

# **Board of Directors Monthly Meeting**

**Wednesday, January 25, 2023 | 12:00pm  
Board Room at 110 Watervliet Ave.**

**CDTA BOARD OF DIRECTORS  
MEETING AGENDA**

**Wednesday, January 25, 2023 | 12:00pm | Board Room at 110 Watervliet Ave**

<b>Board Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, December 21, 2022		3
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (1/11/23)	Jayne Lahut	
Performance Monitoring/Audit Committee (1/18/23)	Denise Figueroa	
• Resolution 01 - Approve Contract for Engine Oil Purchase		9
• Resolution 02 - Approve 2022 Surplus Sales		14
Community & Stakeholder Relations Committee (1/19/23)	Jackie Falotico	
Strategic & Operational Planning Committee (1/19/23)	Mike Criscione	
<b>Chief Executive Officer's Report</b>	Carm Basile	19
<b>Board Member Comments</b>	Everyone	
<b>Upcoming Meetings</b>		
Wednesday, February 22, 2023 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, DECEMBER 21, 2022 BOARD MEETING

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**MEMBERS PRESENT**

Jayne B. Lahut, Chairman  
Michael J. Criscione, Vice Chairman  
Georgeanna M. Nugent, Treasurer  
Patrick M. Lance  
Daniel C. Lynch

Peter D. Wohl  
Jaclyn Falotico  
David M. Stackrow

**MEMBERS EXCUSED**

Joseph M. Spairana, Jr, Secretary  
Denise A. Figueroa

**OTHERS PRESENT**

Carmino N. Basile, Chief Executive Officer  
Amanda Avery, General Counsel  
Patricia Cooper, Director of Finance  
Jaime Kazlo, Director of Corporate Communications  
David Williams, Director of Maintenance  
Alton Ming, Albany Superintendent  
Lindsey Bradt, Mobility Manager  
Jack Grogan, Director of Risk Management  
Jonathan Scherzer, Director of Marketing  
Jeremy Smith, Director of Facilities

Sarah Matrose, Internal Auditor  
Kelli Schreivogl, Director of Human Resources  
Ross Farrell, Director of Planning  
Stacy Sansky, Director of Procurement  
Nicholas Chenard, Schenectady Superintendent  
Thomas Guggisberg, Director of IT  
Emily DeVito, Communications Manager  
Vanessa Fox, Executive Assistant  
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 OCTOBER 26, 2022 BOARD MEETING MINUTES

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

RECOGNITIONS

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

- 20 Years – Derek Downs, Assistant Service Technician
- 20 Years – Tony Clanton, Maintenance Support Technician
- 35 Years – LaRhonda Donley, Albany Operator

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Board Operations Committee met on Wednesday, December 7, 2022 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- We reviewed committee agendas and activity for meetings that we held in December. The committee also reviewed the meeting schedule for 2023.

- The Board Retreat in November was informative. Staff reviewed the facilities plan and updated the board on long term projects. We dove deeper into topics like zero emission works, community positioning, and the health of our ridership.
- We spent a good deal of time on our facilities and the conclusion is that we need to begin the process of building a new garage, most likely in the northwestern part of our service area (Schenectady County). More details on that early in 2023.
- Lisa Marrello joined us with an advocacy update. We have kicked off the advocacy season meeting with elected and appointed state officials. Upstate transit will remain in the forefront of the State Operating Assistance discussions. State operating assistance is a key piece of the funding package for transit systems across New York State. At CDTA, we use operating assistance to maximize the mobility choices that are available throughout the Capital Region.
- The Collective Bargaining Agreement expires in June 2023 and the staff is working on our strategy for this important work.
- The next meeting of the committee is scheduled for Wednesday, January 11, 2023 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa  
 Performance Monitoring Committee met on Wednesday, December 14, 2022 at 12:11 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

*Resolution No. 47 – 2022 – Approve Contract for Janitorial Services*

- Our contract for Janitorial Services at the RRS is about to expire and an IFB was issued. Five bids were received, and staff recommends a contract to the low bidder, Complete Building Solutions. They are the incumbent and staff is satisfied with their work.
- The Authority hereby approves a three-year contract with two optional renewal years to Complete Building Solutions, Inc. of Guilderland for an amount not to exceed \$529,500.

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

*Resolution No. 48– 2022 – Approve Contract to Lease Bus Tires*

- Our contract for leasing bus tires is about to expire, and an IFB was issued. We received a single bid, and staff recommends a contract to Bridgestone, our vendor and incumbent for over 50 years.
- The Authority hereby approves a five-year contract to Bridgestone Firestone of Nashville, Tennessee for a minimum value of \$2.5 million.

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

*Resolution No. 49 – 2022 – Approve Contract for Snow Removal Services*

- Our contract for snow removal at Park & Ride locations is expiring and an IFB was issued. Two bids were received; staff recommends a contract to the low-bidder, City Mark Striping (NYS WBE Firm). They are the incumbent and staff is satisfied with their work.
- The Authority hereby approves a three-year contract with two optional years to City Mark Striping of Albany for an estimated amount of \$430,000.

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

*Resolution No. 50 – 2022 – Approve Contract for Truck Purchase*

- As part of our fleet replacement plan, we need to replace a maintenance truck. We normally purchase support vehicles through OGS, but because of supply chain issues, we had to source this vehicle from local auto dealers. Staff recommends a contract to Metro Ford for an F-550 truck, including a salter and plow package.
- The Authority hereby approves a contract to Metro Ford of Schenectady for an amount not to exceed \$96,360.

