

Board of Directors Monthly Meeting

**Wednesday, October 26, 2022 | 12:00pm
Board Room at 110 Watervliet Ave.**

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, October 26, 2022 | 12:00pm | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, September 28, 2022		3
Service Award Recognitions	Everyone	
<ul style="list-style-type: none"> • 20 Years – Dennis Dyal, Schenectady Bus Operator • 20 Years – Nelson Cole, Maintenance Support Technician 		
Committee Reports: (Action Items Listed)		
Board Operations Committee (10/17/ 2022)	Jayne Lahut	
Performance Monitoring/Audit Committee (10/19/2022)	Denise Figueroa	
<ul style="list-style-type: none"> • Resolution 41 - Approve Contract for Printing Services • Resolution 42 - Approve Contract for Market Research Services • Resolution 43 - Approve Contract for Snow Plowing • Resolution 44 - Approve Contract for Workers’ Comp Excess Insurance • Resolution 45 - Approve Contract for Auto/General Liability Insurance • Resolution 46 - Approve Contract for Auto/Physical Damage Insurance 		8 14 19 24 28 33
Community & Stakeholder Relations Committee (10/20/2022)	Jackie Falotico	
Strategic & Operational Planning Committee (10/20/2022)	Mike Criscione	
Chief Executive Officer’s Report	Carm Basile	38
Board Member Comments	Everyone	
Executive Session	Carm Basile	
<ul style="list-style-type: none"> • Personnel Matter 		
Upcoming Meetings		
Wednesday, December 21, 2022 at 12:00pm in the Board Room at 110 Watervliet Ave		
Adjourn		

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

MINUTES OF WEDNESDAY, SEPTEMBER 28, 2022 BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, Chairman
Michael J. Criscione, Vice Chairman
Georgeanna M. Nugent, Treasurer
Denise A. Figueroa
Patrick M. Lance

Daniel C. Lynch
David M. Stackrow
Joseph M. Spairana, Jr, Secretary
Peter D. Wohl

MEMBERS EXCUSED

Jaclyn Falotico

OTHERS PRESENT

Carmino N. Basile, Chief Executive Officer
Amanda Avery, General Counsel
Michael P. Collins, VP of Finance and Admin
Chris Desany, VP of Planning & Infrastructure
Lance Zarcone, Vice President of Operations
Patricia Cooper, Director of Finance
David Williams, Director of Maintenance

Jack Grogan, Director of Risk Management
Jonathan Scherzer, Director of Marketing
Jeremy Smith, Director of Facilities
Stacy Sansky, Director of Procurement
Gary Guy, Director of Transportation
Zachary Stever, President ATU 1321

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

APPROVAL OF THE AUGUST 31, 2022 BOARD MEETING MINUTES

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

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Board Operations Committee met on Wednesday, September 14, 2022 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- We reviewed the committee agendas and activity for meetings that were held in September.
- We continue to balance service demand with employee availability. Hiring and retention issues continue and are top of mind for our organization. Bus operator availability causes daily issues with a constant reassignment process to fulfill service requirements. This is hard on our operations staff who work full-time on this. We continue to look for creative ways to fill the employment gap. Our Human Resources staff are working to meet the challenges as they fill training classes month after month.
- We discussed the logistics and topics for our annual Board retreat in November. Each year we devote a day to strategic planning and a look at the next 12-18 months. This year's retreat will be held on November 17.
- For the remainder of 2022 and into 2023 we will focus on service delivery, employee recruitment/retention and new mobility options to serve the Capital Region. We are committed to providing great customer experiences as we move out of the pandemic. The retreat discussion will focus on this.

- Lisa Marrello provided an update on advocacy and legislative issues. Though our advocacy efforts are year-round, we are preparing for the upcoming legislative session. We will be focusing our efforts on outreach to our local and state delegation.
- The next meeting of the committee is scheduled for Monday, October 17, 2022 at 8:15am via Microsoft Teams and at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa
 Performance Monitoring Committee met on Thursday, September 21, 2022 at 12:03 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 36 – 2022 – Approve Contract for Quality Assurance Services

- Our contract for Quality Assurance Services is about to expire. An RFP was issued for on-board observations, ADA compliance checks and quality assurance calls. Five proposals were received, and staff recommends a contract to the low-cost proposer, the incumbent, Tech Valley Security.
- The Authority hereby approves a three-year contract with two optional one-year renewals to Tech Valley Security for up to \$404,513.

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

Resolution No. 37 – 2022 – Approve Contract for Bus Shelter Glass

- Our contract for shelter glass is about to expire, and a new contract is required. An IFB was issued that included estimated quantities, glass quality, and storage requirements. One bid was received, and staff recommends a contract to Provincial Contractor Services, the incumbent.
- The Authority hereby approves a three-year contract with two optional one-year renewals to Provincial Contractor Services, LLC of Castleton, NY for a total amount not to exceed \$290,000.

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

Resolution No. 38 – 2022 – Approve Contract for Maintenance Uniforms

- Our contract lease of maintenance uniforms is about to expire. An RFP was issued, and three proposals were received; but only one was deemed responsible. Staff recommends a contract to Ulster Uniform Service, the incumbent.
- The Authority hereby approves a three-year contract with two optional one-year renewals to Ulster Uniform Service of Kingston, NY for an amount not to exceed \$275,530.

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

Investment Committee

- The investment committee met on Wednesday, September 28, 2022 and a report was distributed to the board.

Audit Committee

- Sarah Matrose gave the Quarterly Internal Audit Report

Administrative Discussion Items

- Lance Zarcone provided the annual fleet inspection report. The inspection was performed by Transit Resource Center (TRC). TRC inspected 70 buses and found 288 defects, which is lower than the previous reports. Defects are categorized as either “A” defects (more serious) and “B” defects. The fleet inspection report is included in your packets.
- 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 is 34% over budget for the year; Customer fares are 15% over budget and RRS is 35% over budget. Wages are 3.5% under budget for the year due mainly to manpower challenges. Workers’ Compensation is under budget by 47% due to less scheduled loss of use awards. We are in a good financial position and are making a budget modification to adjust for changes in state operating assistance.
- Chris Desany provided the non-financial Report. Fixed route ridership is up 21% for the month, and 21% for the year; STAR ridership is up 17% for the month and 18% for the year; Fixed route on-time performance is 72% and STAR on-time performance is 80%. Missed trips continue to be high due to manpower issues; we expect this to continue. Our absenteeism report shows that 10.3% of overall work days are not worked.
- Next meeting of the Committee is scheduled for Wednesday, October 19, 2022 at 12:00 pm 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, September 22, 2022 at 11:16 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- On advocacy, Carm Basile discussed our continued efforts in ensuring customers and operators are safe on buses. The mask mandate has been lifted, easing the burden on our operators and customers.
- Jonathan Scherzer outlined the results of a customer satisfaction survey that was conducted June 7-14. More than 400 onboard surveys were collected across various time of the day. 95% of customers believe CDTA provides value to the community and 91% of customers are satisfied with our service, which is 17% higher than the industry sample average. Overall customers say the most important elements of bus service are on-time performance, bus cleanliness and ease of finding buses running on schedule. The next customer survey will take place in early 2023.
- Jaime Kazlo summarized the Media Relations/Community Engagement report. CDTA earned 15 media placements in television, newspaper, and radio throughout the last month. Stories focused on our expansion into Montgomery County, covering the roll out of service and our expanded Universal Access partnership with the Greater Amsterdam School District.
- Some of our community engagement activities have included, Italia Fest in Amsterdam, the annual Carrot Festival, and the Mississippi Day celebration in Albany. Jaime outlined upcoming events, which includes an announcement of a new universal access partner, a celebration to mark the 20th anniversary of the Rensselaer Rail Station, and the CDTA Pink Bus Pull to support the Real Men Wear Pink Campaign.
- Next meeting of the Committee will be on Thursday, October 20, 2022 at 11:15 am via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

The Strategic and Operational Planning Committee did not meet in August.

