

# **Board of Directors Monthly Meeting**

**Wednesday, June 29, 2022 | 12:00pm  
Board Room at 110 Watervliet Ave.**

# CDTA BOARD OF DIRECTORS MEETING AGENDA

**Wednesday, June 29, 2022 | 12:00pm | Board Room at 110 Watervliet Ave**

<b>Board Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Jayme Lahut	
Approve Minutes of Wednesday, May 25, 2022	Jayme Lahut	3
<b>Recognitions</b>	Carm/Jayme	
25 Years - Brian Green, Superintendent, Street Amenities		
35 Years - Christopher Huyck, Maintenance Technician		
35 Years - Michael Bruno, Manager of Revenue Operations		
<b>Committee Reports: (Action Items Listed)</b>	Jayme Lahut	
Board Operations Committee (06/15/2022)		
Performance Monitoring/Audit Committee (06/22/2022)	Denise Figueroa	
• Resolution 25 - Approve Articulated Bus Purchase		14
• Resolution 26 - Contract for BRT Shelters		17
• Resolution 27 - Contract for RRS Deck Maintenance		21
• Resolution 28 - Contract for Red Line BRT Improvements		25
• Resolution 29 - Approve Annual Drug & Alcohol Policy		30
Community and Stakeholder Relations Committee (06/22/2022)	Jackie Falotico	
Strategic and Operational Planning Committee (06/22/2022)	Michael Criscione	
<b>Chief Executive Officer's Report*</b>	Carm Basile	33
<b>Board Member Comments</b>	Everyone	
<b>Executive Session</b>	Amanda Avery	
Litigation Matter		
<b>Upcoming Meetings</b>		
Wednesday, August 31, 2022 at 12:00pm in the Board Room at 110 Watervliet Ave		
<b>Adjourn</b>		

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

**MINUTES OF WEDNESDAY, MAY 25, 2022 BOARD MEETING**

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

**OTHERS PRESENT**

Carmino N. Basile, Chief Executive Officer	Jeremy Smith, Director of Facilities
Michael P. Collins, VP of Finance and Admin	Stacy Sansky, Director of Procurement
Chris Desany, VP of Planning & Infrastructure	Gary Guy, Director of Transportation
Jaime Kazlo, Dir. of Corporate Communications	Sarah Matrose, Internal Auditor
Lance Zarcone, Vice President of Operations	Kelli Schreivogl, Director of Human Resources
Vanessa Salamy, Executive Assistant	Zachary Stever, President ATU 1321
Thomas Guggisberg, Director of IT	Gene Goykhman, Transportation Supervisor
Jonathan Scherzer, Director of Marketing	

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

**APPROVAL OF THE APRIL 27, 2022 BOARD MEETING MINUTES**

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

**COMMITTEE REPORTS**

**BOARD OPERATIONS COMMITTEE** - Report from Chairman Lahut  
Board Operations Committee met on Wednesday, May 11, 2022 at 9:15am at 85 Watervliet Avenue, Albany and via Microsoft Teams.

**Administrative Discussion Items**

- We reviewed the committee agendas and activity for meetings that were held in May.
  
- We continue to balance service demand with/to employee availability. During peak travel times, articulated buses help us meet customer demand. They also reduce the number of operators needed, easing the strain on headcounts and operator availability.

- With our increases in Universal Access accounts, especially with school districts, it is beneficial to add more articulated buses to our fleet. Staff is moving forward on this, and we will consider a purchase from our contract with New Flyer.
- There have been changes to the New York State Open meetings law; most of them result from issues with COVID-19. Recent changes require board members to be in person or in a location that is accessible to the public.
- Boards are required to adopt a policy that details their open meeting process. Staff is working on that, and we anticipate having it available for review and adoption at the June meetings.
- Carm presented a review of the CEO and company workplan from the last 12 months. Lots of accomplishments and advancements during the year and CDTA continues to move forward.
- The next meeting of the committee is scheduled for Wednesday, June 15, 2022 at 9:15am via Microsoft Teams and at 85 Watervliet Avenue.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa  
 Performance Monitoring Committee met on Wednesday, May 18, 2022 at 12:00pm at 85 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

*Resolution No. 21 – 2022 – Approve FY 2022 Audit Draft*

- Seth Hennard and Liz Krause from Lumsden & McCormick, our external auditors, presented the draft FY2022 year-end audit. We received a clean opinion with no findings or weaknesses. Lumsden reviewed their audit process and approach, along with required communications, and the balance sheet. The audit presentation is included in your packets.
- The Authority hereby approves the FY2022 Financial Statements and Compliance Summary prepared by Lumsden & McCormick.

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

*Resolution No. 22 – 2022 – Approve Contract for Sand & Gravel Cleaning Services*

- Our contract for the cleaning of our sand & gravel separators in our garages is expiring and a new contract is required. An IFB was issued, and one bid was received from Precision Industrial Maintenance. Staff recommends Precision Industrial, a new vendor for us. References were all positive.
- The Authority hereby approves a three-year contract with two one-year options to Precision Industrial Maintenance of Schenectady, for up to \$796,550.

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

*Resolution No. 23 – 2022 – Approve Contract for Trash & Recycling Services*

- Our contract for Trash & Recycling Services is expiring and a new contract is required. An IFB was issued, and three bids were received. One bid was non-responsive, and the lowest bid was

from County Waste and Recycling Services. Staff recommends award to County Waste, our incumbent, and are satisfied with their performance.

- The Authority hereby approves a three-year contract with two one-year options to County Waste and Recycling Services of Clifton Park for an amount up to \$760,140.

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

*Resolution No. 24 – 2022 – Approve Contract for BRT Expansion Study*

- Public Authorities Law requires an annual review of our investment policy. Our policy explains how we invest, monitor, and report on funds. There are no recommended changes to the policy.
- The Authority hereby approves the 2022 Investment Policy.

Motion – Ms. Figueroa  
Seconded – Mr. Criscione  
Abstain - Georgie  
Resolution Approved

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 gave the Monthly Management Report. MRT remains strong into the new fiscal year at 30% over budget; Customer fares are 4% over budget and RRS is 49% over budget. Wages are under budget by 10% because of the timing of Montgomery County service; Workers' Compensation is under budget due to a large claim recovery; and the parts line is over budget because of a few major component failures. We are in a good financial position to start off the year. We will make a budget adjustment in the next few months due to changes in operating assistance that happened after we approved our budget.
- Chris Desany provided the non-Financial Report. Fixed route ridership is up 22% versus the same time last year; STAR ridership is up 20%. Fixed route on-time performance is 77% and STAR on-time performance is 75%. We missed 206 trips and expect higher than normal missed trips for the foreseeable future due to manpower challenges. Preventable accidents were at 22, and non-preventable accidents were at 15.
- Next meeting of the Committee is scheduled for Wednesday, June 22, 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, May 20, 2022 at 11:15 am at 85 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer summarized the plan for FY2023 for CDTA's Brand Reputation and Awareness. The goal for this year is to package mobility services, how we will continue to grow our customer

base, and the ongoing efforts to recruit and retain a strong workforce. We are looking forward to the new marketing assets and how that improves our brand moving forward.

