- We reviewed the committee agendas for meetings held in February.
- Carm gave a brief update on COVID-19. Daily absenteeism from COVID-19 infections and quarantine protocols is tapering off. We are looking forward to the warmer days ahead and a return to more normal operations.
- Advocacy meetings are happening almost daily; this includes CDTA specific meetings and work with our state association – NYPTA. Our efforts are aimed at more operating assistance for upstate systems and adequate funding for Montgomery County.
- We had a great discussion about succession planning with Carm and Lou Bonelli. This work is designed to raise the level of competency throughout the organization, with a focus on leadership skills, information sharing and stretch assignments. More information as this work plays out further.
- The next meeting of the committee is scheduled for Wednesday, March 16, 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, February 16, 2022 at 12:00pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

### Consent Agenda Items

#### *Resolution No. 06 – 2022 – Approve Contract for Paratransit Outsourcing*

- Our contracts to provide paratransit outsourcing has expired and new contracts are required. An RFP was issued, and two proposals were received. An evaluation team conducted reviews of A+MediTrans and Suburban Transportation, both incumbents.
- Due to current economic conditions, and the pandemic, hourly rates have increased about 20%. Staff recommends contracts to A+MediTrans and Suburban Transportation. Having two contractors provides flexibility and resource capacity for STAR service. Both vendors have performed well.
- The Authority hereby awards a three-year contract with two renewal one-year options to A+ MediTrans and Suburban Transportation, at a total first-year cost not to exceed \$6.5 million. Future increases are tied to the Consumer Price Index with a maximum increase of 5% per year.

Motion – Mr. Spairana

Seconded – Ms. Figueroa

Carried Unanimously

#### *Resolution No. 07 – 2022 – Approve Contract for INIT Maintenance*

- Our INIT warranty is expiring, and a new agreement is required to continue support, training, and licensing. The system contains a suite of tools including CAD/AVL, scheduling functions and several customer features. Because the current system is proprietary, we cannot receive support from other vendors. Staff recommends a contract to INIT for a total amount not to exceed \$2.3 million over the next five years.
- The Authority hereby approves a one-year contract with four one-year extensions to Innovations in Transportation, Inc. of Chesapeake, VA for a total value of \$2,375,730.

Motion – Mr. Stackrow

Seconded – Mr. Criscione

Carried Unanimously

*Resolution No. 08 – 2022 – Approve Contract for GenFare MaaS Payment Integration*

- In December we awarded a contract to Moovit as our Mobility as a Service provider. The award today is for the second part of this platform. This contract to Genfare is for integration of software, hardware, and services between the fare collection system and the Moovit platform. This will allow us to integrate fare payment with the Moovit platform. The Genfare system is proprietary.
- The Authority hereby awards a one-year contract to SPX-Genfare of Elk Grove, Illinois for an amount not to exceed \$581,124.

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

*Resolution No. 09 – 2022 – Approve Contract for WWBRT Corridor Improvements*

- An Invitation for Bids (IFB) was issued to construct WWBRT stations, roadway improvements and transit signal priority. The IFB included options to upgrade the Red Line BRT, which is almost a dozen years old. Three bids were received, and James H. Maloy Construction was the lowest bid. Staff recommends James H. Maloy which has extensive experience with NYSDOT roadway and bridge projects.
- The Authority hereby awards a contract to James H. Maloy, Inc of Loudonville NY for a total value of \$14,259,600.

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

*Resolution No. 10 – 2022 – Approve Surplus Sales from 2021*

- From time to time, General Counsel requires the services of outside counsel. An RFP was issued, and six firms submitted proposals. Four firms were determined to be suited to provide legal services for us. Three of the four firms are incumbents and staff recommend contracts to these four firms. These contracts set terms and conditions for legal services, but there is no guarantee of work.
- The Authority hereby approves five-year term contracts to the following firms, which all have offices in the Albany area. The Firms are:
  - O’Connor, O’Connor, Bresee & First, PC
  - Monaco Cooper Lamme & Carr, PLLC
  - Harris Beach, PLLC
  - Hedgeman Law Firm

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

Administrative Discussion Items

- Amanda Avery provided a quarterly review on the adequacy of the Risk Management and Workers’ Compensation Self-Insurance Account. The Committee determined that both accounts are adequate at this time.
- Mike Collins provided the Monthly Management Report. MRT continues its record-breaking run and has exceeded YTD projections by \$5.4 million. Customer Fares and Rail Station revenue continue to rebound and outperform forecasts; YTD they are 59% and 112% above estimates.

- Expenses in January tightened, which is typical of the season; they remain 1% under budget for the year. The wage line remains over budget due to headcount challenges; the parts line was over budget due to invoice timing; but most other expenses are under budget for the year. Our financial position is strong as we anticipate a solid finish to the year.
- Chris Desany provided the Non-Financial Report. Ridership continues to improve; Total ridership is up 18% this month and 15% for the year. STAR ridership is up 39% for the month and 48% for the year. Fixed route on-time performance is 80%; STAR on-time performance is 71%. Missed trips are coming down but ticked up a little this month. We expect this uneven pattern to continue for the next few months as we balance services and manpower. Preventable accidents are at 22 this month; and non-preventable accidents are at 17.
- Next meeting of the Committee is scheduled for Wednesday, March 23, 2022 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, February 17, 2022 at 11:15 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

#### Administrative Discussion Items

- Jon Scherzer presented on our new care share service, DRIVE that will serve the Capital Region beginning this summer. The pilot program will feature nearly 10 hybrid and electric vehicles as part of the DRIVE program. DRIVE will compliment CDTA's current menu of alternative mobility options, CDPHP *Cycle!*, FLEX and Scoot.
- Jon outlined the details of the program and service area which will be rolled out in a phased approach. Phase 1 will include several areas within Albany. Once the program matures, it will be rolled out into other areas within the Capital Region. Jon also reviewed pricing, branding and promotion of the program.
- Jaime Kazlo summarized the monthly Media Relations/Community Engagement report. CDTA earned 20 media placements in television, newspaper, and radio. Stories focused on installation of air purification systems across the entire fleet, expansion into Montgomery County, our partnership with the American Heart Association's Glow Red event, and several other community partnerships.
- Looking ahead, Jaime outlined upcoming events which include State of CDTA, Transit Worker Appreciation Day and the return of CDPHP *Cycle!* season 6.
- Next meeting of the Committee will be on Thursday, Marh 24, 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, February 17, 2022 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

#### Administrative Discussion Items

##### *FY2023 Budget Planning Update* -

- Mike Collins provided an update on the FY2023 budget process. We are currently in a good budget position and expect to finish the current fiscal year ahead of projections. Our revenue is strong, and our expenses are under budget.
- Based on current year performance, we are recommending a \$1.3 million increase to the MRT line. Customer revenue is outperforming budget and we also recommend a \$6.1 million increase

here. Amtrak revenue has picked up and we recommend increasing that line by \$1 million. We increased STOA by \$7.6 million due to the Governor's executive budget, which included additional funds for Montgomery County.

- We are budgeting for a \$3.2 million wage increase, most which is to accommodate Montgomery County. Other benefit increases include health care, workers' compensation insurance, and a pension increase for additional headcounts. Purchased transportation is increasing due to an increase in vendor rates, and the additional services needed for Montgomery County.
- We continue to have internal discussions to develop the best possible budget and will provide additional drafts and recommendations to the committee. Much of this hinges on the State budget and further revisions to our operating plans.

*Bus Lane Feasibility Update -*

- Brent Irving provided an update on the bus lane feasibility study. 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 also elevate the concept of BRT.
- Assessments were based on ridership, bus volumes, travel times, road capacity, and public feedback. Twelve corridors were examined, most of which are on BRT lines and/or in downtown areas.
- 33% of survey respondents believe that buses are regularly stuck in traffic congestion. Five corridors were chosen to further conceptual design and were ranked based on ridership, delay, future growth, and equity. Phase two will continue through May, with the continuation of a more detailed design to follow.
- Next meeting of the Committee will be on Thursday, March 24, 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 February 2022 (attached).

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
  - Wednesday, March 30, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

ADJOURNMENT

Motion – Mr. Stackrow  
Seconded – Mr. Spairana  
Carried Unanimously

Respectfully submitted,

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Jayne Lahut, Chairman

Dated: February 23, 2022

## CHIEF EXECUTIVE OFFICER'S REPORT

As we emerge from COVID-19, and specifically the omicron variant, we are returning to a more normal state of operations. As this happens, I am struck by how much we learned about our company during the pandemic. We learned how resilient we are and how we respond to challenges; we learned about the need for better health practices to keep employees and customers safe and secure; and we learned about expectations from the workforce and how they respond to new work situations. Most important, we were constantly reminded about the strength of CDTA – our Board of Directors, and the 735 men and women who work here. People are the core strength of CDTA. How we manage may be different, but at the end of each day, it is people that make us different from our peers; they are what make us better and stronger as we move forward confidently.