Resolution No. 39 – 2022 – Approve Budget Adjustment

- We are proposing an adjustment to the FY2023 operating budget because New York increased State Operating Assistance (STOA) to \$51.6 million in April (after our final budget was approved). We propose the following changes to the budget:
 - Increase the STOA line by \$2.9 million; Decrease the Federal Assistance line by \$1 million to reduce reliance on our 5307 capital program; Increase the wage line by \$1.5 million due to the attendance program; Increase the utilities line by \$400,000 due to escalating energy prices in the market.
- The net change is an increase of \$1.9 million (1.7%). The composite budget was provided.
- The Authority hereby approves to increase the FY 2023 operating budget by \$1.9 million. The revised FY2023 operating budget will be \$116,248,217.

Motion – Ms. Figueroa

Seconded – Mr. Criscione

Carried Unanimously

Administrative Discussion Items

Bus Lane Study Update -

- Ross Farrell gave an update on a bus lane feasibility study being led by CDTC, supported by CDTA, and in partnership with the cities of Troy, Albany, Schenectady and NYSDOT. Based on ridership, volumes, travel times and public input, we will be looking at corridors where bus lanes (or bus priority) may be beneficial and feasible.
- It may be determined that queue jumpers may be a better option than bus lanes in many of these areas. A draft report will be provided to stakeholders in October with the goal to have it approved by CDTC in December.

BRT Corridor Feasibility Study Update -

- Ross Farrell gave an update on a BRT corridor study being led by CDTA, supported by CDTC, and in partnership with the cities of Troy, Albany, Schenectady and NYSDOT. Based on travel patterns, future transit propensity, route performance, and right-of-way access, the goal is to identify transit corridors that could benefit from upgrades over the next 10 years.
- It may be determined that BRT is not feasible, but other investments in high-potential corridors are in order. A robust participation plan, online survey tool, study advisory committee, pop up events and public meetings will be made available over the next several months and the goal is to have this study complete by next July.
- Next meeting of the Committee will be on Thursday, October 20, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

- The Chief Executive Officer provided his report for September 2022.

BOARD MEMBER COMMENTS

Resolution No. 40 – 2022 – Special Recognition of Mark Schaeffer

- The board members expressed thanks, farewell and Godspeed to Mark A. Schaeffer who concluded his board tenure this summer. He served from 2016 to 2022 providing a rider’s perspective regarding CDTA operations, scheduling, and service planning. He was the Board Secretary from 2018 to 2022. His counsel and advice to board members and staff alike was invaluable. CDTA thanks Mark A. Schaeffer for his public service to the board.

UPCOMING MEETINGS

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

ADJOURNMENT - 1:05 PM

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

Respectfully submitted,

Joseph Spairana, Jr., Secretary

Dated: September 28, 2022

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 41 – 2022**

Approve Contract for Printing Bus Schedules

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, after soliciting competitive bids for the purchase of printed bus schedules over a multiple-year period and three bids having been received, staff has determined that the lowest responsive and responsible bid was submitted by incumbent Digital X-Press of Albany, NY, and

WHEREAS, the Authority now desires to award a three-year bus schedule printing contract, with two optional one-year renewals, to Digital X-Press of Albany, NY, and

WHEREAS, using the unit prices quoted in the proposal, applied to anticipated quantities, the Authority projects the estimated annual value of this contract at \$90,000.00, with a five-year total cost of \$450,000.00.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year bus schedule printing contract, with two optional one-year renewals, to Digital X-Press of Albany, NY, for an annual amount not to exceed \$90,000, with a five-year total cost of \$450,000, 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 shall be the FY23-27 Operating Budgets.
4. This Resolution shall take effect immediately.

CERTIFICATION

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

Dated: October 26, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for printing bus schedules to Digital X-Press

Committee: Performance Monitoring/Audit

Committee Meeting Date: October 19, 2022

Board Action Date: October 26, 2022

Background:

The current printing contract for bus schedules is set to expire.

Purpose:

To provide customers accurate bus service information on printed bus schedules.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for the purchase of printed bus schedules and three firms submitted bids. Staff provided sample layouts, dimensions and estimated annual quantities based on schedule size. The pricing structure was based on schedule size and number of schedules to be printed in each batch (gang). The cost decreases when multiple schedules are printed in a gang and staff generally prints 2-3 schedules per gang. Staff asked for pricing using the standard 4-color procedure and digital processing to ensure the most cost-effective method was utilized.

Staff recommends a three-year contract with two optional renewal years to the incumbent provider Digital X-Press (a New York State WBE firm) of Albany, New York for an amount not to exceed \$90,000 per year. Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

Annual: \$90,000

Five Year Total: \$450,000

This is funded in the annual operating budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jonathan Scherzer, Director of Business Development

Memorandum

October 19, 2022

To: Performance Monitoring/Audit Committee Members

From: Jonathan Scherzer, Director of Business Development

Subject: Bus Schedule Printing

Background:

We have produced bus schedules for more than 50 years and generally print about 1.5 million schedules annually. The selected vendor is required to print, fold and box schedules according to a variety of specifications. The program requires a finished product to be delivered within 7-10 working days. There are occasional jobs that require a quicker turnaround. We are slowly reducing the amount of paper schedules but have found that a variety of customer groups still rely on having the paper in hand to support their travels.

Justification:

An IFB was issued requesting pricing for seven sizes of bus schedules to be printed using our branding scheme and specifications. The IFB specified paper and print quality requirements as well as requesting a pricing matrix for the printing of “gangs” of schedules to provide us with a more cost-effective product. There were three bids and upon review, the incumbent Digital Xpress of Albany, NY was found to have the lowest responsive and responsible bid. Digital Xpress has produced quality printed materials for us for the last 15 years and we are pleased to continue our partnership. They have added value by assisting our team with schedule graphic design and will be taking on additional print projects.

Recommendation:

Staff recommend the award of a three-year contract for the printing of bus schedules to Digital Xpress of Albany, New York. The value of the contract for the first year is estimated to be \$90,000.00.

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:**

\$450,000 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 # 21 or Advertised
Number of Proposals/Bids Received # 3

Attach Summary of Bids/Proposals

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

Are there known DBEs/MWBEs that provide this good or service? **Yes** **No**
Number of DBEs/MWBEs bidding/proposing 0 DBE 1 MWBE
DBE/MWBE Certification on file? **Yes** **No**
Was contract awarded to a DBE/MWBE? **Yes** **No**
Number of DBE/MWBE Subcontractors 0 DBE 0 MWBE

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Brigar Xpress Solutions, dba Digital X-press
5 Sandcreek Road
Albany, NY 12205

8. **SOURCE OF FUNDS:** FY23-27 Operating Budgets

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: October 19, 2022



Bid Summary



Contract Name: Bus Schedule Printing

Contract No: CDTA Marketing 19-9000

Date/Time of Opening: October 3, 2022 1PM

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Brigar Xpress Solutions dba Digital Xpress Address: 5 Sand Creek Road Albany, NY 12205 Contact: Tracy Terry Email: tracy@dxp1.com Phone: 518.437.5349	See attached price breakdown	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Twinsprint, LLC Address: 188 Atlantic Ave Garden City Park, NY 11040 Contact: Carlos Taveras Email: twinsprint@gmail.com Phone: 929.299.7575	See attached price breakdown	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Graphic Image, Inc. Address: 561 Boston Post Road Milford, CT 06460 Contact: Randy Danenberg Email: randy@graphicimage.net Phone: 203.877.8787	See attached price breakdown	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
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Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ 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: _____		