- Jaime Kazlo summarized the monthly Media Relations/Community Engagement report. CDTA earned 25 media placements in television, newspaper, and radio. Stories focused on our expansion into Montgomery County, the new mobility hub planned for downtown Schenectady, Earth Day activities and the return of the Nature Bus.
- CDTA once again provided Tulip Festival transportation to help with the influx of visitors to Washington Park. On 5.18 Day CDTA provided buses for three Stuff the Bus locations. Baby goods were collected for families in need.
- Staff held a successful Career Fair on property, May 19 where prospective employees participated in on-the-spot interviews, test drove a bus, and toured the Albany facility.
- Jaime outlined upcoming events which include the launch of Scoot and Drive. SCOOT will roll out to the Capital Region in June; DRIVE will follow shortly after.
- Next meeting of the Committee will be on Thursday, June 23, 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, May 20, 2022 at 12:00 pm at 85 Watervliet Avenue, Albany and via Microsoft Teams.

#### Administrative Discussion Items

##### *Spring/Summer 2022 Service Adjustments -*

- Ross Farrell gave an update on Spring / Summer 2022 service adjustments. Every three to five months, we implement service changes to improve operations, on-time performance, and better align service with ridership demand. We see the most significant adjustment to our route network in the summer months when schools/universities are not in session, while new connections are provided to seasonal events and attractions.
- This year, these changes will include moving to summer schedules for UAlbany, RPI, Skidmore and the Nature Bus. We will also start the Capitol City Trolley and Capitol Tour Trolley. The June pick will include adjustments to the #22, #87, #224, OGS park and ride lot service, and the Blue Line. We will also suspend high school and middle school services during the break.

##### *Gateway Mobility Hub -*

- Ross Farrell and Chris Deany gave an update on the Gateway Mobility Hub. We reviewed what a mobility hub is and why they are important. Gateway Plaza in Schenectady is a prime location for such a hub, as it demonstrates very high ridership, it is served by a BRT and 10 local routes, has intercity bus service, and is on a site owned by close partners of CDTA.
- In cooperation with Schenectady Metroplex and the City of Schenectady, we will construct a new queue jump lane, replace the existing concrete bus bays, add new bus bays, add an operator bathroom, provide Drive/Scoot/Cycle spaces, EV charging spaces,

and heated bus shelter. We will go out to bid in late May, looking for a Board recommendation in August. Construction will begin in the fall, with a goal for completion in the summer of 2023.

- Next meeting of the Committee will be on Thursday, June 23, 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 May 2022 (attached).

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
  - Wednesday, June 29, 2022 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 1:01 PM

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

Respectfully submitted,

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Joseph Spairana, Jr., Secretary

Dated: May 25, 2022

## CHIEF EXECUTIVE OFFICER'S REPORT

The grass is green, flowers are blooming, and people are gardening and thinking of summer. This season of growth is consistent with the CDTA agenda of activities, which is full of opportunities that will make us better. We have challenges that may make progress difficult, but I am confident in the CDTA spirit, which is driven by our resourceful and dedicated employees. This report provides an update on our activities and the condition of our company.

For the past few months, we have been busy building a budget and advocating for what we need to carry out our plans. With those components in place, it is time to implement the plans we have talked about and advocated for. This includes service in Montgomery County, electric buses (four being delivered this week), more bikes, scooters, and launching our car share program. Getting this done will require our collective efforts and we will need more bus operators, technicians, cleaners, and support staff. The CDTA family will be bigger and stronger as we move forward, connecting Capital Region communities.

I expected spring to be a period where we would recover from COVID-19, putting our masks away and returning to normal operations without worrying about infections, social distancing, and the other things we have battled throughout the pandemic. This has not happened and in fact, COVID continues to pose problems for us. After a quiet late winter, positive cases among our employees are up significantly. With a week left in May, we have seen 32 positive cases, making it the second busiest month since the pandemic began more than two years ago. Although most employees had minor symptoms and recover quickly, this is putting a strain on our workforce. Not only is it difficult to cover all service but the related issues of managing through the pandemic continue to play havoc with what we do and how we do it.

What a welcome! That's the only way to describe the media event to announce our work in Montgomery County. The community has welcomed us with open arms, and they are looking forward to CDTA providing services and connecting people to their communities and to the larger Capital Region. We are introducing the CDTA brand with an extensive advertising campaign, we are attending community events and we are actively recruiting for employees as we systematically spread the word that CDTA is the newest partner in Montgomery County.

We are pleased to reach an agreement with the Amsterdam City School District for a Universal Access program that will connect their students to school, afterschool activities and to jobs. This will be a foundational agreement for us that will clearly highlight one of the ways that we connect the community. Our staff continues to work on route and schedule development along with fit-up of space that will be our base of operations in Amsterdam. We are spending a good deal of time in the community, establishing contacts, and forming new relationships. This is a CDTA calling card, and it will bear fruit as we integrate our mobility network into Montgomery County and develop service options that meet the needs of a broad constituency.

We will make a series of service adjustments to our route network in late June. This activity includes the removal of services that are provided for Universal Access agreements with school districts. We will add traditional seasonal services that operate during the summer, and we will adjust the Blue Line corridor to better align levels of service to demand. Finally, we will change route running times, frequency, and spans of service on some routes. This will align schedules to customer volume and adjust to current operator levels and headcounts.



We are in the process of deploying our seasonal services. This expanded menu is headlined by the popular CDPHP *Cycle!* program, which will have more than 500 bikes deployed throughout our service area; an additional 100 e-bikes will be added later this summer, bringing the cycle effort to another level. Electric scooters will hit the streets in the coming weeks. Close to 100 of these resourceful mobility tools will be spread throughout the region, docked at bike stations. Our DRIVE carshare program will debut in the coming weeks as we add a four-wheel component to our new mobility offerings. Services to parks and recreation sites (think Nature Bus and Grafton Park) are ready to go along with seasonal trolley service in Saratoga Springs and special event and support services that the CDTA brand is synonymous with. There is no shortage of opportunities for us to consider as the region looks to us as their mobility leader.

After more than two years of constant construction activity, most of our work is complete or nearing completion. This includes work on the Albany garage, which is now in the punch list stage. We added new company signage, and landscaping surrounding our buildings, putting the CDTA brand clearly on display. A public event to celebrate this work and what it will result in will happen in June. Work at the Troy garage is complete, and we are in the final stages of refurbishment work on the second floor of our 110 Watervliet Avenue administrative headquarters. We appreciate everyone's patience with the noise, dirt and disruption that comes with our efforts to be better.

A big part of the Watervliet Avenue work was construction of maintenance and storage space for our growing fleet of articulated buses. This work included installation of new bus washes, the first upgrade of this equipment in almost 30 years. This work is central to the development of our Washington/Western Bus Rapid Transit project. Our third BRT line will provide an upgrade to service along our fastest growing ridership corridor. The line will include the region's first bus lane through the Hariman State Office Park and UAlbany campus. Construction of the on-street components for the Purple Line will begin soon and continue through 2023.

Approval of our annual audit closes the books on fiscal year 2021-2022. It was a very good year, and the audit illustrates the strength of our company and the work of our employees. We are stronger today than we were when the pandemic began. This comes about because of a clear vision established by our Board of Directors, and the ability of our staff to develop innovative programs and services to solidify our role in the community. Thank you to everyone for their work to make CDTA bigger and better – the best is yet to come!