As you can see in the activity section of this report, our focus is on advocacy and outreach. We are working with industry partners to advocate for better mobility options, to develop a long-term funding plan for operations and capital needs, and to highlight the important work we have done during the pandemic. CDTA messaging is centered on our innovative and ambitious agenda, which includes the development of new mobility options, more Bus Rapid Transit lines, and expansion into Montgomery County. This outreach work involves meetings and discussions with elected officials, business leaders and community partners. Because we have incorporated this work into our strategic pillars, it is an extension of what we do naturally.

In all these discussions, we emphasize the need for more operating assistance, a stable and adequately funded five-year capital plan, and funding flexibility to incorporate new work like our expansion into Montgomery County. Our state association (NYPTA) is supportive of increased funding for the MTA and non-MTA systems downstate. However, the association is calling for equity between downstate and upstate funding. The Executive Budget Request proposes a 13% increase in state operating assistance (STOA) for upstate systems, including CDTA. It also proposes a 36% increase for downstate systems, and we want to see this gap reduced. This is where our advocacy is focused and where we are spending most of our time. These efforts will continue for the next month or so.

As we advocate for funding to expand the CDTA footprint into Montgomery County, our staff is developing operating plans, technology requirements and the logistical process to begin service delivery. We are meeting with community leaders, school district officials and major employers to better understand the community and its requirements. Assuming adequate funding is included in the final state budget, we anticipate a service start in the third quarter of 2022. More details will be provided in the coming weeks.

As we discussed at the Strategic and Operational Planning committee meeting, work on our company budget for fiscal year 2022-23 continues. Input from every department has been incorporated into the draft spending plan and we have projected available revenue to know what the plan can accommodate. There are lots of moving parts with this work and some of the puzzle pieces are not fully developed. One of those pieces is state operating assistance. Although we know what is proposed in the Executive Budget request, the final number will not be had until the state budget is adopted, probably in the last week in March. The same is true for state operating assistance for Montgomery County. Our staff is making appropriate projections, and we will have a draft budget ready for the committee to consider at the March meetings. In the meantime, let us know if you have questions about any aspect of budget development, headcount and service, or legislative deliberations.



The company spending plan is heavily influenced by employee headcounts. The people who work at CDTA, their wages and benefits packages account for about 70% of our spending. Therefore, the budget is heavily influenced by people and the work they do. I cannot think of a time in my career where so much of our attention has have been devoted to recruitment, retention and work design. The functions that are associated with human resource management are now a company-wide focus. Every department has this at the top of their priority list, and everyone is pulling together to ensure that we have the capacity to do the work we promise to our customers and community partners. This work is critical as we develop our service delivery plan for Montgomery County. We need more bus operators, technicians and support staff. They need to be trained and supported, and then they need to acclimate themselves to CDTA, the way we operate and our expectations of them. Doing this in today's constantly changing job market is difficult – we will get it done and we are ready for new challenges.

The monthly COVID-19 update is mostly positive. Positive cases have slowed considerably. With most of the month of February behind us, we have reported 15 positive cases, compared to last month when we had 75 positive cases. The slowdown in the spread of the omicron variant along with our relatively high company vaccination rate (86%) are the primary factors. We continue to encourage employees to be vigilant and protect themselves, their families and co-workers. This almost two year long education program is working, and it has changed many of our company practices and procedures. We have relaxed the mask wearing requirement in our offices and meeting areas; however, our employees and customers must wear a mask when onboard our buses. This continues to be a tender balance of customer service and operational reality. A difficult situation for bus operators and support staff.

As we move through our daily activities and develop the annual operating plan, I am encouraged by our list of innovative things to do and consider. This includes the unveiling of our car share program (DRIVE), an exciting study about the possibilities of bus lanes throughout the region, an expanded network of BRT lines, development of mobility hubs at high volume locations throughout the region, and the consideration of new or expanded facilities to accommodate a growing fleet of vehicles, new employees, and alternative propulsion systems. As always, the CDTA agenda is innovative and challenging, filled with lots of stretch assignments. I wouldn't have it any other way!

### **Performance Measures**

Key Performance indicators for the company are included in our monthly reports. Data is for January, and it is compared to January 2021.

Total ridership was 844,000, 18% more than last January as we continue to work towards our new normal. Year-to-date, there have been 9.5 million rides on our system, 15% more than the same ten-month period last year. Our ridership is 73% of what it was before the COVID-19 pandemic began (as compared to January 2020).

STAR ridership was 22,730, 38% more than last January; STAR ridership is at pre-pandemic levels. Northway Express ridership was 4,400, about 2.5 times what it was last January, but still well below what it was two years ago.

As we continue to develop our spending plan for FY 2023, we do so from a position of strength and confidence. Our financial recovery is fueled by outstanding results from the Mortgage Recording Tax and improvements in customer and facility revenue. All three of these revenue lines have exceeded our budget projections. This recovery is helping us move forward with solid projections for next year that will enhance our revenue position.

For January, MRT was \$1.5 million; year to date, MRT receipts total almost \$15 million (we budgeted 11.25 million for the year). Customer revenue was \$1.4 million in January, and \$11.2 million year-to-date, almost 60% ahead of budget expectations. This is generated by the return of customers to our system, reengagement of Universal Access partners and the introduction of new services and programs. As travelers return to Amtrak, they are using our rail station, and parking in our facilities. For January, we collected \$160,000; year-to-date we are at \$1.6 million.

Total expenses for the month were 2% over budget; year-to-date, we are 1% under budget. As has been the case for the past few months, most of this is the wage line, driven by overtime expenses to cover open work. This will continue for the remainder of the fiscal year. Appropriate adjustments will be made to the wage line as we develop our FY 2023 spending plan.

We missed 593 trips on the fixed route system; last January, we missed 62 trips. We continue to struggle in this area. As new hires come on board, and the full impacts of service adjustments made last month take effect, we will expect to see more improvement. In some respects, this our new pandemic reality – struggling with head counts and realigning services, all while we look to grow the system. A new set of challenges for sure.

There were 39 accidents in January with 22 of them preventable. Last January, there were 31 accidents with 18 of them preventable. All preventive maintenance inspections were done on time. Scheduled maintenance work was at 81%. On time performance for fixed route service was at 80%; last January, it was at 81%. STAR service operated within our 10-minute window 71% of the time; last January, it was at 83%. There were 9,930 calls to the STAR reservation center. Last January, there were 8,770 calls.

Our call center processed 195 comments compared to 135 last January. There were 46 comments about STAR; last January, we received 8 comments (reminder - we changed how we classify complaints about contractor services). Response time to close customer inquiries within 10 days was 89%. There were 545,000 page views at [www.cdta.org](http://www.cdta.org).

### **Activity Report**

We are in the middle of an extensive advocacy and outreach effort, highlighting the work that CDTA does and the need to fully support it. This means lots of meetings and conversations about our activities and the demand for more mobility.

- On Thursday, January 27, I spoke to the NYPTA Riders Advisory Group about advocacy and outreach. This is a new group that NYPTA is cultivating to help us deliver messages to elected officials and community leaders.
- On Thursday, January 27, I attended a meeting of the NYPTA Board of Directors. The board usually meets five times a year; this meeting focused on the executive budget request, the industry response and messaging as we advocate with legislators and their staff members.
- On Wednesday, February 2, I met with staff from the Center for Economic Growth to talk about their efforts in workforce development. CEG is submitting a grant request on workforce development that will include a transportation component specific to CDTA.

- On Thursday, February 3, we flipped the switch to light our buildings in red for the month of February. This supports the American Heart Association and the work they do to increase awareness about heart disease. We were joined by the Albany Fire Department and Chief Joe Gregory. Good work by Jaime Kazlo and her team.
- On Friday, February 4, I joined the NYPTA executive team in a meeting with Senator Rachel May. We talked about the need for more state operating assistance for upstate transit systems. Senator May represents Syracuse and rural areas east of the city.
- On Friday, February 4, I joined the NYPTA executive committee in a meeting with Assemblyman William Magnarelli. The assemblyman chairs the transportation committee, and we had a long discussion about the state of our systems, the need for more operating assistance and justification for parity/equity between downstate and upstate transit.
- On Monday, February 7, Lisa Marrello and I met with Assemblymembers Pat Fahy and John McDonald. We talked about the EBR and the need for equity/parity in the distribution of state operating assistance. Our delegation is supportive of CDTA and the work we do.
- On Monday, February 7, I joined the NYPTA executive committee in a meeting with Assemblywomen Pamela Hunter. The assemblywoman represents Syracuse, and she is a member of the transportation committee. We talked about state operating assistance and equity in budget deliberations.
- On Monday, February 7, I spoke with a reporter from the Daily Gazette. We talked about the current state of CDTA, our work during the pandemic, and the outlook as we move forward. This story will be part of a business feature that the Gazette is developing.
- On Monday, February 7, I joined the NYPTA executive committee in a meeting with Senator Tim Kennedy and his staff. Senator Kennedy is chairman of the Senate transportation committee; we talked at length about the needs of transit systems across the state.
- On Monday, February 7, I joined the NYPTA executive committee in a meeting with Senator Michelle Hinchey and her staff. Senator Hinchey's district includes Montgomery County and we have been working with her to ensure adequate funding for our expansion into that community.
- On Tuesday, February 8, Lisa Marrello and I met with Assemblyman Phil Steck. We talked about the need for better mobility throughout the Capital Region. The Assemblyman is supportive to the need for increased operating assistance and a multi-year capital plan.
- On Wednesday, February 9, I traveled to Glens Falls to meet with Mayor Bill Collins and Scott Sopczyk, the Director of Greater Glens Fall Transit District. We talked about the service that GGFTD provides and ways that CDTA may be able to help them improve mobility in their community.