Pricing Matrix CDTA Marketing 19-9000

Size 8.5x11 (15,000/schedules per)	Brigar Express- Albany, NY 4 Color Process	Brigar Express- Albany, NY Digital	Twinsprint- Garden City Park, NY 4 Color Process	Twinsprint- Garden City Park, NY Digital	Graphic Image Inc-Milford, CT 4 Color Process	GraphicDigital
1 schedule	1281.02	2629.45	1840	no bid	1489	2961
2 schedules	2042.96	5201.91	3565	no bid	2374	5292
3 schedules	2835.69	7768.38	5278.5	no bid	3779	7928
4 schedules	3634.4	10340.82	6992	no bid	4216	10128
5 schedules	4433.11	12907.36	8671	no bid	5569	12764
6 schedules	5225.84	15479.75	8924	no bid	5602	14965
Size 8.5x14 (15,000/schedules per)						
1 schedule	1406.78	5042.22	2093	no bid	1625	2961
2 schedules	2274.78	10010.04	3645	no bid	2658	5292
3 schedules	3179.56	14977.86	5451	no bid	4107	7928
4 schedules	4078.34	19945.68	7256.5	no bid	4619	10128
5 schedules	4983.12	24913.51	9073.5	no bid	6068	12764
6 schedules	5887.89	29884.65	10867.5	no bid	6919	14965
8.5x17 (15,000/schedules per)						
1 schedule	1726.66	5240.15	5343	no bid	2198	2961
2 schedules	2920.69	10384.71	9100	no bid	4020	5292
3 schedules	4134.49	15535.34	12480	no bid	4686	7928
4 schedules	5348.83	20679.9	15990	no bid	6669	10128
5 schedules	6562.65	25830.53	19500	no bid	8316	12764
6 schedules	7776.45	30978.41	22867	no bid	8982	14965
8.5x 23 (15,000/schedules per)						
1 schedule	2266.39	no bid	7332	no bid	2294	2961
2 schedules	4017.43	no bid	10933	no bid	4147	5292
3 schedules	5768.46	no bid	14326	no bid	6188	7928
4 schedules	7513.41	no bid	17771	no bid	7872	10128
5 schedules	9270.43	no bid	21634.6	no bid	9913	12764
6 schedules	11021.47	no bid	25027.6	no bid	11597	14965
8.5x 28 (15,000/schedules per)						
1 schedule	2458.25	no bid	8697	no bid	2961	2961
2 schedules	4385.49	no bid	13169	no bid	5292	5292
3 schedules	6317.4	no bid	17732	no bid	7928	7928
4 schedules	8244.64	no bid	22451	no bid	10128	10128
5 schedules	10171.89	no bid	27157	no bid	12764	12764
6 schedules	12503.79	no bid	31878.6	no bid	14965	14965

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 42 - 2022**

Approve Contract for Market Research and Consulting Services

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, timely and accurate market data is an important component of Authority planning and policy decisions, and

WHEREAS, in response to a duly issued competitive RFP, the Authority received proposals for market research and consulting services from several contractors, and has engaged in an evaluation process to find the provider best suited to meet the needs of the Authority, and

WHEREAS, after evaluation and due consideration, Authority staff recommends that a three-year contract with two optional one-year renewals be awarded to TransPro Consulting of Spring Hill, Florida, for services on a case-by-case basis, with an annual amount not to exceed \$100,000 per year and a five-year total cost of \$500,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year market research and consulting contract, with two optional one-year renewals to TransPro Consulting of Spring Hill, Florida, with an annual cost not to exceed \$100,000, subject to compliance with the contract documents.
2. Authority staff is hereby authorized to execute the required documents.
3. The source of funds shall be from the FY23-27 Operating Budgets.
4. This Resolution shall take effect immediately.

CERTIFICATION

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

Dated: October 26, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for market research and consulting services to TransPro Consulting

Committee: Performance Monitoring/Audit

Committee Meeting Date: October 19, 2022

Board Action Date: October 26, 2022

Background:

The current contract for market research services is expired and a new contract is required.

Purpose:

To provide market research resources to develop customer surveys and engage stakeholders in areas such as fixed route services, mobility options and employee engagement.

Summary of Proposal:

A Request for Proposals (RFP) was issued for customer surveys, stakeholder assessments and other potential research to help introduce new products and services. The scope of services states that individual projects will be assigned on a case-by-case basis, with no guaranteed minimum of projects or spending.

Three firms submitted proposals and two of these firms were invited to participate in interviews. Staff found TransPro's experience and approach to be most aligned with CDTA's needs.

Staff recommends a three-year contract with two optional renewal years to TransPro Consulting of Spring Hill, Florida with an annual cost not to exceed \$100,000. Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

Annual: \$100,000

Five Year Total: \$500,000

This is funded in the annual operating budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jonathan Scherzer, Director of Business Development

Memorandum

October 19, 2022

To: Performance Monitoring/Audit Committee Members

From: Jonathan Scherzer, Director of Business Development

Subject: Market Research & Consulting Services

Background:

CDTA is looking for a partner to provide market research consulting resources following a long-term partnership with our previous vendor (they are downsizing their business). Proposers with experience in customer experience, employee satisfaction and community support were most desirable.

CDTA has conducted field research programs ranging from quarterly to monthly onboard customer satisfaction reporting designed to provide guidance on network adjustments and the customer experience. The expectation is to have an updated model for procurement of this data while ensuring the ability to support operational changes and assist in workforce assessments where appropriate.

CDTA is looking for a firm with expertise in developing customer satisfaction surveys and an on-going method to monitor customer satisfaction metrics. Specific areas of interest included implementation of practices to engage stakeholders covering areas including but not limited to fixed route services, mobility options, employee engagement and paratransit services. This research provides demographic information used for reporting to state and federal partners.

Justification:

A Request for Proposals (RFP) was issued to generate interest for the above-mentioned services along with the potential for community value surveys, general population studies, assessment of stakeholder opinion, (corporate customers, community leaders, or advocacy groups), research with potential users, and employee engagement surveys.

We received three proposals and a review team looked at them in detail. Based on our scoring, two firms were invited for interviews, TransPro Consulting and Level 7 Market Research. TransPro's experience both regionally and across the transit industry affords CDTA a stronger mix of services that can be measured to enhance our services, workforce engagement, and community value.

Recommendation:

Staff recommends an award to TransPro Consulting with spending for these projects to be capped at an amount not to exceed \$100,000 annually. Pricing per engagement will be determined where appropriate by hourly rates or may be quoted by project based on industry standards.

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
 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:**
\$500,000 (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 # 45 or Advertised
Number of Proposals/Bids Received # 3

Attach Summary of Bids/Proposals

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

Are there known DBEs/MWBEs that provide this good or service?	Yes	No
Number of DBEs/MWBEs bidding/proposing	<u>0</u> DBE	<u>1</u> MWBE
DBE/MWBE Certification on file?	Yes	No
Was contract awarded to a DBE/MWBE?	Yes	No
Number of DBE/MWBE Subcontractors	<u>0</u> DBE	<u>1</u> MWBE

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** TransPro Consulting
11935 Pasco Trails Blvd
Spring Hill, FL 34610

8. **SOURCE OF FUNDS:** The annual operating budget beginning in FY2023 through FY2027

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: October 19, 2022

Cummulative Scorecard CDTA Marketing 17-9000

	TransPro-Spring Hill, FL	Level 7-Victor, NY	C3G Solutions-Newburgh, NY
Price 75 points	61	61	15
Transit Qualifications/Experience 90 points	80	71	20
Market Research Experience 60 points	53	46	25
Experience & Familiarity with Capital Region Consumers 60 points	56	39	0
DMWBE and/or SDVOB Participation 15 points	3	15	5
TOTAL: (300 points)	253	232	65

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
CDTA FACILITIES, INC.
RESOLUTION No. 43 - 2022**

Approve Rensselaer Rail Station Snow Removal Contract

WHEREAS, the CDTA Facilities, a subsidiary of the Capital District Transportation Authority (“Authority”) owns and/or operates the Rensselaer Rail Station, including associated parking lots and sidewalks, and

WHEREAS, Public Authorities Law section 1307(5) empowers the Authority to maintain and repair its facilities, and

WHEREAS, the maintenance and continued operations of the Rensselaer Rail Station require the periodic removal of snow and ice from the surface parking areas and sidewalks, and

WHEREAS, after a duly issued Invitation for Bids for snow removal services at the Rensselaer Rail Station, two bids were received and Snow Systems Nationwide submitted the lowest responsive and responsible bid, with a year-one base bid of \$116,700, and an estimated five-year value of \$639,000, and

WHEREAS, it has been determined to be in the best interests of the Authority to issue a three-year contract with two optional one-year renewals to Snow Systems Nationwide of Cicero, IL, (with a local office in Mechanicville, NY) with an estimated value of \$639,000 over five years, based upon actual need.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a contract for plowing, snow and ice control and removal at the Rensselaer Rail Station to Snow Systems Nationwide of Cicero, IL, for an estimated value of \$639,000 over five years, based upon actual need, subject to compliance with the bid and contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this project will be from the Operating Budgets beginning in FY2023.
4. This Resolution shall take effect immediately.