### **Performance Measures**

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

The board adopted balanced budget provides a company forecast of the next twelve months. With one month in the books, our strong financial condition is on display, with most lines in the positive territory. One overriding comment – Montgomery County expenses are included throughout the budget lines. As we incur expenses, particularly wages, these lines will catch up to budget projections.

Our revenue bounce-back continues. MRT receipts totaled \$1.3 million in April; we have exceeded the \$1 million mark every month for more than a year, as our region's real estate market fuels growth. Although we expect this to level off, MRT will continue to be a strong revenue source for us. Customer revenue was \$1.2 million, 4% more than expected, corresponding to increases in ridership and Universal Access accounts. Increases are also found in the Facility line, which finished the month almost 50% more than budgeted; this reflects a return to rail travel and use of our RRS parking facilities. We expect revenue to improve throughout the year – the question will be, how much and what is the ceiling.

Total expenses for April were 9% under budget, with wage and benefits the primary movers. Our forecasts include added positions for Montgomery County service, and they are annualized. This will not show until we begin service in September. There are also overtime expenses built into the line to accommodate for people issues; we expect this allocation to be used throughout the year. There are a couple of outliers this month – Workers Compensation is significantly under budget reflecting a large recovery that was posted this month; Liability Claims is significantly over budget due to two settlements that we paid (almost \$100,000). The parts line is over budget for the month because of a few major component failures. This is a bit of an anomaly.

Total ridership in April was just under 1.1 million, 27% more than last April. We continue to see a steady increase in ridership; some of the increase is a return to offices (from COVID) and some, albeit small, is related to high gas prices. STAR ridership totaled 26,000 in April, 20% more than last April. Northway Express ridership continues to improve with 5,500 boardings, almost three times what it was last April.

We missed 206 trips on the fixed route system; last April, we missed 33 trips; there was some improvement this month, but this will continue to be an issue as we work to add employees and modify service delivery systems to align resources to demand. The recent spike in COVID-19 cases is not helping us.

There were 37 accidents in April with 22 preventable. Last April, there were 43 accidents with 23 preventable. All preventive maintenance inspections were done on time. Scheduled maintenance work was at 79%. On time performance for fixed route service was at 77%. STAR service operated within our 10-minute window 75% of the time. There were almost 11,000 calls to the STAR reservation center.

Our call center processed 264 comments compared to 173 last April. There were 70 comments about STAR; last April, we received 19 comments about STAR. Response time to close customer inquiries within 10 days was at 92%. There were 623,000 page views at [www.cdta.org](http://www.cdta.org).

### **Activity Report**

As the weather brightens, we have opportunities to showcase our most innovative products and services. These options connect us with a different customer base and broaden our market appeal. The CDTA brand is wider and deeper than it has been as we make our work matter to more people throughout the Capital Region. Our activity report represents some of that work.

- On Thursday, April 28, I attended a meeting of the Regional Development Coordinating Committee. The RDCC includes chief executives from transportation and economic development organizations. We get together a few times a year to talk about things we do to support regional development. Meetings are informal, hosted by the Capital Region Chamber of Commerce and the Center for Economic Growth.
- On Friday, April 29, I was honored to receive a Third Age Award from Life Path of Albany. It was great to see so many friends and partners of CDTA. I was especially pleased that members of our staff could attend, along with Joe Spairana, who represented the board. I appreciate it.
- On Monday, May 2, I welcomed a new class of 5 people to CDTA as they began training to be bus operators. We talked about the work we do at CDTA, their roles and what our expectations are of them and all employees. If all goes well, they will be ready to hit the streets in a few weeks.
- On Monday, May 2, I was excited to emcee a media event to announce our entry into Montgomery County. It was great to be joined by CDTA board members and staff along with many partners, friends, and members of the community. Our speakers were impressive, led by Congressman Paul Tonko, Senator Michelle Hinchey, and Assemblyman Angelo Santabarbara. We will start service by Labor Day – there is lots of work to do between now and then.
- On Tuesday, May 3, I met with Greg Connors, Director of Government Relations at Global Foundries. Greg and I have known each other for some time; we talked about growth at Global and some of the transportation challenges they face and ways that CDTA might be able to help.
- On Wednesday, May 4, I attended our annual Exemplary Attendance Lunch at the Desmond Hotel and Conference Center. This is the first time that we held the event since the pandemic began. It was great to celebrate this outstanding accomplishment. 71 of our employees achieved Exemplary Attendance and many of them joined us for lunch.
- On Monday, May 9, Kelli Schreivogl, Mike Collins and I joined a ZOOM call to kick off APTA’s Racial Equity Commitment Pilot Program. We are one of 90 signatories that will work together for the next two years, learning and sharing experiences about our DEI efforts. It was great to hear the experiences of others and share information about this important work. Dave Stackrow kicked off the meeting; he co-chairs the committee that is leading this work.
- On Wednesday, May 11, I attended a NYPTA Board Meeting, which we hosted at 85 Watervliet Avenue. We reviewed our legislative program and talked about our gains in state operating assistance. We also reviewed pending legislation on zero emission buses, which, if passed, would set more mandates on our industry. We will work with legislators and their staff throughout the summer.

- On Thursday, May 12, I met with Ben Syden from the Laberge Group to talk about their business opportunities in the transit industry. Ben and I serve on the Colonie IDA/LDC board.
- On Thursday May 12, I met with Matt Peter from the Albany Parking Authority and Sarah Reginelli from Capitalize Albany to continue discussions about an Albany Intermodal Center.
- On Friday, May 13, Jon Scherzer and I met with Mark Aesch to talk about our work on the TransDash value dashboard, and to finalize work that TransPro will do surveying our fixed route customers.
- On Monday, May 16, I met with Donna Gonser and Seth Hennard from Lumsden and McCormick to talk about our audit. Donna and Seth have worked with us for many years; it was great to hear that they found all to be well and our financial condition to be strong. They reported the audit results to the Performance Monitoring committee. Great job by our finance staff coordinating this work and doing things throughout the year that result in a successful audit.
- On Monday, May 16, I joined NYPTA staff in a meeting with representatives from Assemblyman Bill Magnarelli's office. We talked about post session issues and things that we will want on the agenda for the Assembly Transportation Committee throughout the summer.
- On Monday, May 16, I attended a meeting of the Colonie IDA/LDC boards. We discussed the financial condition of both boards, acted on the placement of EV chargers in town and talked about the open meetings law and changes the board will need to make regarding remote meetings.
- On Tuesday, May 17, I attended a meeting of the NYS Empire State Development Infrastructure and Transportation Workgroup. I am member of this group, which assists in the distribution of funds through ESD's funding program.
- On Wednesday, May 18, I spoke at a United Way media event to kick off their annual 5.18 Community Celebration Day. Hundreds of volunteers took part in activities to strengthen the region through service projects and giving activities. We provide buses for a project that is led by Women United to provide food and supplies for newborns and expecting families.
- On Thursday, May 19, Mike Collins and I met with Dianne Kennealy and Tom Vaughn from NYSDOT. Dianne is replacing Ron Epstein who oversaw much of the transit program at NYSDOT (Ron recently retired). We discussed some of the issues we have in front of us and how the department intends to proceed moving forward.