- On Thursday, February 10, I met with our Senior Leadership team to talk about priority work items throughout the company. This group meets every 5-6 weeks to ensure that we are all moving in the same direction.
- On Thursday, February 10, I joined the NYPTA executive committee in a meeting with Assemblyman William Magnarelli. The assemblyman, who is from Syracuse, chairs the transportation committee. This meeting was specific to state operating assistance and a discussion about the taxes that fund the upstate accounts.
- On Thursday, February 10, I attended a meeting with the NYPTA Rider Alliance. The alliance consists of mobility advocates who are working to spread our message about the need for more mobility across New York state.
- On Friday, February 11, Jaime Kazlo and I met with Jahkeen Hoke. Jahkeen is Chief Executive Officer at the Business for Good Foundation. Business for Good is working to improve opportunities for people in our communities. We talked about the work they do and ways that we might work together. An interesting note, Jahkeen's mom has worked a bus operator at CDTA for many years.
- On Friday, February 11, I met with the NYPTA executive committee to talk about legislation in the Senate and Assembly that would increase the paratransit service area (from ¾ mile to 3 miles). NYPTA is supportive of better paratransit access, and we have pledged to work with both houses to identify the best solutions.
- On Tuesday, February 15, I provided testimony on behalf of NYPTA at the Legislature's Joint Budget hearing. My comments focused on the need for more state operating assistance for upstate transit systems. Legislators had several questions about what we do and how state funds are used.
- On Tuesday, February 15, Lisa Marrello and I met with Senator Michelle Hinchey and her staff. We talked about the need for more operating assistance and our work to expand into Montgomery County. Senator Hinchey is a strong advocate for CDTA, and she is working to incorporate appropriate funding for Montgomery County into the Senate one house budget bills.
- On Wednesday, February 16, Lisa Marrello and I met with Assemblyman Angelo Santabarbara and his staff. We talked about our efforts to expand into Montgomery County and the need for funding to get this done. The Assemblyman has been a vocal advocate for this expansion and is pushing the Assembly to add funding in their one house budget bills.
- On Thursday, February 17, Lisa Marrello and I met with senate staff to talk about Montgomery County service. We discussed the deployment plan, the cost for the service, potential revenue sources and the need for operating assistance to support this work.
- On Thursday, February 17, I attended a meeting of the CDTC Administration and Finance committee. We reviewed the agency budget, a forecast of staffing for the agency and some of the changes that the new Executive Director is planning.

- On Friday, February 19, NYPTA Policy Director Bob Zerrillo and I met with staff from Jobs to Move America; we talked about the progress of our systems to electrify their fleets. JTMA is advocating for this effort, with appropriate funding and technical assistance to get it done.
- On Tuesday, February 22, I joined our staff in a meeting with Mark Aesch to review the national dashboard that has been in development. TransDash is about ready for a preview. We will be using it and tweaking it to fit our specific needs as we look to change the conversation about the relevance of what we do and how we do it.
- On Tuesday, February 22, I joined our staff in a meeting with community leaders in Saratoga Springs to talk about the work we do and ways to provide more and better mobility in that community.
- Earlier today, I chaired a meeting of the United Way Board of Directors. I have been board chair for two years and this was our first meeting of the year. The agency budget was reviewed along with development of our annual outreach and giving campaign.

### **Final Thoughts**

I take pride in writing this report each month. It is filled with the activities and accomplishments of CDTA and our employees. It illustrates the challenges we face and the opportunities we want to develop. The report charts our progress and shows why we are a leader in our industry and a valued partner in our region. Thank you to everyone who makes this work so rewarding.

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

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 11 - 2022**

Awarding Contract for Purchase of Bus Shelters

**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 enter into contracts for the purchase of goods and services to meet its transportation objectives, and

**WHEREAS**, Authority has solicited a competitive Invitation for Bids for the purchase of bus shelters and one bid was received by the incumbent supplier, Brasco International, and

**WHEREAS**, bus shelter fabrication is a specialized process with historically low participation, and the Authority is satisfied that the scope of work was sufficient to promote competitive bidding, and

**WHEREAS**, Authority staff recommends a three-year contract with two optional renewal years be awarded to Brasco International of Madison Heights, MI, for the fabrication and delivery of transit shelters with a total amount not to exceed \$1,547,500.

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

1. The Authority hereby awards a three-year contract, with two optional one-year renewals, to Brasco International, Inc. of Madison Heights, MI, for the purchase of bus shelters, at the unit prices set forth in the bid documents, 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 will be from the FY2023 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 30th day of March, 2022.

Dated: March 30, 2022

\_\_\_\_\_  
Jayme Lahut, Chairman

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

**Subject:** Contract award for fabrication and delivery of passenger shelters to Brasco International of Madison Heights, MI.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** March 23, 2022  
**Board Action Date:** March 30, 2022

### **Background:**

We provide bus shelters throughout our system and typically order between 20 and 40 shelters per year. Shelters provided a safe, clean waiting area for customers. The current contract for bus shelters is expiring and a new contract is required.

### **Purpose:**

Our shelter program allows for repair, replacement and addition of shelters based on current needs.

### **Summary of Proposal:**

An Invitation for Bids (IFB) was issued for the fabrication and delivery of shelters. The IFB outlined shelter styles, annual quantities, delivery schedules and CDTA design details. Although 17 vendors downloaded the IFB, only one bid was received. Bus shelter fabrication is a specialized process and participation is historically low. Generally, we receive two bids. We were notified by a probable bidder that they were understaffed and overcommitted and would not be submitting a bid. Based on this information and the level of advertising and initial interest, staff does not think that the scope of work was too restrictive to promote bidding and recommends moving forward with a contract award to Brasco International (the incumbent).

Staff recommends a three-year contract with two optional renewal years be awarded to Brasco International of Madison Heights, MI for the fabrication and delivery of transit shelters for a term of three years with two optional renewal years. The annual cost shall be determined by size and quantity of shelters needed. The Consumer Price Index (CPI) will be used for price increases over the year one base amount. The total contract value shall not exceed \$1,547,500. Upon Board approval, a contract will be executed immediately.

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

The contract amount shall not exceed \$1,547,500 and will be funded in the appropriate Capital Plan starting in FY2023.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Jeremy Smith, Director of Facilities

## Memorandum

March 23, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Shelter Manufacturing and Delivery

### Background

CDTA seeks to ensure that our customers have safe, convenient, clean and modern places to wait for buses, and that we are projecting a professional image. To support these goals, CDTA has a robust shelter maintenance and replacement program. Shelters may be replaced due to damage beyond repair, addition of new stop locations (or upgrading an existing location from a sign to a shelter), or because the shelter is old and is showing signs of excessive wear. Shelters typically last between 10 and 15 years, depending on ridership.

We engage a subcontractor to provide for the fabrication and delivery of new shelters. Shelters are typically ordered once per year, take approximately 13 weeks to build, and are delivered directly to our installer's warehouse. The shelters are inspected by CDTA personnel and are approved for installation or are added to inventory. Historically we order between 20 and 40 shelters per year.

An Invitation for Bid was issued in February 2022 to provide pricing primarily for three sizes of shelters in predefined quantities. The bid was for our standard shelters, not the BRT style shelters.

One bid was received. Brasco International was the bidder. The pricing provided by Brasco is in line with previous contracts of this nature and was compared to prices provided to other transit systems. There is no guarantee or requirement for ordering a minimum number of shelters. The contract amount fixes pricing and identifies shelter specifications and delivery requirements only. Brasco is the incumbent supplier, has been working with CDTA for over 17 years, and we are very satisfied with their performance.

### Recommendation

I am recommending awarding a three-year contract with two optional one-year extensions for the fabrication and delivery of bus shelters to Brasco International of Madison Heights, MI in an amount not to exceed \$1,547,500. The actual annual cost will be based on the unit prices provided in the bid and the number of units ordered each year.