CERTIFICATION

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

Dated: October 26, 2022

Joseph M. Spairana, Jr., Secretary

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for snow removal at the Rensselaer Rail Station (RRS) to Snow Systems Nationwide.

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

Background:

The RRS contractor for snow removal is not renewing this contract for the optional renewal years and a new contract is required.

Purpose:

To provide snow and ice removal at both rail stations, 85 Watervliet Avenue and Park and Ride lots.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for snow removal services. The IFB specified the geographic details for all our locations, and the special considerations at the RRS for snow removal on the top deck of the parking garage and the response times required for snow removal.

Two bids were received and Snow Systems Nationwide provided the lowest responsive bid. Staff interviewed the vendor and verified references. Staff is satisfied in Snow System's ability to meet the contractual requirements. Staff recommends a three-year contract with two optional renewals to Snow Systems Nationwide of Cicero, IL (with a local office in Mechanicville, NY). The base bid for year 1 is \$116,700. A Consumer Price Index (CPI) multiplier will be used for future year price increases.

Upon Board approval this contract would be executed immediately.

Financial Summary and Source of Funds:

This contract has an estimated value of \$639,000 over the course of five years and will be utilized based upon need.

This multi-year contract is funded in the annual operating budget beginning in FY2023.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

October 19, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award for Snow Removal at the Rensselaer Rail Station

Background

Performing snow removal is key requirement for maintaining customer convenience and safety during winter months. It is an important part of how we service our facilities and street amenities, and is done with internal staff at certain locations (divisions and a portion of shelters). We also hold contracts with several vendors that provide for snow removal at both rail stations, 85 Watervliet Avenue, our park and rides, layover locations, and remaining shelters.

An Invitation For Bids (IFB) was issued for snow removal services at the Rensselaer Rail Station. Pricing requirements included:

- a lump sum price for removal of snow and ice during the first season, which includes one application of salt after each event (e.g. snow or icy conditions)
- a per application price to salt the top parking deck
- a per application price to salt the surface parking areas

Costs increase yearly by the consumer price index for each of the categories. The contractor will have specific performance requirements for responsiveness during and after weather events. These include frequency/timeliness of removing snow and salting, specific obligations for sidewalks and parking spots, and what equipment can be used.

The package was downloaded eleven times and two bids were received. Staff has interviewed the low bidder (Snow Systems Nationwide), checked their references, found them to be qualified, and determined they have appropriate equipment to perform the work.

Recommendation

I recommend awarding a three-year contract, with two one-year extensions to Snow Systems Nationwide of Cicero, IL, (with a local office in Mechanicville, NY) for an approximate five-year value of \$639,000. Actual costs will be dependent on need.

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:**

\$639,000 (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 # 7 or Advertised
Number of Proposals/Bids Received # 2

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?	<u>Yes</u>	No
Number of D/MWBEs bidding/proposing	<u>0</u>	
D/MWBE Certification on file?	Yes	No
Was contract awarded to a D/MWBE?	Yes	<u>No</u>
Number of D/MWBE Subcontractors	<u>0</u>	

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Snow Systems Nationwide
3128 S 61st Ave
Cicero, IL 60804

8. **SOURCE OF FUNDS:** Operating Budgets beginning in FY2023.

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

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

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

Stacy Sansky, Director of Procurement DATED: October 19, 2023



Bid Summary



Contract Name: Snow Plowing at RRS

Contract No: CDTA FAC 208-2000

Date/Time of Opening: October 6, 2022 1:00pm

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Snow Systems Nationwide Address: 3128 S 61st Ave Cicero, IL 60804 Contact: Stacey Hinson Email: stacey@snowsystemsusa.com Phone: 847.484.2008	Lump Sum Year 1: \$91,500 Per Application for Salt of Top Deck x 30 \$325 Per Application for Salt for Sidwalks etc x 30 \$515 Total Year 1 Cost Incl application costs x multiplier \$116,700	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: High Country Hardscape & Landscape LLC Address: 659 Consalus Ave Schenectady, NY 12305 Contact: Zach Zeh Email: hchardscaping@yahoo.com Phone: 518.721.2141	Lump Sum Year 1: \$104,00 Per Application for Salt of Top Deck x 30 \$275 Per Application for Salt for Sidwalks etc x 30 \$325 Total Year 1 Cost Incl application costs x multiplier \$122,000	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: Phone:	See attached price breakdown	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: Phone:	\$ _____ Total w/selected Alternates: \$	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: Phone:	\$ _____ Total w/selected Alternates: \$	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: Phone:	\$ _____ Total w/selected Alternates: \$	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. 44 - 2022**

Approve Purchase of Workers' Compensation Excess Insurance

WHEREAS, the Capital District Transportation Authority (“Authority”) is exposed to various risks of loss associated with its property and transit operations, and

WHEREAS, New York Public Authorities Law section 1306 (15) empowers the Authority to insure its property or operations as the Authority may deem advisable, and

WHEREAS, the Authority, by Resolution No. 45-2002 has adopted a program of workers’ compensation self-insurance pursuant to NY Workers’ Compensation Law Section 50(3), and

WHEREAS, the Authority has undertaken to shop for workers’ compensation excess insurance, has received three proposals and has determined that the quote from ACE American/Chubb of Philadelphia, Pennsylvania, with a retention level of \$1,000,000.00 per occurrence, at an annual premium cost of \$372,274, beginning November 10, 2022 is most suitable for its needs.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby authorizes a one-year contract for the purchase of workers’ compensation excess insurance for its workers’ compensation self-insurance program, with a retention level of \$1,000,000.00 per occurrence, beginning November 10, 2022 through November 9, 2023 to ACE American/Chubb of Philadelphia, PA, with an annual premium cost of \$372,274, subject to compliance with the terms and conditions of the contract.
2. Authority Staff is authorized to execute all necessary documents.
3. The source of funds for this insurance shall be the FY2023/24 Operating Budgets.
4. This Resolution shall take effect immediately.

CERTIFICATION

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

Dated: October 26, 2022

Joseph M. Spairana, Jr., Secretary

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Agenda Action Proposal

Subject: Contract to ACE/CHUBB insurance company for Workers Compensation Excess Coverage.

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

Background:

The Workers Compensation Excess Insurance Market is a specialty market with a limited number of providers.

We have purchased excess insurance each year since we self-insured in 2002. Our program has a \$1 million self-insured retention (SIR) level, and we pay all claim costs up to the first \$1 million. Excess insurance pays all claims *above* \$1 million.

This specialty market is costly because of cumulative losses and diminished capacity in the reinsurance markets. Catastrophic storm losses, wildfires, inflation and overall claims frequency has hurt this market.

Over the past dozen years, the NYS Workers' Compensation Board has also significantly increased costs by raising weekly indemnity payments from \$400 to over \$1,000 a week. We have several claims projected to exceed our SIR levels over the next couple of years.

Purpose:

Workers Compensation Excess Insurance provides insurance protection against high value and catastrophic Workers' Compensation claims.