- On Thursday, May 19, I joined board members and staff at the 31<sup>st</sup> Annual Women of Excellence awards at the Wolf Road Marriott. This event is organized by the Capital Region Chamber to spotlight women for success in business and their contributions to the community. Jaime Kazlo was honored with the Emerging Professional award. We know of Jaime's achievements at CDTA, and it was great to see her efforts recognized.
- On Tuesday, May 24, I attended a meeting of the Warren County Economic Growth and Development committee. We talked about transit service provided by the Greater Glens Falls Transit system and ways to expand their mobility options and improve connections to Capital Region communities.
- On Tuesday, May 24, I met with Mechanicville School Superintendent Kevin Kolakowski and Mechanicville Supervisor Tom Richardson. We talked about transportation issues in their community and ways to improve mobility for students.
- Earlier today, I chaired a meeting of the United Way board executive committee. We talked about organization finances and our upcoming annual awards event.

### **Final Thoughts**

I am continually impressed by what we accomplish at CDTA. In the face of a pandemic that seems to have nine lives, the CDTA team is introducing products and services, expanding our footprint into new areas, and exceeding industry standards on ridership and revenue recovery. Our ability to respond to challenges and turn them into opportunities is what makes CDTA different and better. Thank you to everyone for doing their part; it is appreciated!

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

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 25 - 2022**

Approve WWBRT Articulated Bus Purchase

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

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

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

**WHEREAS**, in October 2020, articulated buses were competitively procured through the RFP process and a five-year contract was awarded to New Flyer of America, and

**WHEREAS**, staff now recommends the purchase of seventeen vehicles for fixed-route service operations from this contract with sixteen buses operating on the Washington/Western BRT Corridor and one bus operating on the River Corridor BRT line, and

**WHEREAS**, the cost per vehicle will be \$916,988, with an additional cost to include extended warranty for engines, and all vehicles will come painted and branded for the appropriate BRT service with anticipated delivery slated for July 2023.

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

1. The Authority hereby authorizes the purchase of seventeen articulated buses pursuant to the existing contract with New Flyer of America, Inc., at a unit cost of \$916,988, for a total cost of \$15,675,496, subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary contract documents.
3. The source of funds will be from the Washington/Western BRT Small Starts Grant, with one bus funded through the River Corridor BRT Grant.
4. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 29th day of June, 2022.

Dated: June 29, 2022

\_\_\_\_\_  
Joseph M. Spairana, Jr., Secretary

## Capital District Transportation Authority Agenda Action Proposal

**Subject:** Fixed route articulated bus purchase from New Flyer of America.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 22, 2022

**Board Action Date:** June 29, 2022

**Background:**

As work advances on the Washington Western Bus Rapid Transit (WWBRT), articulated vehicles need to be ordered to prepare for service. Additionally, funding has recently become available to purchase one additional vehicle for the River Corridor Bus Rapid Transit.

**Purpose:**

To provide fully branded articulated buses for the WWBRT.

**Summary of Proposal:**

Articulated buses were competitively procured through the RFP process in October 2020. This contract was awarded to New Flyer of America and staff is recommending the purchase of seventeen vehicles.

Staff recommends purchasing seventeen articulated buses at a cost of \$916,988 per vehicle. There is an additional cost to include an extended warranty for engines. All vehicles will come painted and branded for the appropriate BRT. Anticipated delivery is slated for July 2023.

**Financial Summary and Source of Funds:**

Description	Unit Cost	Quantity	Extended Cost
Articulated Bus	\$916,988	17	\$15,588,796
Cummins Extended Warranty	\$5,100	17	\$86,700
<b>TOTAL:</b>			<b>\$15,675,496</b>

This will be funded through the Washington/Western BRT Small Starts Grant, with one bus funded through the River Corridor BRT Grant.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Director of Maintenance



## Memorandum

June 22, 2022

To: Members, Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Fixed Route Articulated Bus Acquisition

### **Background:**

In October 2020, the Board awarded a five-year contract to purchase articulated vehicles from New Flyer of America, LLC. Staff recommends the purchase of seventeen vehicles for fixed-route service operations from this contract.

### **Justification:**

The vehicle model is an articulated New Flyer Xcelsior heavy-duty transit bus. This articulated bus is 60' long, comprised of two passenger areas connected by a joint mechanism. The mechanism allows the vehicle to bend when the bus turns corners yet has a continuous interior. It has three doors and almost twice the seating capacity of a standard 40' bus. Buses include passenger amenities such as WIFI and USB charging ports.

Sixteen of these buses will operate on the Washington/Western BRT Corridor and one bus will operate on the River Corridor BRT line.

### **Recommendation:**

Staff recommends the purchase of seventeen articulated vehicles for fixed-route operations. Delivery is anticipated for July 2023.

Copy: Chief Executive Officer  
Director of Procurement



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 26 - 2022**

Approve Sole Source Contract for Manufacture and  
Installation of BRT Shelters and Amenities

**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**, in 2017 a competitively procured BRT Shelter and amenities contract was awarded to Duo-Gard of Canton, MI, and

**WHEREAS**, the existing contract is now set to expire, and a new contract is now required in order to complete the BRT shelter and amenity installations for the Washington/Western BRT and the Red Line Refresh project ensuring uniform style across all BRT lines, and

**WHEREAS**, staff has determined that it is in the best interests of the Authority to award a sole source contract to Duo-Gard, and has established that the prices are fair and reasonable in comparison to current prices, and

**WHEREAS**, staff now recommends the award of a two-year sole source BRT shelter contract with three optional one-year renewals to Duo-Gard of Canton, Michigan, for a total amount not to exceed \$2,700,000.

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

1. The Authority hereby awards a two-year sole source contract with three optional one-year renewals to Duo-Gard of Canton, Michigan, for the manufacture and installation of BRT shelters and amenities, for a total amount not to exceed \$2,700,000, 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 BRT Setaside Grant.
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 29th day of June, 2022.

Dated: June 29, 2022

\_\_\_\_\_  
Joseph M. Spairana, Jr., Secretary

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

**Subject:** Sole source contract for Bus Rapid Transit (BRT) shelter and amenity manufacture and delivery to Duo-Gard of Canton, MI.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 22, 2022

**Board Action Date:** June 29, 2022

**Background:**

We have constructed several BRT routes over the past few years that included shelters and other customer amenities. Duo-Gard won the competitive award in March 2017 and successfully delivered on the implementation of the River Corridor BRT shelters.

**Purpose:**

Approve a new contract to complete BRT shelter and amenity installations for Washington/Western BRT and the Red Line Refresh project.

**Summary of Proposal:**

In 2017, the Board approved a contract for BRT shelter and amenities to Duo-Gard. Duo-Gard successfully provided quality shelters for the River Corridor BRT, and we want to continue with a uniform style across all BRT lines.

Additionally, the original contract value is nearly exhausted due to additional stations, upgraded amenities, and overall price increases. Staff has determined that these prices are fair and reasonable in comparison to current prices.

Staff recommends a two-year contract with three optional one-year renewals be awarded to Duo-Gard. of Canton, MI for shelter and amenity manufacture and delivery for an amount not to exceed \$2,700,000. Upon Board approval the contract will be executed immediately.