Copy: Chief Executive Officer  
Director of Procurement  
Director of Facilities



**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:**

\$1,547,500 (not to exceed over 5 years) 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 # 1

Attach Summary of Bids/Proposals

7. **Disadvantaged/Minority Women's Business Enterprise (D/MWBE) involvement**

Are there known D/MWBEs that provide this good or service?      Yes      No  
Number of D/MWBEs bidding/proposing      0  
D/MWBE Certification on file?      Yes      No      Not Applicable  
Number of D/MWBE Subcontractors      0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Brasco International  
32400 Industrial Drive  
Madison Heights, MI 48071

8. **SOURCE OF FUNDS:** Funded in the appropriate Capital Plan starting in FY2023

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: March 23, 2022



# Bid Summary



Contract Name: **Fabrication & Delivery of Transit Passenger Shelters**

Contract No: **CDTA FAC 191-2000**

Date/Time of Opening:

**February 18, 2022 1:00PM**

Bidder Contact Information	Base Bid Unit Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Brasco International, Inc. Address: 32400 Industrial Dr Madison Heights, MI 48071  Contact: Sean Loewe Email: sloewe@brasco.com Phone: 1.800.893.3665 x202	5x15 Shelter \$10,200	Alternate 1:  Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
	3x10 Shelter \$5,950		2	DBE __ MBE __ WBE __ SDVOB __
	5x10 Shelter \$7,750		3	DBE __ MBE __ WBE __ SDVOB __
	7x15 Shelter \$13,975		4	DBE __ MBE __ WBE __ SDVOB __
	7x10 Shelter \$9,450		5	DBE __ MBE __ WBE __ SDVOB __
	3 Seat Bench \$675			
Name: Address: \$ _____ Contact: Email: <b>Total w/selected Alternates: \$</b> Phone:		Alternate 1:  Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: \$ _____ Contact: Email: <b>Total w/selected Alternates: \$</b> Phone:		Alternate 1:  Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 12 - 2022**

Approve a Contract For Bus Shelter Installations

**WHEREAS**, the Capital District Transportation Authority (“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 has a program to install and improve bus shelters at various locations for the use of transit customers, and

**WHEREAS**, the Authority has issued a competitive Invitation for Bids for a unit price shelter installation contract, with an initial term of three-years with two subsequent optional one-year extensions, and two responsive bids were received, and

**WHEREAS**, the lowest responsive and responsible bid was submitted by the incumbent contractor, HMA Contracting Corp., of Mechanicville, NY, and

**WHEREAS**, the Authority now desires to enter into a three-year bus shelter installation contract, with two optional one-year renewals, at the unit prices specified in the bid documents, with an estimated five-year value not to exceed \$2,017,750.

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

1. The Authority hereby awards a three-year bus shelter installation contract, with two optional one-year renewals, to HMA Contracting Corp. of Mechanicville, NY, for a total five-year amount not to exceed \$2,017,750, and subject to the contractor’s compliance with the contract requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds will start 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 30th day of March, 2022.

Dated: March 30, 2022

\_\_\_\_\_  
Jayme Lahut, Chairman

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

**Subject:** Contract award for installation of bus shelters to HMA Contracting Corp.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** March 23, 2022

**Board Action Date:** March 30, 2022

**Background:**

The current contract for shelter installation is expiring and a new one is required.

**Purpose:**

Our shelter program allows for the maintenance, upkeep and installation of shelters throughout the service area.

**Summary of Proposal:**

An Invitation for Bids (IFB) was issued for a vendor to perform shelter installation, including removal and storage services for a term of three years with two optional renewal years. The IFB outlined sizes and estimated quantities required for installation.

Nine vendors downloaded the IFB and two submitted bids. The low bidder was disqualified during the interview process as not responsible. The bid received from HMA Contracting Corporation was the lowest responsive and responsible bid. HMA is the incumbent contractor and has performed satisfactorily.

Staff recommends a three-year contract with two optional renewal years be awarded to HMA Contracting Corp of Mechanicville, NY for installation of bus shelters. Actual costs will be determined annually by need based on the unit costs provided. Upon Board approval, the contract will be executed immediately.

**Financial Summary and Source of Funds:**

The estimated five-year contract value is \$2,017,750 and it will be funded in the appropriate fiscal year of the capital plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Jeremy Smith, Director of Facilities

## Memorandum

March 23, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Shelter Install

### Background

CDTA seeks to ensure that our customers have safe, convenient, clean and modern places to wait for buses, and that we are projecting a professional image. To support these goals, CDTA has a robust shelter maintenance and replacement program. Shelters may be replaced due to damage beyond repair, addition of new stop locations (or upgrading an existing location from a sign to a shelter), or because the shelter is old and is showing signs of excessive wear. Shelters typically last between 10 and 15 years, depending on ridership.

CDTA issued an Invitation for Bid to install all concrete pads, shelters, benches and possible concrete work such as standing pads and curbs. We received two proposals. The low bidder was determined to be non-qualified. HMA Contracting Corp was the other bidder and has been qualified for the work. CDTA has worked with HMA in the past as has been very satisfied.

There is no guarantee or requirement for the minimum number of shelters to install. The contract amount is based on unit prices for specific sized concrete pads and shelters, including removing and disposition/storing of shelters if necessary.

### Recommendation

I recommend awarding a three-year contract with two optional one-year extensions for the installation of shelters and shelter amenities to HMA Contracting Corp. of Mechanicville, NY in an amount not to exceed \$2,017,750. The actual annual cost will be based on the unit prices provided in the bid, and the total amount work assigned in that year.

Copy: Chief Executive Officer  
Director of Procurement  
Director of Facilities

**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:**

Total 5-year contract value NTE \$2,017,750 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 # 9 or **Advertised**  
Number of Proposals/Bids Received # 2

Attach Summary of Bids/Proposals

**8. Disadvantaged/Minority Women's Business Enterprise (D/MWBE) involvement**

Are there known D/MWBEs that provide this good or service? Yes **No**  
Number of D/MWBEs bidding/proposing 0  
D/MWBE Certification on file? Yes No **Not Applicable**  
Number of D/MWBE Subcontractors 0

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** HMA Contracting Corp  
PO Box 151  
Mechanicville, NY 12118

**8. SOURCE OF FUNDS:** Appropriate Capital Plan for Each Fiscal Year

**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: March 10, 2022



## Bid Summary



Contract Name: **Installation of Transit Passenger Shelters**

Contract No: **CDTA FAC 192-2000**

Date/Time of  
Opening:

**February 18, 2022 1:30PM**

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: HMA Contracting Corporation Address: PO Box 151 Mechanicville, NY 12118 Contact: Thomas Schillinger Email: tschillinger@hmacontracting.com Phone: 518.664.1014	\$ <u>403,550</u> <b>(Base Bid)</b> See Unit Price Breakdown attached	Alternate 1: \$5,200	1	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2: \$29/SF	2	DBE __ MBE __ WBE __ SDVOB __
		Alternate 3: \$90/LF	3	DBE __ MBE __ WBE __ SDVOB __
		Alternate 4: \$70/LF	4	DBE __ MBE __ WBE __ SDVOB __
		Alternate 5: \$23/SF	5	DBE __ MBE __ WBE __ SDVOB __
Name: Miller Excavating & Landscape Address: 580 Sager Road Amsterdam, NY 12010 Contact: Chad Miller Email: cmiller176@yahoo.com Phone: 518.848.8622	\$ <u>377,900</u> <b>(Base Bid)</b> See Unit Price Breakdown attached	Alternate 1: \$3,400	1	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2: \$28/SF	2	DBE __ MBE __ WBE __ SDVOB __
		Alternate 3: \$100/LF	3	DBE __ MBE __ WBE __ SDVOB __
		Alternate 4: \$50/LF	4	DBE __ MBE __ WBE __ SDVOB __
		Alternate 5: \$28/SF	5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____  <b>Total w/selected Alternates: \$</b>	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 13 - 2022**

Approve a 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 total amount of \$875,294 has been determined to be fair and reasonable, and

**WHEREAS**, the Authority now desires to award a three-year sole source contract for scheduling software maintenance to GIRO of Montreal, Quebec, Canada, for an amount not to exceed \$875,294.

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

1. The Authority hereby awards a three-year sole source HASTUS maintenance contract to GIRO of Montreal, Quebec, Canada, for a total amount not to exceed \$875,294, 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 start from the FY2023 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 30th day of March 2022.

Dated: March 30, 2022

\_\_\_\_\_  
Jayme Lahut, Chairman



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

**Subject:** Sole source contract award for a scheduling software maintenance contract to GIRO.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** March 23, 2022

**Board Action Date:** March 30, 2022

**Background:**

Several years ago, we implemented a fixed route scheduling system (HASTUS) which was competitively procured and provided by GIRO. The current maintenance agreement for scheduling software is expiring and a new agreement is required.

**Purpose:**

The HASTUS software performs several tasks, including vehicle assignments, trip planning, work bidding and scheduling.

**Summary of Proposal:**

We competitively procured a fixed route scheduling system (HASTUS) from GIRO in 2000. The software is proprietary in nature, requiring a sole source procurement for a new maintenance contract. The maintenance contract includes software licenses, maintenance, support and consulting services that can only be performed by GIRO.

Staff recommends a three-year contract be awarded to GIRO for a maintenance contract for the Scheduling Software System (HASTUS) for an amount not to exceed \$875,294. Staff has reviewed the pricing and finds it to be fair and reasonable.