Summary of Proposal:

USI Insurance and Benefit Services (our insurance broker) approached five markets and received three proposals for our current coverage which is summarized in Exhibit A. Based on price and coverage, staff recommends ACE American/CHUBB insurance (our incumbent) of Philadelphia, PA to provide workers compensation excess coverage. The one-year policy is effective November 10, 2022 at a cost of \$372,274.

Financial Summary and Source of Funds:

The excess insurance premium is \$372,724 and is budgeted in the annual operating budget.

Prepared by:

Jack Grogan, Director of Risk Management

Project Manager:

Jack Grogan, Director of Risk Management

EXHIBIT A

Workers Compensation Excess Insurance

Insurance Company	SIR	Annual Premium	Renewal Date
ACE American	\$1,000,000	\$372,274	11/10/2022
Midwest Employers	\$1,000,000	\$420,867	11/10/2022
Safety National	\$1,000,000	\$400,156	11/10/2022
Arch Insurance	\$1,000,000	Declined	
Liberty Mutual	\$1,000,000	Declined	

Memorandum

October 19, 2022

To: Performance Monitoring/Audit Committee
From: Jack Grogan, Director of Risk Management
Subject: Workers Compensation Excess Insurance

Background

We are self-insured for Workers' Compensation Insurance, and we purchase Workers Compensation Excess Insurance to provide protection for claims generated by employees injured on the job. Our program has a \$1 million self-insured retention (SIR), meaning we pay all claim costs up to the first \$1 million and the carrier pays all costs after this.

This is a specialty insurance market with few companies willing to cover this type of risk. USI Insurance and Benefit Services (our broker) approached five markets and received three proposals.

Our current premium is \$300,000 with an SIR of \$1 million. The best price proposal with the same SIR program was with ACE American/Chubb (the incumbent) for \$372,274. It is recommended that we award this contract to ACE American/CHUBB for a one-year effective November 10, 2022.

Recommendation

I recommend that a one-year contract for \$372,274 be awarded to American/Chubb effective November 10, 2022.

Copy: Chief Executive Officer
VP of Finance & Administration

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 45 - 2022**

Approve Purchase of Auto and General Liability Insurance Excess Coverage

WHEREAS, the Capital District Transportation Authority (“Authority”) is exposed to various risks of loss associated with its property and transit operations, and

WHEREAS, New York Public Authorities Law section 1306 (15) empowers the Authority to insure its property or operations as the Authority may deem advisable, and

WHEREAS, the Authority, by Resolution No. 19-2007 has embarked upon a strategy of contracted insurance brokerage services where the broker shops the coverage, and

WHEREAS, the Authority has resolved to self-insure to the extent of Two Million Dollars (\$2,000,000) and to secure Thirteen Million Dollars (\$13,000,000) of excess coverage at an annual premium for the coverage that Authority deems necessary and appropriate for its needs; and

WHEREAS, as the result of the efforts to shop the desired coverage levels, only one quote was received and it has been determined that it is in the best interests of the Authority to accept the quote for Eight Million Dollars of excess Automobile and General Liability damage coverage from American Alternative Insurance Corporation of Princeton, NJ, with a proposed annual premium of \$371,880, and the quote for an additional Five Million Dollars of excess Automobile and General Liability damage coverage from Allied World National Assurance Company of New York, NY, with a proposed annual premium of \$131,372, and the Non-Certified Acts of Terrorism coverage from Lloyd’s of London Insurance Company of New York, NY for \$24,406, for a total annual premium cost not to exceed \$527,658 that will take effect November 10, 2022 through November 9, 2023.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby authorizes the purchase of Eight Million Dollars of Automobile and General Liability excess insurance for the policy period covering November 10, 2022 to November 9, 2023 from American Alternative Insurance Corporation of Princeton, NJ, at a cost of \$371,880, subject to compliance with the terms and conditions of the contract.
2. The Authority hereby authorizes the purchase of Five Million Dollars of additional Automobile and General Liability excess insurance for the policy period covering November 10, 2022 to November 9, 2023 from Allied World Assurance Company of New York, NY, at a cost of \$131,373, subject to compliance with the terms and conditions of the contract.
3. The Authority hereby authorizes the purchase of Non-Certified Acts of Terrorism coverage from Lloyd’s of London Insurance Company for \$24,406, subject to compliance with the terms and conditions of the contract.

4. The total annual premium for Thirteen Million Dollars of excess Automobile and General Liability coverage, including Non-Certified Acts of Terrorism coverage, shall not exceed \$527,658
5. Authority Staff is hereby authorized to execute all necessary documents.
6. The source of funds for this insurance shall be FY2023/24 Operating Budgets.
7. This Resolution shall take effect immediately.

CERTIFICATION

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

Dated: October 26, 2022

Joseph M. Spairana, Jr., Secretary

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Agenda Action Proposal

Subject: Auto & General Liability Insurance

Committee: Performance Monitoring/Audit

Committee Meeting Date: October 19, 2022

Board Action Date: October 26, 2022

Background: Auto and General Liability insurance provides liability coverage caused by the operation of our business. NFP Corp, formally Rose & Kiernan (R&K) pursued several markets to get competitive proposals for this insurance. We have a \$2 million self-insured retention (SIR) policy and \$13 million in excess coverage above our SIR. The SIR is similar to a deductible, and we pay the first \$2 million of any claim.

Excess coverage is purchased in two layers above our \$2 million SIR. The first layer is an excess policy of \$8 million and the second layer is a \$5 million policy for a total excess coverage of \$13 million.

Our claims experience is very good, but we are included in the overall transportation insurance market for pricing, which includes trucking and rail industries. The loss experience in the overall markets has not been good and markets have reflected this poor experience with large premium increases or declining to quote altogether.

Purpose: Auto & General Liability provides insurance protection for claims for injury and damage to people and property of others caused by the operation of our business.

Summary of Proposal: NFP approached 31 markets but received only one proposal for our primary layer (\$8 million) and one proposal for our excess layer (\$5 million). Although markets expressed interest because of our good loss experience, market underwriters deem our price points as too low and cannot match our incumbent premium.

American Alternatives (incumbent) provided a renewal quote of \$371,880 for the first \$8 million layer of excess insurance. Allied World Assurance is the incumbent carrier for the second \$5 million-layer and provided a renewal quote of \$131,372. We also purchase coverage for Non-Certified Acts of Terrorism with Lloyds of London for \$24,406. This policy will cover both the liability and our Auto Physical Damage insurance program.

Staff recommends a contract to American Alternatives for the first \$8 million layer of excess coverage for Auto & General Liability for \$371,880; and the second \$5 million layer to Allied World Assurance for \$131,372; and the Non-Certified Acts of Terrorism to Lloyds of London Insurance at a cost of \$24,406. These premiums represent an 11% increase and are effective on November 10, 2022.

Finance Summary and Source of Funds: The one-year cost for Auto & General Liability Insurance is not to exceed \$527,658 and is funded in the annual operating budget.

Prepared by:
Jack Grogan, Director of Risk Management

Project Manager:
Jack Grogan, Director of Risk Management

Note: The insurance carrier's addresses are on page two.

Carrier Addresses:

Lead Excess Liability - \$8,000,000:

American Alternative Insurance Corporation
555 College Road East
Princeton, NJ 08543

Excess Liability - \$5,000,000 x \$8,000,000:

Allied World Assurance Company
199 Water Street
New York, New York 10038

Non-Certified Acts of Terrorism – Excess General Liability and Auto Liability:

Lloyd's of London
520 Madison Avenue 32nd Floor
New York, New York 10022

Memorandum

October 29, 2022

To: Performance Monitoring/Audit Committee
From: Jack Grogan, Director of Risk Management
Subject: Auto & General Liability Insurance

Summary

NFP Corp, formally Rose & Kiernan, Inc., (insurance broker) pursued several markets to get competitive quotations for our Auto and General Liability Insurance. Excess Auto & General Liability provides insurance protection for claims for injury and damage to people and property of others caused by the operation of our business.