**Financial Summary and Source of Funds:**

The \$2,700,000 is funded through the BRT Setaside Grant.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Jeremy Smith, Director of Facilities

## Memorandum

June 22, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: BRT Shelter Contract Award

### Overview

Over the past several years, CDTA has been progressing the construction of BRT routes throughout the region. The BRT shelter manufacturing and installation contract was competitively bid and awarded in March 2017. Duo-Gard successfully delivered on the implementation of the River Corridor BRT shelters and now we seek to provide for the same-style shelters for the Washington/Western BRT and the Red Line Refresh.

This BRT shelter contract is set to expire. Additionally, the existing contract value has almost been met. This was due to costs related to additional stations, upgraded amenities, and pricing increases over the previous five-years.

### Justification:

The recommendation to award a sole source contract is based on cost effectiveness and the ability to deliver satisfactory services and support. Additional reasons to support this recommendation include:

- Duo-Gard has the proven ability to provide the same quality and style shelter that has become a standard at all our BRT Stations.
- The development work for WWBRT and the Red Line shelters is underway.
- Duo-Gard has the ability to provide the additional amenities that provide safer and more comfortable accommodations for riders.

### Recommendation

I recommend awarding a two-year sole source contract with three, one-year extensions to Duo-Gard Canton, MI for BRT shelter and amenities manufacturing and delivery. The contract value is for a total not to exceed \$2,700,000.

Copy: Chief Executive Officer  
Director of Procurement  
Director of Facilities



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 27 - 2022**

Approve Sole Source Contract for RRS Top Deck Maintenance and Repairs

**WHEREAS**, the Capital District Transportation Authority (the “Authority”) is charged with the continuance, development, and improvement of transportation facilities within the Capital District Transportation District, and

**WHEREAS**, the Authority currently owns and operates a parking facility at the Rensselaer Rail Station (RRS), and

**WHEREAS**, the Authority has previously authorized the award of a competitively procured contract for the rehabilitation of the parking garage surface deck, and

**WHEREAS**, in 2021 an inspection of the parking garage by the manufacturer (Kelmar) identified that the top deck required maintenance and repairs, and

**WHEREAS**, Kelmar provided information for a regional vendor, PCC Contracting, Inc., who has worked with them in the past and suggested the Authority utilize them for maintenance and repairs, and

**WHEREAS**, PCC Contracting is experienced in this type of work and has performed satisfactorily for the Authority in the past, completing some of this work last fall, and is working together with Kelmar on updated solutions for the maintenance and repairs of the RRS top deck membrane system, and

**WHEREAS**, it is in the best interests of the Authority to issue a sole source contract to PCC Contracting, Inc. of Schenectady, NY for top deck maintenance and repairs at the RRS parking garage, with a total value not to exceed \$106,428.

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

1. The Authority hereby approves a sole source contract to PCC Contracting, Inc. of Schenectady, NY, for top deck maintenance and repairs at the RRS parking garage for a total amount not to exceed \$106,428, subject to compliance with the terms and conditions of the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the contract documents.
3. The source of funds will be from the FY2023 Capital Plan
4. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 29th day of June, 2022.

Dated: June 29, 2022

\_\_\_\_\_  
Joseph M. Spairana, Jr., Secretary



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

**Subject:** Contract for maintenance and repairs at the Rensselaer Rail Station (RRS) top deck.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 22, 2022

**Board Action Date:** June 29, 2022

**Background:**

In 2017 the top deck at the Rensselaer Rail Station was replaced, and since that time there has been normal wear and tear on the top deck which requires maintenance and repairs.

**Purpose:**

Provide repairs and preventative maintenance for the RRS top deck.

**Summary of Proposal:**

The membrane manufacturer was contacted to assess the state of the deck membrane and to recommend contractors experienced in working with their product. Two local vendors were contacted for proposals, but one was unable to complete the work required. The other, PCC Contracting, Inc. provided a complete proposal including fees for maintenance and repair. PCC Contracting is experienced in this type of work and has performed preventative maintenance work for CDTA.

Staff recommends a one-year contract be awarded to PCC Contracting, Inc. of Schenectady, NY for deck repairs at the RRS for an amount not to exceed \$106,428.

**Financial Summary and Source of Funds:**

Base Amount: \$88,690

Contingency (20%): \$17,738

Total: \$106,428

This is funded in our FY2023 Capital Plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Jeremy Smith, Director of Facilities

## Memorandum

June 22, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award for RRS Top Deck Maintenance and Repairs

### Background

Major capital assets require ongoing preventive maintenance to ensure a useful life. The RRS parking structure is no exception. Since its opening in 2001, it has experienced a greater than expected need for ongoing attention. In 2018, the top deck was stripped, and a new membrane installed. In 2020, that project was completed and closed out. Since then, several areas have delaminated and need additional repairs. Some of these repairs were expected based on the Operations and Maintenance Plan.

In 2021 the manufacturer of the product (Kelmar) was contacted, visited the site and given background on the issues. They provided information for a regional vendor who has worked with them in the past and suggested that we utilize them for maintenance and repairs.

Two local vendors were engaged at that time, with one vendor stating that they could complete the effort. PCC Contracting Incorporated, completed some of this work last fall and is the provider recommended by Kelmar. PCC and Kelmar have been working together on updated solutions for the maintenance and repairs of the top deck membrane system.

### Justification

PCC Contracting Incorporated is the manufacturer's recommended local vendor. PCC has extensive experience with applicable restoration and new construction projects that include masonry, plaster, concrete, and waterproofing for historic buildings, commercial and mixed-use buildings, civil infrastructure, and parking structures. PCC has completed this work in the past has a proven track record of maintaining and repairing the deck.

### Recommendation

I recommend executing a contract for top deck maintenance and repairs with PCC Contracting Inc. of Schenectady, NY for a base amount of \$88,690 and a 20% contingency with a total value of \$106,428.

Copy: Chief Executive Officer  
Director of Procurement  
Director of Facilities





**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 28 - 2022**

Approve Contract for Designing Red Line BRT Improvements

**WHEREAS**, the Capital District Transportation Authority (the “Authority”) is charged with the continuance, development, and improvement of transportation facilities within the Capital District Transportation District, and

**WHEREAS**, the BusPlus Red Line began service in 2011, and since then the Authority has identified several new improvements that can further improve transit operations and pedestrian access, and

**WHEREAS**, the first phase will begin in the City of Schenectady with completing the design for improvements to stations and intersections along State Street east of downtown, and the second phase will focus on the design of bus priority infrastructure such as queue-jump lanes, updates to traffic signal technology, and adjustments to traffic signal timing, and

**WHEREAS**, the Authority has issued an RFP, three proposals were received, and a committee was established of CDTA staff, the City of Schenectady, and the Schenectady Metroplex Development Authority to review the proposals based upon experience, qualifications, hours allocated, ability to meet timelines, and D/MWBE participation, and

**WHEREAS**, staff recommends awarding a two-year contract with a one-year extension for design of Red Line BRT improvements to Creighton Manning Engineering, LLP of Albany, NY for an amount of \$642,257.