**Financial Summary and Source of Funds:**

The \$875,294 (Not to Exceed) will be funded in appropriate operating budget starting in FY2023.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Christopher Desany, Vice President of Planning and Infrastructure

## Memorandum

March 23, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Scheduling Software Maintenance Contract

### Overview

In 2000, CDTA implemented the fixed route scheduling system (HASTUS) which was competitively procured and provided by GIRO. HASTUS software is used throughout the agency for fixed route scheduling, run cutting, work bidding, daily work and vehicle assignments including operator payroll tracking, stop information displays, trip planning, development of stop/route/network maps and tracking customer comments, making it one of the most widely used and complex applications in place at CDTA. Over the past two years, CDTA completed the installation of a number of new HASTUS software modules for work bidding, daily crewing, and other related reporting packages. Upon acceptance in 2020, we entered into a two-year warranty period for software licensing and support. This warranty is set to expire, requiring a new agreement to cover support services during the expected future life of the software. Overall, CDTA has been very satisfied with GIRO's performance.

### Justification

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

- GIRO is familiar with the many 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 noting how the cost is justified by GIRO, which confirms fair and reasonable pricing for this purchase. Additionally, the pricing represents a year over year increase of 2.5% (not including the one-time license adjustment), which is more than consistent with industry standards.

### Cost Summary

A summary of the costs for software licensing, maintenance, support, and related services is provided below:

Software Modules	Year 1	Year 2	Year 3
Existing Modules: Vehicle, Crew, CrewOpt, Minibus, Roster, Geo, HASTINFO, HASTINFO-Web, HASTOP, Bid, Comments	\$131,667	\$136,358	\$139,767
BidWeb, ATP, Rider, NetPlan	\$6,236	\$21,266	\$21,799
DailyCrew and DailyVehicle ( <i>year one included</i> )	\$0	\$56,234	\$62,880
EPM ( <i>year one prorated</i> )	\$600	\$4,908	\$5,030
Analytics ( <i>year one prorated</i> )	\$118	\$3,681	\$3,773
Software escrow	\$1,250	\$1,250	\$1,250
Annual bank of 30 person-days (professional services)	\$41,400	\$42,435	\$43,496
Maintenance adjustment, peak vehicle increase to 250 (schools, Montgomery County, etc.)	\$0	\$15,212	\$16,124
One-time license adjustment, peak vehicle increase to 250 (schools, Montgomery County, etc.)	\$0	\$118,560	\$0
<b>Total:</b>	<b>\$181,271</b>	<b>\$399,904</b>	<b>\$294,119</b>

### Recommendation

I am recommending awarding a three-year maintenance contract to GIRO of Montréal, Québec, Canada in an amount of \$875,294.

Copy: Chief Executive Officer  
 Director of Information Technology

**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:**

\$875,294 (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 # 1      or      Advertised  
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

9. **Disadvantaged/Minority Women’s Business Enterprise (D/MWBE) involvement**

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

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

75 rue de Port-Royal Est, bureau 500

Montreal, Quebec, Canada H3L 3T1

8. **SOURCE OF FUNDS: The appropriate operating budget starting in FY2023**

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: March 10, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 14 - 2022**

Approve Sole Source Contract for Purchase of 16 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 Bus Rapid Transit (BRT) service that require new fareboxes, and

**WHEREAS**, the Genfare contract has since expired, requiring the execution of a new contract for the purchase of additional fareboxes for the new BRT vehicles, and

**WHEREAS**, it is necessary that the new fareboxes be compatible with the existing system purchased from Genfare, requiring the execution of a new farebox contract with SPX Corporation of Elk Grove Village, Illinois, and

**WHEREAS**, Authority staff recommends a sole source contract for the purchase of 16 fareboxes to SPX Corporation of Elk Grove Village, IL, for a total cost not to exceed \$212,701, has been determined to be both fair and reasonable,

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

1. The Authority hereby awards a sole source contract for the purchase of 16 fareboxes to SPX Corporation, Inc., of Elk Grove Village, IL, at a cost not to exceed \$212,701, 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 will be from the WWBRT Grant Program.
4. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 30th day of March, 2022.

Dated: March 30, 2022

\_\_\_\_\_  
Jayme Lahut, Chairman

## **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:** March 23, 2022  
**Board Action Date:** March 30, 2022

**Background:**

As we continue preparations for the Washington Western Bus Rapid Transit (WWBRT), another step in this process requires the purchase of fareboxes for the articulated buses.

**Purpose:**

Procure fareboxes for sixteen articulated buses for WWBRT service.

**Summary of Proposal:**

In July 2013, the Board awarded a competitively procured contract to Genfare (a division of the SPX Corporation) for the purchase of a new fare collection system, including fareboxes. To allow for continuity of equipment and software, a sole source contract is recommended. Staff reviewed the pricing provided by SPX and found it to be fair and reasonable based upon past purchases of the same style farebox.

Staff recommends a contract for 16 fareboxes be awarded to SPX Corporation of Elk Grove Village, Illinois for an amount not to exceed \$212,701. Upon board approval, a contract will be immediately executed and fareboxes will be ordered.

**Financial Summary and Source of Funds:**

The total cost is \$212,701 and will be funded through the WWBRT grant program.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

Date: March 23, 2022

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Farebox Purchase

### Summary

Progress on the Washington Western Bus Rapid Transit (WWBRT) continues to move toward completion. The Board previously approved the purchase of sixteen articulated buses to be branded and utilized in this service.

At this time, we need to purchase fareboxes for installation on these buses.

### Background

A new fare collection system was competitively procured through SPX Genfare (GFI) in July 2013. The CDTA fleet is now equipped with the SPX Genfare Fast Fare farebox system.

However, since the contract has expired, we want to award a sole source contract to continue using the same SPX Genfare farebox. The Genfare farebox will minimize adding new parts to inventory, eliminate training for operators and technicians, and keep the customer experience identical to what they are accustomed to by utilizing the same farebox system.

### Recommendation

To allow for fleet continuity and integration into existing systems, staff is recommending a sole source contract for the purchase of sixteen fareboxes be awarded to SPX Corporation of Elk Grove Village, IL, for an amount not to exceed \$212,701. These costs have been evaluated and 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:**

\$212,701                                      **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

**10. 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: Funded by the WWBRT Grant Program**

**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:** March 23, 2022



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 15 - 2022**

Authorizing the implementation and funding in the first instance of the State Mass Transportation Capital program-aid eligible costs of mass transportation projects described in NYS Department of Transportation Agreement #K007407, Supplemental 4, annexed hereto, and appropriating funds therefor.

**WHEREAS**, State Mass Transportation Capital Aid is available to fund projects approved by the Commissioner of Transportation, provided such State funds shall not be used in substitution for the non-federal share of the federally funded portion of the projects.

**WHEREAS**, the Capital District Transportation Authority (“Authority”) desires to advance certain projects by making a commitment of advance funding of the costs of the projects; and

**NOW, THEREFORE**, by action of the Capital District Transportation Authority Board, duly convened it is hereby

**RESOLVED**, that the Authority Board hereby approves the above-subject projects; and it is hereby further

**RESOLVED**, that the Board hereby authorizes the Authority Comptroller to pay in the first instance ONE HUNDRED PER CENT [100%] of the projects; and it is further

**RESOLVED**, that the sum of NINE MILLION NINE HUNDRED SIXTEEN THOUSAND THREE DOLLARS (\$9,916,003) is hereby appropriated and made available to cover the cost of participation in the above phase of the projects; and it is further

**RESOLVED**, that in the event the costs of the projects exceed the amount appropriated above, the Authority shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Chief Executive Officer thereof, and it is further

**RESOLVED**, that the Chairman of the Board of Directors of the Capital District Transportation Authority be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or State Mass Transportation Capital Aid on behalf of the Authority with the New York State Department of Transportation in connection with the advancement or approval of the projects and providing for the administration of the projects and the Authority’s first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible project costs (if any) and all project costs within appropriations therefor that are not so eligible, and it is further

**RESOLVED**, that a certified copy of this resolution shall be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the projects, and it is further

**RESOLVED**, 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 March, 2022.

Dated: March 30, 2022

\_\_\_\_\_  
Jayme Lahut, Chairman

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

**Subject:** Resolution to accept \$9,916,003 in State funding.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** March 23, 2022

**Board Action Date:** March 30, 2022

### **Background:**

The New York State Department of Transportation and the Federal Transit Administration provide grant funding that require board resolutions to advance. This allows CDTA to accept state funding as a match for these federal programs.

We receive FTA funds on an annual basis through the Section 5307 and Section 5339 programs. Typically, FTA funds 80% of the grant and the remaining 20% is split between NYSDOT and CDTA. This year, the NYSDOT 10% match for the 5307/5339 programs is \$2,165,458, which is the same amount CDTA will fund. Section 5339 funds the purchase of buses, while Section 5307 funds non-revenue vehicles, preventive maintenance, and the shelter replacement program.

In addition, Federal Highway Administration funds were transferred from the FHWA to the FTA to support Washington/Western BRT. Federal funds cover 80% of the costs for these activities; NYSDOT provides 10% (\$267,800), and we provide the remaining 10% (\$267,800).

CDTA is the pass through for federal funds to support commuter service between Albany and Ulster County (operated by Adirondack Trailways). FTA pays 80% of these costs; NYSDOT provides 10% (\$379,478) as local match.