Our claims experience is very good, but we are included in the overall transportation insurance market for pricing, which encompasses trucking and rail industries. The loss experience in the overall markets has not been good and markets have reflected this poor experience with large premium increases or declining to quote altogether. Twenty-nine companies declined quoting our program because they could not match our incumbent carriers pricing or were no longer in the public entity/transportation marketplace. We received only one proposal for our primary layer for auto & general liability insurance and one proposal for our excess layer.

CDTA's excess program contains a \$2 million self-insured retention (SIR) with a \$8 million layer followed by a \$5 million layer for a total excess coverage of \$13 million.

American Alternative Insurance Company is our incumbent carrier and they provided a renewal quote of \$371,880 for the first \$8 million layer of excess insurance. Allied World Assurance Company is the incumbent carrier for the second \$5 million layer and has provided a renewal quote of \$131,372. We also purchase coverage for Non-Certified Acts of Terrorism with Certain Underwriters at Lloyds of London for \$31,021. This policy will cover both the liability and auto property/physical damage exposures.

Recommendation

I recommend awarding American Alternative the first \$8 million excess layer for \$371,880 and Allied World Assurance Company the second \$5 million layer for \$131,372 for Auto and General Liability coverage. I also recommend the Non-Certified Acts of Terrorism coverage with Lloyds of London for \$24,406. The total premium cost will be \$527,658 and the one-year insurance renewals are effective November 10, 2022.

Copy: Chief Executive Officer
VP of Finance & Administration

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 46 - 2022**

Approve Purchase of Auto Physical Damage Insurance

WHEREAS, the Capital District Transportation Authority (“Authority”) is exposed to various risks of loss associated with its property and transit operations, and

WHEREAS, New York Public Authorities Law section 1306 (15) empowers the Authority to insure its property or operations as the Authority may deem advisable, and

WHEREAS, the Authority, by Resolution No. 19-2007 has embarked upon a strategy of contracted insurance brokerage services where the broker shops the coverage, and

WHEREAS, the Authority desires to insure its fleet of vehicles at a value of Seventy-Eight Million Dollars (\$78,000,000.00) with a maximum of Thirty Million Dollars (\$30,000,000.00) per occurrence with deductibles ranging from Two Thousand Five Hundred Dollars (\$2,500.00) for service vehicles to Twenty Thousand Dollars (\$20,000.00) for buses;

WHEREAS, staff received a quote for automobile physical damage insurance for one year from Lexington Insurance of Boston, MA, with a \$15 million per occurrence limit with an annual cost of \$296,817, effective November 10, 2022, and

WHEREAS, staff received a quote from Burlington Insurance Company of Alpharetta, Georgia, for \$5 million excess coverage for one year with an annual cost of \$26,192, effective November 10, 2022, and

WHEREAS, staff received a quote from Homeland Insurance Company of Plymouth, Minnesota, for \$10 million in excess coverage for one year with an annual cost of \$62,262, effective November 10, 2022, and

WHEREAS, staff received a quote for terrorism insurance from Hiscox, Inc. and CFC Underwriting (Lloyds of London) of Atlanta, Georgia, for \$15 million for one year with an annual cost of \$31,021, effective November 10, 2022, and

WHEREAS, as the result of the efforts to shop the desired coverage levels, it has been determined that it is in the best interests of the Authority to accept the quotes for automobile physical damage coverage submitted by Lexington Insurance Company of Boston, MA, for the first \$15 million coverage with an annual premium of \$296,817; Burlington Insurance Company of Alpharetta, Georgia, for \$5 million excess coverage with an annual cost of \$26,192; Homeland Insurance Company of Plymouth, Minnesota, for \$10 million in excess coverage with an annual cost of \$62,262; Hiscox, Inc and CFC Underwriting (Lloyds of London) of Atlanta, GA, for

terrorism insurance of \$15million for an annual cost of \$31, 021 for a total annual cost of \$416,292, effective November 10, 2022 through November 9, 2023.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby authorizes the purchase of automobile physical damage insurance for the policy period covering November 10, 2022 to November 9, 2023 from Lexington Insurance Company of Boston, MA, for the first \$15 million coverage, for a total annual premium cost of \$296,817, subject to compliance with the terms and conditions of the contract.
2. The Authority hereby authorizes the purchase of automobile physical damage insurance for the policy period covering November 10, 2022 to November 9, 2023 from Burlington Insurance Company of Alpharetta, Georgia, for \$5 million excess coverage with an annual cost of \$26,192, subject to compliance with the terms and conditions of the contract.
3. The Authority hereby authorizes the purchase of automobile physical damage insurance for the policy period covering November 10, 2022 to November 9, 2023 from Homeland Insurance Company of Plymouth, Minnesota, for \$10 million in excess coverage with an annual cost of \$62,262, subject to compliance with the terms and conditions of the contract.
4. The Authority hereby authorizes the purchase of Terrorism Insurance for the policy period covering November 10, 2022 to November 9, 2023 from Hiscox, Inc. and CFC Underwriting (Lloyds of London) of Atlanta, GA for \$15 million in coverage with an annual cost of \$31,021, subject to compliance with the terms and conditions of the contract.
5. The total annual premium for Thirty Million Dollars of excess Automobile and Physical Damage coverage, shall not exceed \$416,292.
6. Authority Staff is authorized to execute all necessary documents.
7. The source of funds for this insurance shall be the FY2023/24 Operating Budgets.
8. This Resolution shall take effect immediately.

CERTIFICATION

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

Dated: October 26, 2022

Joseph M. Spairana, Jr., Secretary

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Agenda Action Proposal

Subject: Auto Physical Damage Insurance
Committee: Performance Monitoring/Audit
Committee Meeting Date: October 19, 2022
Board Action Date: October 26, 2022

Background: Auto Physical Damage insurance is rated and priced based on the dollar value of our fleet. The current value of our fleet is about \$78 million with our fleet garaged at four separate locations. We currently have a \$30,000,000 per occurrence limit with deductibles ranging from \$2,500 dollars for service vehicles to \$20,000 for buses.

Purpose: Auto Physical Damage provides insurance for vehicles in the event of fire, theft, vandalism, collision and natural perils.

Summary of Proposal: NFP Corp (our broker, formally Rose & Kiernan, Inc) approached several markets and received only one proposal from our incumbent, Lexington Insurance. Exhibit A on the following page summarizes the program components.

Lexington Insurance has proposed a 10% decrease to the rate per \$100 of value, from \$0.41 to 0.35. The premium of \$296,817 reflects the above rate decrease and the increase in fleet value from about \$60 million to \$78 million. Lexington has decreased the occurrence limit from \$25 million to \$15 million. NFP is confident that they will procure an additional \$15 million layer in excess coverage with Homeland Insurance Company and/or another insurance carrier to provide a total of \$30 million in coverage. The Non-Certified Acts of Terrorism insurance is now combined as outlined in the Auto & General Liability Insurance agenda action proposal.

Staff recommends the following actions for Auto Physical Damage Insurance;

- 1) Award \$15 million in primary coverage for one-year to Lexington Insurance of Boston, MA for \$296,817 effective November 10, 2022.
- 2) Award \$5 million in excess coverage for one-year to the Burlington Insurance Company of Alpharetta, Georgia for \$26,192 effective November 10, 2022.
- 3) Award an additional \$10 million in excess coverage for one-year to Homeland Insurance Company of Plymouth, Minnesota for \$62,262 effective November 10, 2022.
- 4) Award \$15 million for Terrorism Insurance for one-year to Hiscox, Inc and CFC Underwriting (Lloyds of London) of Atlanta, GA for \$31,021 effective November 10, 2022.

Finance Summary and Source of Funds: The one-year cost for Auto Physical Damage Insurance is not to exceed \$416,292 and it is budgeted in our annual operating budget.