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

1. The Authority hereby awards a two-year contract with a one-year extension for design of Red Line BRT roadway/intersection improvements to Creighton Manning Engineering, LLP of Albany, NY for an amount of \$642,257, subject to compliance with the terms and conditions of the contract documents.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds is from the BRT Set-aside Grant.
4. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 29th day of June, 2022.

Dated: June 29, 2022

\_\_\_\_\_  
Joseph M. Spairana, Jr., Secretary

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

**Subject:** Contract award for Red Line Station Roadway/Intersection Improvements to Creighton Manning Engineering of Albany, NY.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 22, 2022

**Board Action Date:** June 29, 2022

### **Background:**

The Bus Plus Red Line began service in 2011, eleven years ago, and it is now time for a “refresh” of our highest ridership route in our system. The plan includes not only station enhancements, but also improvements like sidewalks, pedestrian crossings and queue jump lanes.

### **Purpose:**

To provide customer improvements and safety enhancements to the BRT Red Line.

### **Summary of Proposal:**

A Request for Proposals (RFP) was issued outlining the required tasks summarized in the attached memo.

Twenty-Nine firms downloaded the RFP and three submitted proposals. A team made up of CDTA and stakeholders from the City of Schenectady and the Schenectady Metroplex reviewed proposals. Staff recommends awarding a contract to Creighton Manning Engineering for a term of two years with a one-year extension. Creighton Manning has committed to subcontract 16% of the work to DMWBE vendors. Upon Board approval a contract will be executed immediately.

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

The \$642,257 award will be funded through the BRT Setaside Grant.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Ros Farrell, Director of Planning

## Memorandum

June 22, 2022

To: Performance Monitoring & Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award for Design of Red Line Roadway / Intersection Improvements

### Background

The BusPlus Red Line began service in 2011 and is the highest ridership route in the system. We have since identified several new treatments that can further improve transit operations and pedestrian access. CDTA will implement these improvements in phases beginning in the City of Schenectady.

The first task will be completing the design for improvements to stations and intersections along State Street east of downtown. It will focus on Veeder Ave / Nott Terrace, Steuben Station, Division Station, and Woodlawn Station. The infrastructure proposed will vary by site and include components such as raised center medians, road-diets / land reductions, curb extensions, sidewalk replacements, and mid-block pedestrian crossings.

The second task will focus on the design of bus priority infrastructure such as queue-jump lanes, updates to traffic signal technology, and adjustments to traffic signal timing. It will also include the option to design bus lanes between Veeder / Nott and Division Street, as identified in the CDTC's Regional Bus Lane Feasibility Study.

### Justification

A Request For Proposals was released in February outlining the scope of work. A committee made up of staff from CDTA, the City of Schenectady, and the Schenectady Metroplex Development Authority was established to review the proposals based upon experience and qualifications, hours allocated, ability to meet timelines, and D/MWBE participation. Three firms submitted proposals. We recommend awarding a contract to Creighton Manning Engineering, LLP. CME and their subconsultants were the most qualified team based on their staff experience, project schedule, and the lowest total hours allocated.

### Recommendation

I am recommending awarding a two-year contract with a one-year extension for design of Red Line Roadway / Intersection Improvements to Creighton Manning of Albany, NY for an amount of \$642,257.

Copy: Chief Executive Officer  
Director of Procurement  
Director of Planning

**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:**

\$642,257 (Not to Exceed)

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 # 29                      or                      Advertised  
Number of Proposals/Bids Received # 3

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  
Was contract awarded to a D/MWBE?                      Yes    No  
Number of D/MWBE Subcontractors                      2 (Foit-Albert-DMBE, FourSquare-DWBE)

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Creighton Manning  
2 Winners Circle  
Albany, NY 12205

8. **SOURCE OF FUNDS:** BRT Setaside Grant

9. **COMPLIANCE WITH STATE AND FEDERAL RULES:**

Non-Collusion Affidavit of Bidder                      (Yes, No, N/A)  
Disclosure & Certificate of Prior Non-Responsibility Determinations                      (Yes, No, N/A)  
Disclosure of Contacts (only RFPs)                      (Yes, No, N/A)  
Certification with FTA's Bus Testing Requirements                      (Yes, No, N/A)

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

Stacy Sansky, Director of Procurement                      DATED: June 22, 2022



### Red Line Scorecard

	LaBella Associates Latham, NY	Creighton Manning Albany, NY	WSP Troy, NY
<b>Relevant experience and qualifications of the personnel assigned to the project 35 Points</b>	25.0	33.3	27.3
<b>Allocation of Hours 35 Points</b>	18.3	32.3	29.3
<b>Responsiveness to the RFP/Ability to meet Schedule 25 Points</b>	19.0	23.7	21.0
<b>MWBE / DBE/SDVOB Participation 5 Points</b>	4.0	5.0	3.0
<b>TOTAL</b>	<b>66.3</b>	<b>94.3</b>	<b>80.7</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 29 - 2022**

Approve Drug & Alcohol Policy

**WHEREAS**, in its mission to provide safe and reliable transportation, the Capital District Transportation Authority (“Authority”) has a drug-free workplace, and

**WHEREAS**, the Authority has further responsibility for “safety-sensitive” employees under the regulations of the Federal Transit Administration (49 CFR parts 40 & 655) to formulate a Drug and Alcohol Policy, and

**WHEREAS**, the Drug and Alcohol Policy shall be periodically reviewed and approved by the Authority, and

**WHEREAS**, upon review, the Authority recommends minor non-regulatory changes, including new MRO language, to the Drug and Alcohol Policy, as revised and attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, that the Drug and Alcohol Policy for the Capital District Transportation Authority is hereby approved and adopted in its entirety.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 29th day of June, 2022.

Dated: June 29, 2022

\_\_\_\_\_  
Joseph M. Spairana, Jr., Secretary

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

**Subject:** Annual Review and Approval of our Drug and Alcohol Policy

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 22, 2022

**Board Action Date:** June 29, 2022

**Background:**

An annual review of the Drug and Alcohol Policy is required by the Federal Transit Administration (49 CFR Parts 40 & 655 regulations).

**Purpose:**

The policy must be available to all employees and specifically to employees that perform safety-sensitive functions. The policy ensures that all regulations are up to date and followed to remain in compliance with the Federal Transit Administration.

**Summary of Proposal:**

There were no required regulatory changes to the Drug & Alcohol Policy. Language was modified to provide updated contact information for one of our Medical Review Officer's (MRO).

Copies of the Drug & Alcohol Policy changes will be available at the committee meeting.

**Financial Summary and Source of Funds:**

No impact

**Prepared by:**

Kelli Schreivogl, Director of Human Resources

**Project Manager:**

Kelli Schreivogl, Director of Human Resources

## Memorandum

June 22, 2022

**To:** Performance Monitoring/Audit Committee  
**From:** Kelli Schreivogl, Director of Human Resources  
**Re:** Approve Changes to the CDTA Drug & Alcohol Policy

### Background:

Each year the Human Resources Department is responsible for making changes and/or updates to the Drug and Alcohol policy and bringing those updates to the Board of Directors for approval. There are several reasons why a change might be made, some of which might be:

- A DOT regulatory change that has to be incorporated
- Altering policy language to make it easier and clearer for employees to follow
- A procedural or policy change made by management to improve our overall Drug and Alcohol program, or in response to a specific issue

### Justification:

We did not make any regulatory changes to the policy for this year, but we did add a new Medical Review Officer (MRO) because of a personnel change by the lab we use for drug and alcohol testing.