Lastly, NYSDOT provides a capital program through the Accelerated Transit Capital Program and the Transportation Modernization and Enhancement Program. CDTA was awarded \$3,461,124 in MEP funds and \$3,642,143 in ATC funds. MEP funds support the purchase of 40-foot buses; ATC funds are used as local match for articulated buses and garage improvements in the Washington-Western BRT Small Starts grant. The State supports 100% of these costs.

### **Summary of Action:**

NYSDOT requires a Board resolution before they will reimburse for expenses. The resolution allows us to execute an agreement with NYSDOT to accept \$9,916,003.

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

NYSDOT Contract K007407, Attachment #4 will fund the following (total is \$9,916,003):

- 100% of the \$3,461,124 MEP program; 100% of the \$3,642,143 ATC program.
- 10% of 5339 & 5307 & Trailways FTA grants for \$2,544,936; 10% of FHWA funds for \$267,800

### **Prepared by:**

Melissa Shanley, Grants Manager

### **Project Managers:**

Dave Williams, Phil Parella, Jeremy Smith

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 16 - 2022**

Approve Operating and Capital Budget for FY2023

**WHEREAS**, the Capital District Transportation Authority (the “Authority”) is required by Public Authorities law sections 1305-a and 1306 to prepare and file an annual budget; and

**WHEREAS**, the proposed FY2023 Budget for the Capital District Transportation Authority provides for an Operating Budget of \$114,349,217 and a 5-year Capital Plan of \$329,581,704; and

**WHEREAS**, said proposed FY2023 Operating Budget and 5-Year Capital Plan have been presented and reviewed; and

**WHEREAS**, the adoption of the proposed FY2023 Operating Budget and 5-Year Capital Plan has been recommended by the CDTA Strategic & Operational Planning Committee;

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

1. The Authority hereby approves and adopts an Operating Budget of \$114,349,217 for FY2023, a copy of which is attached to and made part of this resolution.
2. The Authority hereby approves and adopts a 5-year Capital Plan of \$329,581,704 for FY2023-2027, a copy of which is attached to and made part of this resolution.
3. 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 March, 2022.

Dated: March 30, 2022

\_\_\_\_\_  
Jayme Lahut, Chairman

## Memorandum

March 24, 2022

**To:** Chairman, Strategic & Operational Planning Committee  
Members, Strategic & Operational Planning Committee

**From:** Mike Collins, Vice President of Finance & Administration

**Subject:** FY2023 Operating and Capital Budget Recommendations

### Summary

We have developed a spending plan for Fiscal Year 2022-23. There has been a good deal of discussion at Strategic and Operational Planning Committee meetings, beginning in December of 2021. These discussions centered on the best ways to use resources available to us while developing a plan that is financially sound and allows for appropriate improvements to our network of services. The plan calls for \$114 million in spending; the budget is balanced with corresponding revenue. We also want to advance a five-year capital plan that totals \$329 million.

This will be an exciting year as we expand our footprint and start service in Montgomery County. In addition, we will continue to expand our mobility services with FLEX, a new electric car share program, and expanding the Scooter pilot program.

### Revenue

As we worked through the pandemic, revenue has steadily increased throughout the past year. We included modest increases in revenue projections and incorporated projections for the Montgomery County service. I have included highlights of what we expect from our revenue sources to balance the plan:

- Mortgage Recording Tax (MRT) will finish the current year at a record level. We propose to increase this line by \$1.3 million to \$12.5 million. This is a budget-to-budget increase, it is not based on actual MRT receipts this year. We are being conservative with this because we expect a slowdown in the housing market, and we are concerned with higher interest rate projections and slowing sales trends.
- Customer revenue is coming back, albeit not to pre-pandemic levels. Our ridership is about 70% of what it was, and we are projecting a \$6.1 million increase to the current budget (again, this is budget-to-budget). It is likely to take another couple of years to bring ridership and revenue back to where we were before COVID.
- Facility revenue, driven by Rensselaer Rail Station (RRS) has also gained ground this year as customers return to train travel and use our parking complex. We have increased this line by \$1 million, which is about 70% of where we were before the pandemic.
- We will use about \$15 million from our 5307 federal program and \$15 million from the American Rescue Act in our federal assistance line.
- We have budgeted a 13% increase in STOA based on the Governor's Executive Budget Request and an additional \$2.3 million for Montgomery County, a total increase of \$7.6 million. One house bills in the Senate and Assembly provide more STOA and more funding for Montgomery County. If these funding levels are included in the final state budget, we will adjust the budget accordingly through the committee and board process.

## Expenses

People cost drive the expense side of the budget. The cost for wages and benefits for our 750-person workforce accounts for 70% of our spending.

- With the addition of Montgomery County, we will increase the wage line by \$3.4 million. This will also accommodate for overtime costs to ensure that service operate as planned. As we have discussed, this is necessary to close the gap between budgeted and actual headcounts.
- The expanded head count and wage adjustments also drive increases in benefit categories like health care, workers' compensation, and pensions for union employees. Part of the collective bargaining agreement last year includes a pension increase for members of the union.
- Purchased transportation increases accommodate for a new contract for outsourced paratransit services, including the ability to outsource more services if needed.
- Fuel and parts will increase due the expansion into Montgomery County. The fuel increase is for more miles of service, not additional rate costs (we are in good shape in that regard). We take a conservative budget approach to expansion cost to allow for uncertainties, timing issues and unforeseen challenges.

## Capital Plan

The first year of the five-year Capital Plan is funded with \$34 million from grants. More than half of the plan dedicated to bus purchases. About \$20 million will fund new Gillig buses, new STAR vehicles, and new vehicles for FLEX service. It includes our last bus lease payments.

The plan includes a number of facility projects, IT infrastructure and facility maintenance, along with money to fund our Red Line Upgrade (Route 5 BRT).

The five-year capital plan is a forecast, and it is not fully-funded; however, it must be submitted to the state on an annual basis. The plan includes continuing our fleet replacement plan as well as looking at alternatives to address facility challenges. It dovetails into alternative fuels (electric vehicles) and how we continue to proceed forward.

## Recommendation

The staff recommends that the committee approve the FY2023 Operating Plan that totals \$114,349,217 and the five-year Capital Plan at \$329,581,704. Upon consideration by the committee, the budget can be advanced to the full board for approval.

Copy: Chief Executive Officer  
Director of Finance

**Capital District Transportation Authority**  
**FY2023 Draft Operating Budget**  
**March 16, 2022**

Revenue Item	FY2022 Budget	Budget to Budget Change	FY2023 Budget	% change
Mortgage Tax	\$11,250,000	\$1,300,000	\$12,550,000	11.6%
Customer Revenue	\$8,469,000	\$6,100,000	\$14,569,000	72.0%
Advertising	\$1,292,500	\$100,000	\$1,392,500	7.7%
RRS and Facilities Income	\$912,908	\$1,000,000	\$1,912,908	109.5%
Other	\$108,500	\$50,000	\$158,500	46.1%
Federal Assistance	\$35,773,269	(\$4,867,346)	\$30,905,923	-13.6%
State Operating Assistance	\$41,108,000	\$7,629,600	\$48,737,600	18.6%
State Operating Assistance - NX	\$400,000	\$0	\$400,000	0.0%
County Assistance	\$1,917,000	\$0	\$1,917,000	0.0%
Grants	\$2,978,715	(\$1,172,929)	\$1,805,786	-39.4%
<b>Total Revenue</b>	<b>\$104,209,892</b>	<b>\$10,139,325</b>	<b>\$114,349,217</b>	<b>9.7%</b>
Expense Item	FY2022 Budget	Budget to Budget Change	FY2023 Budget	% change
Wages	\$52,645,356	\$3,400,898	\$56,046,254	6.5%
FICA	\$3,722,434	\$240,316	\$3,962,750	6.5%
Health Benefits	\$10,970,892	\$1,079,979	\$12,050,871	9.8%
Workers' Comp	\$2,848,725	\$137,993	\$2,986,718	4.8%
Other Benefits	\$4,449,931	\$415,556	\$4,865,487	9.3%
Professional Services	\$4,189,745	\$520,000	\$4,709,745	12.4%
Materials and Supplies	\$1,836,346	\$157,677	\$1,994,023	8.6%
Miscellaneous	\$736,853	\$50,000	\$786,853	6.8%
Maintenance Services	\$3,115,258	\$250,000	\$3,365,258	8.0%
Purchased Transportation	\$6,665,359	\$2,677,735	\$9,343,094	40.2%
Utilities	\$1,031,220	\$0	\$1,031,220	0.0%
Fuel	\$5,411,270	\$435,979	\$5,847,249	8.1%
Parts Tires Oil	\$5,243,775	\$725,000	\$5,968,775	13.8%
General Insurance	\$963,853	\$48,193	\$1,012,046	5.0%
Claims	\$378,875	\$0	\$378,875	0.0%
<b>Total Expenses</b>	<b>\$104,209,892</b>	<b>\$10,139,325</b>	<b>\$114,349,217</b>	<b>9.7%</b>
<b>Revenue over Expense</b>	<b>\$0</b>	<b>(\$0)</b>	<b>(\$0)</b>	