Prepared By:
Jack Grogan, Director of Risk Management

Project Manager:
Jack Grogan, Director of Risk Management

EXHIBIT A

Auto Physical Damage Insurance

2022-23 Lexington Insurance Program

(Insurance Rating A+)

Program Components	Insurance Coverage
Per Occurrence Limit	\$15,000,000
Loss per Vehicle	\$900,000
Service Vehicle Deductible	\$2,500
Bus Deductible	\$20,000
Rate per \$100 of Value	\$0.35
Premium	\$296,817

2022-23 Burlington Insurance Program (Part II)

(Insurance Rating A+)

Program Components	Insurance Coverage
Excess Property Limit	\$5,000,000
Premium	\$26,192

2022-23 Homeland Insurance Program (Part III)

(Insurance Rating A+)

Program Components	Insurance Coverage
Excess Property Limit	\$10,000,000
Premium	\$62,262

2022-23 Hiscox/CFC Underwriters at Lloyds of London (Part IV)

(Insurance Rating A+)

Program Components	Insurance Coverage
Hiscox / CFC Underwriters at Lloyd's London	\$15,000,000 x/o \$15,000,000
Premium	\$31,021

Total Premium = \$416,292

Memorandum

October 19, 2022

To: Performance Monitoring/Audit Committee
From: Jack Grogan, Director of Risk Management
Subject: Auto Physical Damage Insurance Renewal

Summary:

NFP Corp (our broker, formally Rose & Kiernan) approached several markets and received only one proposal from our incumbent, Lexington Insurance.

Lexington Insurance has proposed a premium of \$296,817, but they have decreased the policy limit from \$25 million to \$15 million. Terrorism coverage is combined with the Lexington program as outlined in the Auto & General Liability Insurance Agenda Action Proposal.

To maintain our \$30 million program, NFP obtained additional excess proposals from Burlington Insurance Company for \$5 million, and \$10 million from Homeland Insurance Company, excluding Terrorism coverage. We propose to purchase a Terrorism policy with Hiscox & CFC Underwriters at Lloyds of London.

Recommendation:

Staff recommends the following actions for Auto Physical Damage Insurance:

- 1) Award \$15 million in primary coverage for one-year to Lexington Insurance of Boston, MA for \$296,817 effective November 10, 2022.
- 2) Award \$5 million in excess coverage for one-year to the Burlington Insurance Company of Alpharetta, Georgia for \$26,192 effective November 10, 2022.
- 3) Award an additional \$10 million in excess coverage for one-year to Homeland Insurance Company of Plymouth, Minnesota for \$62,262 effective November 10, 2022.
- 4) Award \$15 million for Terrorism Insurance for one-year to Hiscox, Inc and CFC Underwriting (Lloyds of London) of Atlanta, GA for \$31,021 effective November 10, 2022.

Copy: Chief Executive Officer
VP of Finance & Administration



Memorandum

October 26, 2022

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for October

Overview

Our work to connect communities continues as we extend our reach throughout the Capital Region. This report summarizes our work, and it highlights the efforts of our employees to deliver outstanding service and programs to people, organizations and to our growing list of partners that recognize the need for better mobility.

Expanding the reach of CDTA is a priority work item for us. This includes expansion of the Authority service area, the addition of new services like Bus Rapid Transit and the introduction of new mobility products like DRIVE, our electric car sharing program. We couple this work with community partnerships and stakeholder relations to ensure that CDTA is positioned as a resource to our community and a partner in discussions about economic development opportunities that can strengthen the region. These are the signature efforts for CDTA and our employees.

I am proud to report that systemwide ridership totaled 1.27 million in September, which is our highest monthly total since the pandemic began. It has been a long road to recovery, and I remember months where ridership was half of what it was before COVID-19. The recovery is fueled by our efficient route network and quality service, including the only two BRT lines in upstate New York. Service delivery is efficient and effective, thanks to our outstanding workforce. This is supported by our Universal Access program, which engages partners and encourages ridership by their employees and students. With more than two dozen partners participating in UA programs we have a base of ridership that uses our service in the most convenient and economical manner. Our staff is constantly talking to new partners and tailoring UA programs to meet their needs.

There were several events over the past month that showcased CDTA, the work we do and the support we have from partners in government and the private sector. We receive outstanding coverage from the media thanks to the efforts of our communications team. These events highlight the role we play in the community and the connections we provide for partners and people. These efforts reach across a wide spectrum, including the United Way, the American Cancer Society/Real Men Wear Pink, Chambers of Commerce, and elected officials like Senator Kirsten Gillibrand, Congressman Paul Tonko, and White House Infrastructure coordinator Mitch Landrieu. These activities position CDTA as a leader in the community. I am thankful to our board of directors who have embraced this work and insisted that CDTA be front and center in our community. The results have been outstanding for CDTA and I am proud of what we do.

After two months of operations, our work in Montgomery County is now part of our regular service delivery practice. Use of the four routes is increasing and partnerships with the Amsterdam School District, St. Mary's Hospital and others provide a foundation for success. At the same time, we are continuing discussions about a merger with the Greater Glens Fall Transit system. This would involve Warren County joining the authority and the employees, buses and facilities owned by the GGFT absorbed into CDTA. As we have discussed, this merger makes sense given our presence in Glens Falls, Queensbury and Lake George (CDPHP *Cycle!* and our work to support their seasonal trolley operation). This would also help to support calls for more mobility along the Route 9 corridor through South Glens Falls, Wilton and Saratoga Springs.

Our plate of activities provides reason for excitement and optimism. But it also reminds us of the need to find new ways to hire and engage a post-pandemic work force. We have discussed difficulties with hiring and retention, notably in our transportation and maintenance departments. This has caused issues with service delivery, and it requires a new process regarding assignment of work that for years had been routine and unchanged. It has also required new ways of thinking for Human Resource and training professionals. More than 30 people are in various stages of training to be bus operators. At the same time, we have new technicians in our maintenance department, new people in entry level positions to clean and service buses and others in support roles throughout the company.

Our now familiar COVID-19 update continues with two dozen positive tests throughout our workforce in October. The new variants are contagious and spread easily and rapidly. We have issued updated guidance to employees reminding them of the need to be vigilant and to protect themselves, their families, and co-workers. We are also offering the latest booster shots for employees. With a positive test resulting in at least five days away from work, the strain on our service deployment process is constant and difficult. Hats off to our people in transportation and maintenance who juggle assignments and ensure quality service for customers.

With about a month remaining in our bike riding season, we are cruising towards another record-breaking year with CDPHP*Cycle!*. For the season, we are approaching 70,000 rides on *Cycle!* bikes. This one-of-its-kind program shows the flexibility and innovation that is part of who we are at CDTA. This spirit led us to develop our new electric car share program, which is being piloted by two dozen users. Early returns on DRIVE are positive as we look to expand our service and product lines to align with the needs of our customers and communities.

Several staff and board members traveled to Seattle a few weeks ago to participate in the APTA annual meeting. The same is true this week for the NYPTA annual conference and tradeshow, at the Albany Marriott. These conferences provide an opportunity to learn and engage with others in our industry. They also provide us with information about new products and services that we can consider to make CDTA bigger and better. Hats off to our board and staff for their willingness to be engaged in the industry and what we mean to our communities.

We are planning the agenda for our annual Strategic Planning Retreat on November 17. We will carve out time for the board and staff to have a timely discussion about facilities, infrastructure, and alternatives for us to consider. We will consider service design and what our network will look like as we manage more mobility options. And of course, we will discuss the needs of our partners and the connections they need to the Capital Region community. We are looking forward to an engaging day of discussion about CDTA.

Performance Measures

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

We are halfway through the fiscal year and all financial indicators are in good shape. Revenue is exceeding expenses and we see growth in our business opportunities. Wage and benefits lines are down because of issues getting company headcounts to budgeted levels. We are hopeful that we can improve in this area and ease the strain on our operation and our people.