### Recommendation

Staff recommends adding the new MRO into the Drug and Alcohol Policy.

Copy: Chief Executive Officer  
VP of Finance & Administration





## Memorandum

June 29, 2022

To: Chairman of the Board  
Board Members

From: Chief Executive Officer

Subject: CEO Report for June

### Overview

Everyday there is a hum of activity throughout the company - construction of facilities, expansion into new areas, introduction of services, onboarding of new employees and the development of new technology tools like BLINK. This activity and the challenges they bring is what makes CDTA different than others, and it is the constant effort to be better that motivates us to connect Capital Region communities. Thank you to everyone for doing their part to keep CDTA rolling forward. This report provides an update on our activities and the condition of our great company.

As we move into summer, there are so many projects and activities underway that it is often difficult to keep track of them. Most of this work is planned (seasonal service, building expansions and Purple Line development). Other work is a reaction to things happening around us (COVID, hiring and retention), while some work comes from us seeking new ways to do things (Montgomery County, DRIVE car share and development of a new performance dashboard – TransDash). The level of work is amazing to me along with our commitment to deepening our efforts to manage regional mobility. This work is challenging and hard, but it is making us better and more resilient.

As much as we would like to put COVID-19 in the rearview mirror, it is still with us. Although fewer employees are testing positive for the virus, its impacts continue to be felt throughout the company. There were 8 positive cases in June, which is just enough to disrupt our operation. Many employees call out sick as a cold or allergies now cause people to stay at home, as we have urged them to do for the past two and half years. This behavioral change is impacting daily attendance and the distribution of resources. It is causing us to rethink the level of resources required to meet our service and program commitments.

Our attendance and retention programs have begun and almost 75% of the eligible workforce have been able to achieve additional compensation. It is too soon to evaluate the programs, and we will continue to gather data and report on this through the summer months. We are off to a good start and our employees are aware of the programs, their intent, and the benefits to them and the company.

As we introduce new programs and services, it is critical that we improve communication systems with and for employees. To that end, we recently unveiled a new employee app called BLINK. This easy-to-use platform can be accessed through any personal device, including a

computer. We are loading the platform with useful information about CDTA, our benefit programs, service network updates, along with incentive offerings to those who participate. Jaime Kazlo and Kelli Schreivogl are responsible for ensuring that BLINK gets a full rollout and employees understand its objectives and value. We are off to a tremendous start with more than 300 employees downloading the app in its first week of operation.

As we reported in committee meetings last week, we are focused on August 28 as the first day of service in Montgomery County. We have unveiled the final route design, which will provide a high level of service in Amsterdam and the area surrounding the city. We will also operate express service to Schenectady and Albany, providing a great way for people to travel throughout the Capital Region. Our outreach efforts are underway, and we are introducing ourselves to the community. Recruitment work is in overdrive as we look to add people to the CDTA family for this exciting expansion. Universal Access agreements are in-hand with several organizations, including the Amsterdam School District, St. Mary's Hospital with others expected to follow shortly.

We continue to engage in discussions about a merger with the Greater Glens Falls Transit system. The City of Glens Falls and Warren County officials have endorsed the concept and asked that we develop it further and report back to them. Under such a plan, we would assume the operation, their employees, and facilities. The core service network is well designed, and it is familiar to the residents of Glens Falls and the other communities it serves. It will need little immediate adjustment or change from us. We would also assume the funding streams for STOA and FTA funding. We will provide more details as this work progresses.

This past Sunday, we made a series of service adjustments to our route network. The adjustments align our service to demand and remove routes that support Universal Access agreements with school districts. This aligns schedules to customer volume and adjusts to current operator levels and headcounts. We expect this to provide some relief to the system and reduce the number of missed trips and work required to meet daily service needs.

As part of the service adjustments, we introduced our summer schedule, which includes seasonal services to Grafton Lakes State Park, the Nature Bus and the popular Saratoga Trolley routes. It also includes full deployment of CDPHP *Cycle!* bikes, with e-bikes debuting later this summer. Our electric scooter program SCOOT and our new carshare program, DRIVE will roll out over the next several weeks. Of course, we will integrate all our offerings into special events, summer festival and more as we extend the CDTA brand throughout the Capital Region.

Work is just about complete on the second-floor renovations at 110 Watervliet Avenue – we appreciate everybody's patience, and we hope the final products were worth the wait. This signals the end of a two-year long construction project at 110, with a focus on garage expansion, installation of new bus washes, and the addition of work bays for articulated buses. With the most recent board approval of 16 artic for the Purple Line BRT, our fleet of articulated buses will grow to more than 40 by this time next year. The garage expansion and extension of our maintenance capabilities was well timed. We are planning a ribbon cutting and employee cookout for July 8. More details to follow.

### **Performance Measures**

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

Our budget and forecasts are strong. Montgomery County expenses are included throughout budget lines (we annualize this), so we will show a positive trend in most categories until service begins in late August. An exception is the wage line, which will increase to accommodate for attendance and retention payments. Even so, our strong financial situation will continue, with increases in federal and state assistance included in the budget. We will look to amend our budget after Labor Day to account for these changes.

We are seeing a return to what we consider normal on major revenue lines. MRT receipts totaled \$1.6 million in May. This will level off with the recent rise in interest rates and slowing of the local real estate market. We are following this to understand where our new normal will be. The MRT increases in the first few months of the fiscal year will help to buffer any decrease in receipts as the year moves along. Customer revenue was \$1.5 million, which is 20% higher than budget. This corresponds to the year-over-year increase in ridership and Universal Access agreements that we have developed. Revenue from facilities continues to increase – in May, this line was 26% more than budget forecasts.

Expenses for May were 6.5% under budget, with purchased transportation, workers compensation and professional services representing the largest decreases. The wage line was at budgeted levels, because of attendance and retention payments. We will adjust this line as part of a budget amendment. We have seen declines in health insurance costs for the past several years, driven by changes in what people elect for coverage. This will change as most insurance carriers have filed for large premium increases this year. The filing is with New York State who makes the ultimate decision on how high rates can go – suffice to say, this will be a difficult year for health care costs.

Total ridership in May was 1.05 million, 27% more than last May, as we continue to see steady increases in ridership (we are 75% of what we were before the pandemic began). STAR ridership totaled 26,400 in May, 22% more than last May. Northway Express ridership continues to show improvement with 5,900 boardings, about 2.5 times what it was last May.

We missed 785 trips on the fixed route system; last May, we missed 38 trips; we continue to see these numbers go up and down. June will be another high month for missed trips; this will lessen as school services are not operational during summer, lining up with current resources. Lots of work to be done as we add new employees and introduce new ways to retain them.

There were 25 accidents in May with 20 of them preventable. Last May, there were 32 accidents with 13 of them preventable. All but one preventive maintenance inspection was done on time. Scheduled maintenance work was at 83%. On time performance for fixed route service was at 76%. STAR service operated within our 10-minute scheduling window 77% of the time. There were 11,000 calls to the STAR reservation center.