Capital District Transportation Authority  
FY2023 DRAFT Capital Plan  
March 17, 2022

Project Name	2023	2024	2025	2026	2027	Total
Mid-Sized Infrastructure	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
Street Amenities (Shelter Program)	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
Facilities Maintenance and Engineering	\$350,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,150,000
85W Renovations	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Preliminary Engineering - Facilities	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$600,000
Facility Design	\$1,000,000	\$5,000,000	\$0	\$0	\$0	\$6,000,000
Lift Replacement	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$800,000
Park & Ride Lots	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$275,000
RRS Enhancements	\$375,000	\$60,000	\$60,000	\$60,000	\$60,000	\$615,000
Schenectady Driver's Locker/Bathroom	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Schenectady Mechanic's Locker/Bathroom	\$0	\$400,000	\$0	\$0	\$0	\$400,000
Schenectady Gas Tanks	\$0	\$100,000	\$0	\$0	\$0	\$100,000
RRS Garage Repairs	\$0	\$692,704	\$0	\$0	\$0	\$692,704
RRS Parking Upgrades	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Maintenance Training Room	\$0	\$400,000	\$0	\$0	\$0	\$400,000
Fuel Management System	\$0	\$970,000	\$0	\$0	\$0	\$970,000
Consolidated Operations Facility	\$0	\$0	\$0	\$150,000,000	\$0	\$150,000,000
TTC Design	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Downtown Albany Intermodal	\$0	\$50,000,000	\$0	\$0	\$0	\$50,000,000
Information Technology	\$645,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,245,000
MaaS	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Montgomery Co Radio	\$600,000	\$0	\$0	\$0	\$0	\$600,000
VanPool	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Car Share	\$250,000	\$120,000	\$130,000	\$130,000	\$130,000	\$760,000
Marketing iRide	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
E-Scooter Pilot Program	\$250,000	\$0	\$0	\$0	\$0	\$250,000
CDPHP Cycle!	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Mid-Sized Infrastructure	\$300,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,300,000
Bus Lane Feasibility Study	\$120,000	\$0	\$0	\$0	\$0	\$120,000
BRT Expansion study(Yellow/Green/Orange Lines)	\$350,000	\$0	\$0	\$0	\$0	\$350,000
Red Line Upgrade	\$6,792,000	\$4,912,000	\$0	\$0	\$0	\$11,704,000
Downtown Amsterdam Mobility Hub Planning & Design	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Advance Design of Downtown Albany Bus Lanes	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Red Line Vehicle Replacement	\$5,060,000	\$0	\$0	\$0	\$0	\$5,060,000
Bus Replacement Program - Rolling Stock	\$13,000,000	\$11,000,000	\$11,000,000	\$5,000,000	\$5,000,000	\$45,000,000
NX Commuter Bus Replacement	\$0	\$1,100,000	\$1,100,000	\$1,200,000	\$1,200,000	\$4,600,000
Fleet Financing 2014	\$780,000	\$780,000	\$780,000	\$0	\$0	\$2,340,000
Flex Vehicles	\$560,000	\$0	\$0	\$0	\$0	\$560,000
STAR Buses	\$500,000	\$570,000	\$570,000	\$600,000	\$600,000	\$2,840,000
Non-Revenue Vehicles	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Trolleys	\$0	\$0	\$0	\$0	\$250,000	\$250,000
Mid-Life Hybrid Replacement	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Electric Bus / Replacement Program	\$0	\$4,000,000	\$4,000,000	\$10,000,000	\$10,000,000	\$28,000,000
Vehicle Overhaul	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
<b>Total Expense</b>	<b>\$34,057,000</b>	<b>\$84,054,704</b>	<b>\$20,840,000</b>	<b>\$170,190,000</b>	<b>\$20,440,000</b>	<b>\$329,581,704</b>





## Memorandum

March 30, 2022

To: Chairman of the Board  
Board Members

From: Chief Executive Officer

Subject: CEO Report for March

### Overview

As I prepare this report, the grass in front of our building is green, so spring is not far behind. It has been a long winter clouded by the Omicron variant that slowed us down. But through it all, the CDTA agenda remains full of new opportunities leading us on a clear path forward.

During the past six weeks, most our time has been spent on budget development and advocacy, particularly at the state level. We just finished a virtual press event with transit advocates and the Chairman of the Assembly Transportation Committee (William Magnarelli) where we talked about the transformation that is possible if better transit service is available. It has taken many years for us to find a common voice for our industry, and it looks like we have finally found the right formula. In that regard, we have the support of legislators regarding the need for more mobility and better connections throughout the state. Best of all, there is a realization that funding is critical to our success and with increases provided in one house bills, there is proof positive of the support for what we do.

As it stands today, the Governor's Executive Budget Request includes a 13% increase in state operating assistance for upstate systems (36% for downstate systems). It also includes \$2.3 million in operating assistance for CDTA to expand into Montgomery County. The senate one house bill includes a 36% increase in operating systems for all transit systems (MTA would get 24%) and an additional \$1 million for CDTA to expand into Montgomery County; the assembly has the same 36% increase in STOA and \$1 million for Montgomery County (our information is that the \$1 million in each one house is cumulative to bring the total to \$4.3 million).

Additionally, there is more money for capital programs and money to expand the paratransit service area. The one house bills are not the same on all of this, but you can see the support for what we do. Negotiations are taking place and Lisa Marrello and NYPTA lobbyists are monitoring and reporting to us regularly.

I am pleased that we are presenting a balanced spending plan to the board for consideration. This comes after months of work by staff and members of the Strategic and Operational Planning committee. Special thanks to Jayme Lahut, Dave Stackrow and Mike Criscione who met with us regularly to talk about specific parts of the budget and the way we use resources. These strategic discussions were helpful and resulted in one of our best budget plans in my years at CDTA.

The spending plan, which is balanced totals \$114 million. More than 70% of the spending is on our people and this will accommodate an expansion of our footprint and services. It will allow us to introduce new mobility options (more bikes, more scooters and this year, cars). It also sets us up to begin service on our third BRT line in 2023. The plan recognizes a steady return of customers to our system and corresponding revenue. We welcome additional state operating assistance and will continue to use COVID-19 funds as stopgaps in revenue lines that are still recovering from the pandemic. The plan is strong, it is resilient, and it is flexible to allow for unforeseen issues and circumstances. The 5-year capital plan is fully funded in year one and it includes the innovative things that we want to introduce in years 2-5. Outstanding work by everyone involved.

We continue to develop a service plan for expansion into Montgomery County. The plan will require more bus operators, technicians, and support staff. It will include detailed operating and maintenance plans along with the use of technology to support service delivery. We are meeting with community leaders, school district officials and employers to understand the community and its requirements. At the same time, we are featuring the CDTA brand and the reputation of our company to introduce ourselves to the people who need our mobility services. We anticipate a service start in the third quarter of 2022.

As we pass the two-year mark under the dark cloud of COVID-19, I am pleased that infections have slowed considerably; there were only three positive cases during March. We continue to encourage employees to protect themselves, their families and co-workers. We have relaxed the mask wearing requirement in our offices and meeting areas; however, employees and customers must wear a mask when onboard our buses. This continues to be a tender balance of customer service and operational reality.

After a pandemic-caused hiatus, our State of CDTA event returned. The event gives us an opportunity to invite partners to CDTA, to highlight the work we do and to showcase our equipment, our facilities, and our people. Our panel discussion focused on the importance of mobility connections throughout the region. It featured Universal Access and the ease of which our partners are adapting it to their environment and for their employees. The event is also an opportunity for us to unveil new initiatives – in this case, DRIVE, which is our new carshare program. The concept and the great branding captured attention and spun off lots of media opportunities. State of CDTA is another way that we tell our story and work to deepen our impact in the community.

This upcoming fiscal year will be filled with advocacy, outreach, and a strategic expansion of our footprint. By developing and deepening our partnerships we can strengthen our community impact and articulate the need for more and better mobility. As we expand into Montgomery County, introduce *Drive*, unveil Mobility Hubs, build new BRT lines, expand bikes and scooters, and consider new facilities, our messaging will continue to center on innovation and opportunity.

The CDTA agenda is driven by the people who work here. Their collective efforts make us go and I am proud of the work they do. We asked them to do more during the pandemic and they responded, now we are asking them to do even more as we advance an agenda that is different from others across our state – innovation sets us apart and it makes us who we are. Thank you to everyone for the work you do.

## Performance Measures

Key Performance indicators for the company are included in our monthly reports. Data is for February; for perspective, we compare it to data from February 2021.

Total ridership was 890,000, 26% more than last February. Year-to-date, there have been 10.4 million rides on our system, 16% more than the same period last year. Our ridership is now 70% of what it was before the pandemic began (February 2020). STAR ridership was 22,080, 33% more than last February; Northway Express ridership was 3,700, two times what it was last February, but still well below what it was before COVID-19 started.

As we approach the end of the fiscal year, our company is in excellent financial condition. The pandemic forced us to think differently and use new sources of revenue to offset reductions in other areas. We could do this because our financial footing was strong enough to carry us through tough times. The infusion of federal relief funds was extremely helpful and supported our operation during the leanest periods of COVID-19. The collective efforts of our staff to develop financing scenarios guided us and made our company stronger and more resilient. This work was the foundation for our 2022-23 spending plan, which is ready for board adoption.