Our success is driven by healthy revenue sources and control over expense lines. This is behind the scenes work by our staff, which often goes unnoticed – I appreciate their work. Mortgage Tax continues to outperform expectations, while customer revenue, driven by strong ridership and the growth of our Universal Access Program continues to improve and make us successful.

Total revenue in September was 31% ahead of budget; year to date, we are 25% ahead of budget. MRT was \$1.4 million in September, 40% over budget; year-to-date, MRT is 35% ahead of budget. Customer revenue was \$1.5 million in September, 23% over budget; year to date, revenue from customers is 16% ahead of budget. Facility revenue was \$238,000 in September, 50% over budget; year to date, facility revenue is 37% ahead of budget.

Total expenses in September were 6% under budget; year to date, we are 7% under budget. Wages totaled \$4.6 million in September, 4% under budget; year to date, the wage line is almost 6% under budget. Over time, this gain will be absorbed by the addition of Montgomery County service. Most other expense lines were under budget for the month. We expect to see utility costs increase as we approach the winter heating months. The cost for health benefits is lower than expected, due to headcounts being below budgeted levels. As we bring employees into the organization with hopes of higher retention rates, this will change.

Total ridership in September was 1.27 million, 15% more than last September. This is our highest monthly total since the pandemic began; we are now almost 85% of where we were before the pandemic. STAR ridership totaled 27,700 in September, 10% more than last September. NX ridership was 33% more than last September but still well below pre-pandemic totals. We are now showing FLEX ridership in our reports; there were 8,500 rides in September.

We missed 857 trips on the fixed route system; last September, we missed 645 trips. We continue to balance service delivery with issues concerning hiring and retention. In the past two months, 30 new operators have entered our training program.

There were 34 accidents in September with 11 categorized as preventable. All preventive maintenance inspections were completed on time. Scheduled maintenance work was at 79%. On time performance for fixed route service was at 69%. This statistic has been on the decline for several months; it is tied to trip cuts and operator availability, and we are working on it. STAR service operated within our 10-minute scheduling window 73% of the time. There were 11,365 calls to the STAR reservation center.

Our call center processed 306 comments compared to 365 last September. There were 68 comments about STAR; last September, there were 61 comments. Response time to close customer inquiries within 10 days was 87%. There were 774,000 page views at www.cdta.org.

Activity Report

As we get deeper into the fall season, our attention begins to turn towards advocacy and budget development. You can start to see that in the activities we have been involved with over the past few weeks and this will continue as we approach the end of the calendar year.

- On Thursday, September 29, we held a reception/photo opportunity to commemorate the 20th anniversary of Rensselaer Rail Station. It was great to assemble some of the team that was responsible for building the station, including Dave Stackrow, former board members, Tony Esposito and Wayne Pratt along with former CDTA Executive Director Dennis Fitzgerald.
- On Thursday, September 29, our staff spread out to represent CDTA at annual dinners for the Capital Region Chamber and the Rensselaer County Chamber of Commerce. Board members Joe Spairana and Pat Lance joined us at the dinners.
- On Friday, September 30, I joined the NYPTA executive team at a meeting with Nivardo Lopez and his staff. Mr. Lopez is Governor Hochul's Deputy Secretary for Transportation. We discussed the work that transit systems are doing across the state. Additional meetings will be scheduled.
- On Monday, October 3, we held our annual kickoff event for the Real Men Wear Pink Campaign. Lots of excitement throughout the company as we support the American Cancer Society, and they work they do. Nice to have Joe Spairana with us.
- On Tuesday, October 4, I attended a meeting of the Center for Economic Growth Leadership Board. I am a member of the board, and we heard great presentations from Plug Power and Albany International Airport.
- On Tuesday, October 4, I met with Albany County legislators Lynne Lekakis and Sam Fein to talk about ways that CDTA can connect people in disadvantaged communities.
- On Wednesday, October 5, I joined John Kearney and Sean McGuire from the Colonie IDA/LDC in a meeting with Town Supervisor Peter Crummey. Although most of our meeting was about IDA/LDC matters, CDTA was a topic of conversation and we discussed connections in the town as part of economic development initiatives.
- On Thursday, October 6, I spoke at the annual economic summit dinner for the Mechanicville/Stillwater Chamber of Commerce. I talked about the community support we have had for FLEX operations in Southern Saratoga County. Jaime Kazlo joined me.
- On Friday, October 7, I attended a special meeting of the NYPTA Board of Directors. The board approved a three-year contract with Capitol Hill Management. CHM will provide association management services for NYPTA beginning on November 1.
- On Wednesday, October 12, I spoke at the United Way's CEO Summit at the Fort Orange Club. The summit gathered leaders from throughout the Capital Region who support the work that the United Way is doing. RPI's new President, Martin Schmidt was the keynote speaker. Jaime Kazlo joined me.

- On Wednesday, October 12, Chris Desany, Lisa Marrello and I met with OGS Commissioner Jeanette Moy. We talked about the important work we do with OGS and some of the ways we can expand our relationship. The commissioner was engaging and supportive; we will set up a tour of our facilities and the BRT busway at Harriman and UAlbany.
- On Thursday, October 13, I attended a meeting of the United Way's executive committee to discuss board member orientation and engagement. Like all boards, we want to ensure that members are satisfied with the work they do to support the organization.
- On Thursday, October 13, I attended our annual retiree lunch at the Desmond. Because of the pandemic, we tabled this event for the past three years. Our retirees were very excited to be back together, to see each other and to share their CDTA stories. More than 100 retirees were in the room, and everyone had a wonderful time. We also put a plug in for part time bus operators and got a few takers!
- On Thursday, October 13, I attended a meeting of the Discover Albany board of directors. We received updates about the work that Discover does to attract meetings and visitors to Albany. Their staff measures the economic impact of this work and the opportunities it provides.
- On Monday, October 17, we welcomed Senator Kirsten Gillibrand, Congressman Paul Tonko, and White House Infrastructure Coordinator Mitch Landrieu to CDTA. They spoke about our \$25.4 million NO/LO emissions grant, and we showcased our facility and employees. In addition to many local elected officials, it was good to have Jayme LaHut, Mike Criscione, Dan Lynch, Joe Spairana, Peter Wohl and Pat Lance representing the board.
- On Tuesday, October 18, we announced a UA partnership with the Blake Annex/United Way. This is our first UA with a co-working space, and it will serve people who use the workspace along with employees of the United Way and more than two dozen not-for-profits that call the Blake Annex home.
- On Tuesday, October 18, the staff leadership team participated in our last capacity building session with Tangible Development. We have spent a good deal of time talking about Diversity, Equity, and Inclusion. This included working on ways to improve communication and cooperation among this group. Tangible will provide recommendations and they are developing an organizational assessment survey for us.
- On Wednesday, October 19, I participated in the United Way annual business meeting at MVP Arena. The United Way board approved new members, a slate of officers for the coming year and we thanked members who are leaving the board. I was elected to serve another year as board chair (my fourth year). One of the new board members is our own Dan Lynch.
- On Thursday, October 20, I spoke with our new class of bus operators. These 10 people are in their first week of training and they should be ready to be in service by the end of November. Our hiring and training programs continue at a very past pace.

- On Friday, October 22, we held our annual Pink Bus Pull at CDTA. Lots of excitement for the event which drew 25 teams of 8 to support Breast Cancer Awareness efforts. Our parking lot was jammed-full of partners and pull fans; this signature event is another way for us to connect with the community. Hats off to this year's Bus Pull Champions from the Albany Fire Department, under the leadership of Chief Joe Gregory.

Final Thoughts

I am privileged to represent CDTA at many of the activities we are involved with. It is with so much pride that I talk about the work we do, the connections we make along with the outstanding efforts of the 750 men and women who make CDTA go. We have positioned CDTA for continued success and we have much to be proud of as we work to be better, more innovative, and more important to the people of the Capital Region. The best is yet to come!

CDTA Provides Mobility Solutions that Connect the Region's Communities