Our call center processed 310 comments compared to 152 last May. There were 67 comments about STAR; last May, we received 27 comments. Response time to close customer inquiries within 10 days was at 87%. There were 670,000 page views at [www.cdta.org](http://www.cdta.org).

### **Activity Report**

This month provided opportunities to talk about CDTA and showcase the work of our employees. As I travel throughout the region, I often hear that CDTA is everywhere and has its hand in everything. Although this is a bit of a stretch, it is what we have aspired to be, and I am

pleased that we are making a difference for so many people and organizations. Our activity report represents some of that work.

- On Wednesday, May 25, I spoke at the dedication of Rossi Junction in downtown Albany. Rossi Junction is a gathering spot for bicyclists including CDPHP *Cycle!* users. The junction is named in honor the late Lou Rossi, who was the Director of Planning at NYSDOT and an architect of the State Bike System. We helped volunteers get Rossi Junction opened. Jaime Kazlo and her team did an excellent job with this.
- On Thursday, May 26, Jaime Kazlo and I attended the groundbreaking of Rosenblum Companies mixed use development in downtown Albany. The building will include about 100 apartments and will be a zero-emission building. We have a great relationship with Rosenblum and expect to develop a Universal Access agreement for the site.
- On Thursday, May 26, I attended a meeting of the Discover Albany board of directors. The board review the organization's finances and previewed the calendar of events for summer months and expected impacts on area hotels and restaurants.
- On Tuesday, May 31, Jaime Kazlo and I met with Walter Thorne and Melissa Mangini from the Albany Business Review. We toured our Albany Facility and talked about the work we are doing.
- On Wednesday, June 1, I attended a meeting with consultants who are leading a study to mitigate child trafficking that occurs within mass transit. We are one of several properties that are working with this group to improve awareness, education and outreach about this subject. Jon Scherzer is leading our work on this.
- On Thursday, June 2, I met with the United Way Executive Committee to complete our annual work assessment for the Chief Executive Officer.
- On Monday, June 6, I met with Steve Acquario, Association of Counties CEO and Joe Rulison, CEO of three+one. We caught up on the work we do and the impact of public transportation in our communities.
- On Tuesday, June 7, I met with our Leadership Team to discuss Diversity, Equity and Inclusion work. After a few months away from this subject, the group is about to engage again with Tangible Development on capacity building.
- On Tuesday, June 7, Jon Scherzer, Chris Desany and I met with staff from TransPro to continue the development of an information dashboard that will display the indicators for our industry. This is one of the final steps as we work to highlight the things that matter most to CDTA and integrate them with other systems that are dashboard participants.
- On Thursday, June 9, I traveled to Syracuse with Jaime Kazlo to tape a segment for Connect-NY, which is a current events program that airs on public television stations across New York. I was part of a panel that discussed transit issues in upstate New York communities. David Lombardo moderated the panel.

- On Thursday, June 9, I attended the United Way's Annual Awards event at the State Museum. As chair of the board of directors I had a role in the program and was pleased to accept awards for CDTA; we were recognized for outstanding employee giving campaigns. Glad to have Jaime Kazlo, Vanessa Salamy, Lance Zarcone Chris Desany, Mike Collins represent CDTA, along with Zach Stever from the ATU.
- On Monday, June 13, I welcomed 15 new employees to CDTA. They began our training program for bus operators; we talked about the work we do and our expectations of them. They should be ready for service by mid-July.
- On Monday, June 13, we met with Charles Kellom from Tangible Development to talk about our capacity building efforts that will continue through the summer and fall with a series of meetings and workshops.
- On Monday, June 13, I attended meetings of the Colonie IDA/LDC. I am a member of both boards that encourage economic development in the town. We heard a presentation for an innovative warehousing complex that is moving through the planning process.
- On Tuesday, June 14, I attended a kickoff event with the Alzheimer's Association in front of our 110 Watervliet Avenue facility. Lots of CDTA employees dressed in purple as part of our work to raise awareness about this disease and the association's work.
- On Tuesday, June 14, I attended a meeting of the CDTC Administrative and Finance committee (akin to our board operations committee). We discussed the agency budget and performance appraisals for CDTC staff.
- On Wednesday, June 15, I attended a meeting of the Capital Region Chamber of Commerce Board of Directors. We heard a presentation on the activities of CEG to recruit business to the area (CEG is now part of the chamber).
- On Wednesday, June 15, I participated in a panel discussion led by Doug Eadie. The panelists (all transit CEO's) talked about governance and our work with boards and the importance of these efforts. The session will be promoted to CEO aspirants and hopefully, we provided helpful tips for people aspiring to lead transit systems.
- On Wednesday, June 15, Ross Farrell and I joined our consultant team, CDTC staff and Albany Mayor Kathy Sheehan to talk about the preliminary results of the Bus Lane Feasibility Study. We talked about places that the concept can work in the city and ways to integrate it with traffic and pedestrian improvement efforts. More work to do on this.
- On Thursday, June 15, I attended a meeting of the NYPTA Executive Committee to talk about association management, summer activities, and our annual conference in October.
- On Saturday, June 18, my wife Sheila, and I joined CDTA employees and guests at our annual Awards Celebration at the Desmond Conference Center. This was our first awards celebration in three years, and we enjoyed gathering to honor CDTA employees who deliver safe and reliable service. Great to have board members in attendance – thank you to Jayme and Davin Lahut, Mike and Eileen Criscione, Pat and Jeannie Lance and Peter Wohl. Our employees appreciate your support.

- On Tuesday, June 21, we launched BLINK, our new employee communications app. Blink will allow us to communicate more effectively with our non-desked employees and frontline workers and provide more access to company news, HR information and much more.
- On Tuesday, June 21, our Leadership Team had our first meeting with Charles Kellom from Tangible Development to talk about DEI capacity building.
- On Wednesday, June 22, I chaired a meeting of the United Way Board of Directors. The board received a series of updates with a focus on our summer meals program, which provides thousands of meals to children and families throughout the summer – bridging the gap between school district meal plans and after school activities.
- On Thursday, June 23, I attended the Albany Police Athletic League’s Breakfast of Champions (after a three-year COVID hiatus). Joe Spairana and several of our staff joined me. CDTA was recognized with a Corporate Partner award.
- On Thursday, June 23, I attended a meeting of the CDTC Policy Board. The board approved a draft of the region’s five-year transportation plan and authorized appropriate public hearings. The plan, which includes our federally funded program, totals more than a half a billion dollars in projects.
- On Friday, June 24, I met with Dan Lynch to begin his onboarding process. Dan brings experience to our board and will be a valuable addition. He will join us for the August meetings; we will continue to introduce him to CDTA during the summer.
- On Tuesday, June 28, we held a meeting of Authority staff. We have been trying to hold meetings every 6-8 weeks using Microsoft Teams as a substitute for in person attendance with mixed results. With completion of the second-floor refurbishing, we were able to get a good number of people in the board room to provide updates on projects and activities. We continue to evolve as we move through the COVID pandemic.

### **Final Thoughts**

Our annual awards dinner showcased our best employees who are the foundation of everything we do. I am pleased that we could bring the event back after a nearly three-year COVID-19 break. More events and activities like that will follow right after Labor Day. In the meantime, enjoy the summer, the beautiful weather, and the great activities our region has to offer.

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