For February, MRT receipts were \$1.1 million; we exceeded \$1 million in collections every month this year; year to date, MRT receipts total almost \$16 million. Customer revenue was \$1.4 million in February, and \$12.6 million year-to-date, 62% ahead of budget expectations. We have seen a steady increase in customer boardings throughout the year; rising fuel prices may spur another bump up. Facility revenue (mostly from the rail station) is also up. We collected \$143,000 in February; year-to-date we are at \$1.8 million, which is double our projections.

Total expenses for the month were 5% under budget; year-to-date, we are 1% under budget. Over 70% of our expenses are in the people lines (wages and benefits) and that drives the budget. Wages were down in February (because of the short month; one less payroll period). The Workers Compensation line was under budget because we received money for case recoveries. Two large settlement amounts drove the liability claims line over budget for the month. Finally, the utilities line spiked because of record prices for natural gas.

We missed 439 trips on the fixed route system; last February, we missed 35 trips. This continues to be a problem area for us, and we are working to add employees, improve retention and modify the service delivery complement to better align resources to demand.

There were 41 accidents in February with 24 of them preventable. Last February, there were 38 accidents with 21 of them preventable. All preventive maintenance inspections were done on time. Scheduled maintenance work was at 73%. On time performance for fixed route service was at 78%; last February, it was at 80%. STAR service operated within our 10-minute window 75% of the time; last February, it was at 87%. There were 9,100 calls to the STAR reservation center. Last February, January, there were 8,400 calls.

Our call center processed 231 comments compared to 155 last February. There were 51 comments about STAR; last February, we received 15 comments (reminder - we changed how we classify complaints about contractor services). Response time to close customer inquiries within 10 days was 90%. There were 578,000 page views at [www.cdda.org](http://www.cdda.org).

## Activity Report

We are in the home stretch for budget season and our advocacy work. This requires a good deal of time and a constant recital of the work we do, the people we connect and the communities we serve. Hopefully, this will result in good news for transit systems across the state, and specifically for the needs of CDTA.

- On Thursday, February 24, I participated in a meeting with the NYPTA Rider Advisory Group. This group was created to add depth to advocacy efforts and provide a way for our partners to speak on behalf of transit systems throughout the state. The group shares messages about the work we do and how their constituencies depend on the connections we make.
- On Friday, February 25, I joined the NYPTA executive committee in a meeting with Senator John Manion. The Senator represents Syracuse and its western suburbs. We talked about the work we do and the need for additional operating assistance.
- On Friday, February 25, I attended a Meet the Legislators event sponsored by the Rensselaer County Chamber of Commerce. Senator Neil Breslin, Senator Daphne Jordan and Assemblyman John McDonald provided a glimpse into state budget work, priority setting and the journey back from the pandemic. Our Director of Corporate Communications, Jaime Kazlo moderated the discussion and did an outstanding job.
- On Tuesday, March 1, I led a NYPTA Town Hall meeting. The Town Hall gathered transit leaders and advocates to hear from legislators about funding for systems across the state. We heard from Senator Tim Kennedy who chairs the Senate Transportation Committee and Assemblyperson Amy Paulin who chairs the Committee on Corporations, Authorities and Commissions. Great discussion about our work to connect communities.
- On Tuesday, March 1, Lisa Marrello and I met with Senator Kennedy's staff to talk about the operating assistance we need to support expansion into Montgomery County.
- On Wednesday, March 2, I joined Matt Peter, Executive Director of the Albany Parking Authority in a meeting with Mayor Kathy Sheehan. We gave the mayor an update on efforts to develop an intermodal center in downtown Albany.
- On Thursday, March 3, I started my day in our Albany maintenance facility for our State of CDTA presentation. The garage was the perfect backdrop to highlight our work. Jayme Lahut kicked off the activities; thank you to him and board members who joined us in person or on our YouTube live stream. Special thanks to Jaime Kazlo and her team who organized the event. We received great feedback.
- On Thursday, March 3, I joined NYPTA executive committee members in a meeting with staff from Speaker Heastie's office. We talked about the needs of our systems and ways to fund the upstate account for operating assistance.
- On Thursday, March 3, I attended the quarterly meeting of CDTC's Policy Committee. The meeting highlighted the infrastructure work going on throughout the region (Port, the Airport, NYSDOT, the Thruway, CDTA and the municipalities across the region).

- On Friday, March 4, I spoke with a reporter from the Albany Business Review. We talked about FLEX service in Southern Saratoga County, prospects for expanding FLEX, and the rising cost of fuel (impact on CDTA).
- On Friday, March 4, I filmed a video piece that will be part of the Capital Region Chamber's Women of Excellence awards presentation. My piece was about Jaime Kazlo, the work she does at CDTA, the impact she has had on our organization and her development as a transit professional. Jaime will receive the Women of Excellence, Emerging Leader award in May. Very well deserved recognition.
- On Monday, March 7, I joined NYPTA executive committee members in a meeting with Assemblyman John McDonald. We have been engaging key legislators to ensure that they support funding levels that we are proposing. It was great to speak with one of our own legislators and hear his support for the work we do at CDTA.
- On Monday, March 7, Matt Peter and I met with Nivardo Lopez and his staff. Nivardo is the Governor's Deputy Secretary for Transportation. We briefed him on the Albany Intermodal Center and the work we have done to advance the project.
- On Wednesday, March 9, I chaired a meeting of the United Way's executive committee. We met to talk about real estate matters. The United Way owns a building on Washington Avenue Extension, and we are working to develop a path forward for the building.
- On Sunday, March 13 through Tuesday, March 15, I attended the APTA Legislative Conference in Washington, D.C. Lots of updates on legislation and funding related to transit and the infrastructure. We heard from members of Congress and leadership at USDOT and the FTA. Several board members attended the conference. Jaime Kazlo moderated a session on messaging and communicating the work the industry is doing to improve mobility. Great to see the CDTA team involved in this important work.
- On Tuesday, March 15, I joined NYPTA executive committee members in a meeting with staff from Senate Majority Leader Andrea Stewart-Cousins' office. We discussed the senate one house bill and the need for increased operating assistance and capital funds.
- On Wednesday, March 16, Mike Collins and I met with Maureen O'Brien and Eileen McCarthy from the New York State Industries for the Disabled. We talked about the services available through NYSID and ways that we might deepen our relationship.
- On Thursday, March 17, I chaired a meeting of the NYPTA legislative committee. We formulated our strategy for the stretch run in budget development.
- On Friday, March 18, we celebrated Transit Worker Appreciation Day. This is a national event that spotlights the work of transit employees. We organized activities to show our appreciation to the 735 men and women who work at CDTA. Great job by Jaime Kazlo and her team for making sure everyone enjoyed the day.

- On Monday, March 21, I welcomed 12 new employees to CDTA. The individuals started our bus operator training program and will be ready for service in 4-6 weeks. Hats off to our HR and training staff for getting seats filled and providing programs back-to-back for many months. This will not slow down as we continue to grow our network of services.
- On Monday, March 21, I met with NYPTA executive committee members to talk about state budget issues. We discussed operating assistance proposals, efforts to expand the coverage area for paratransit service, and meeting schedules for the next week or so.
- On Tuesday, March 22, Lance Zarcone and I met with Bob and Steve Brown. Brown Coach operates NX service for CDTA; we talked about ways to strengthen our relationship and opportunities to do more together.
- On Tuesday, March 22, I joined members of the NYPTA executive committee in a meeting with Assembly staff to talk about zero emission mandates. One house proposals include a mandate to zero emission vehicles. We talked about the NYPTA position on these matters and ways to work with state leaders to advance zero emission issues.
- On Wednesday, March 23, I joined the NYPTA executive committee in a meeting with staff from Assemblyman William Magnarelli's office. The assembly member chairs the Transportation committee; he supports our work and the need for increased funding.
- On Wednesday, March 23, I attended a Board of Trustee meeting at Christian Brothers Academy. The board meets five times a year; we talked about what is going on at school while reviewing enrollment numbers and the corresponding financial picture.
- On Friday, March 25, I joined the NYPTA executive committee members in a meeting with Senate Finance staff to talk about a legislative proposal to expand paratransit service areas. We talked about the need for this expansion, ridership increases, and the cost for service/trips.
- On Friday, March 25, I moderated a NYPTA Virtual Press Event. This featured Assembly Transportation Chair William Magnarelli and advocates from throughout the state. We had a good discussion about the needs of transit systems across the state. The Chairman reaffirmed his support for what we do and the need for more funding.
- On Saturday, March 26, my wife Sheila and I attended the annual CBA gala. A nice event with many of our community partners in attendance.

### **Final Thoughts**

Over the past few years, we have introduced services and programs that make us better and stronger. We have also increased our work in the community to make CDTA a regional resource. The work that I highlight in this report is due to the resolve and commitment of our employees, staff and board members who make CDTA go. Thank you.

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