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

*Resolution No. 51 – 2022 – Approve Contract to Purchase Bus Filters*

- Our contract for bus filters is about to expire and an IFB was issued. Six bids were received, and staff recommends a contract to the low bidder, Vehicle Maintenance Program. They are the incumbent and staff is satisfied with their work.
- The Authority hereby approves a two-year contract to Vehicle Maintenance Program of Boca Raton, Florida for an estimated cost of \$339,172.

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

*Resolution No. 52 – 2022 – Approve Contract for Commuter Service Operation*

- Our contract for Commuter Services is expiring, and an RFP was issued. This includes our NX service from Saratoga County to Albany and our new Thruway Express from Amsterdam to Albany. Staff contacted several transportation providers to encourage participation, but most providers were concerned about the labor pool and did not propose. A single proposal was received from Upstate Transit (aka Brown), our current provider. Staff recommends Upstate and is satisfied with their work.
- The Authority hereby approves a three-year contract with two optional years to Upstate Transit of Saratoga for an amount not to exceed \$11,042,000.

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

*Resolution No. 53– 2022 – Approve Contract for Renovations at 85 Watervliet Avenue*

- To accommodate refurbished office space at 85 Watervliet Avenue, an IFB was issued for renovations. Four bids were received, and staff recommends a contract to the low bidder, AOW Construction.  
This vendor has satisfactorily performed other work for us in the past.
- The Authority hereby approves a contract to AOW Construction of Albany for an amount not to exceed \$294,600.

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

*Resolution No. 54– 2022 – Approve Contract for Bikeshare Services*

- Our contract for bike share services has expired, and an RFP was issued for operations and management of the bike fleet; and acquisition of new technologies. A single proposal was received from Drop Mobility and Shared Mobility, Inc. These services are unique, which makes finding vendors difficult. Staff is satisfied with the proposer’s performance, references, and ability to provide service.
- The Authority hereby approves a three-year contract with two optional renewal years to Drop Mobility of San Francisco, CA and Shared Mobility of Buffalo, NY for an amount not to exceed \$2.5 million.

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

*Resolution No. 55 – 2022 – Approve Safety Management System Plan*

- The FTA requires transit agencies to annually adopt a board approved Safety Management System (SMS) plan. The safety plan enhances our efforts by providing a plan to identify and address safety concerns and challenges. This year, Congress passed the Bipartisan Infrastructure Bill which included elements to improve the safety plan. It requires agencies to have a joint labor/management organizational safety committee.
- The Authority hereby approves the Safety Management System (SMS) plan as required by the Federal Transit Administration.

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

Investment Committee

- The Committee met on December 6, 2022 and will provide the year-end report to the board during the first week in January.

Administrative Discussion Items

- Mike Collins gave the Monthly Management Report. MRT slowed a bit this month but continues to be 30% over budget for the year; Customer fares are 22% over budget and RRS is 39% over budget. Wages were just over budget for the month due to a couple of holidays, but is 4.5% under budget for the year. We are in a good financial position.

- Chris Desany provided the non-financial Report. Fixed route ridership continues to grow and is up 17% for the month, and 19% for the year; STAR ridership is up 10% for the month and 14% for the year; Fixed route on-time performance was 69%; STAR on-time performance was 71%. Missed trips continue to be high due to headcount issues. There were 16 preventable accidents, and 20 non-preventable accidents. Our absenteeism report shows that 10.5% of workdays are not worked.
- Next meeting of the Committee is scheduled for Wednesday, January 18, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Patrick Lance

- The Community and Stakeholder Relations Committee met on Thursday, December 15, 2022 at 11:16 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- On advocacy, Carm Basile discussed the start of advocacy season and the development of messaging at the state and local levels.
- Jaime Kazlo summarized the Media Relations/Community Engagement report. CDTA earned 25 media placements in television, newspaper, and radio throughout the last two months.
- Stories focused on the public announcement with Senator Kirsten Gillibrand and Biden Administration Infrastructure Coordinator Mitch Landrieu on the federal investment made to CDTA, CDPHP Cycle! expanding to Amsterdam and CDTA partnering with the Blake Annex to offer free rides to those who work there. Some of our community engagement activities have included Coats for Kids in Amsterdam, Food Pantries of the Capital Region Stuff-a-Bus, Schenectady Parade and Troy Glow Art Event.
- Looking ahead, we are planning Transit Awareness Month activities for February, the annual State of CDTA event in March and Transit Worker Appreciation Day on March 18.
- Next meeting of the Committee will be on Thursday, January 19, 2023 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 met on Thursday, December 15, 2022 at 11:53 am via Microsoft Teams and at 110 Watervliet Avenue.

*Resolution No. 56 – 2022 – Approve FY 2024 Preliminary Budget*

- We are required by New York State to approve a preliminary operating budget by December 31, 2022. Staff uses it as a starting point, and we will have several more meetings to work toward developing a final adopted budget. The preliminary budget and five-year capital plan for fiscal year 2024 were provided.
- The preliminary budget is projected to be \$128.3 million, a 10.4% increase from this year's budget. We are projecting a \$3M increase in the customer revenue and Rail Station revenue lines; no change in federal assistance; and to balance the budget we are adding an additional \$9M in STOA.

- We are projecting a higher-than-normal increase in wages and benefits (it is a contract year), and a \$1.8M increase in health insurance. Fuel is projected to increase by \$3.6M.
- The five-year capital plan was also reviewed, year one of which includes accommodations for the fleet, shelter program, and normal replacement efforts. It also includes the Lo/No grant we received.
- The Authority hereby approves the FY2024 preliminary operating budget of \$128,321,806 and five-year capital plan of \$302,104,000.

Motion – Ms. Falotico

Seconded – Mr. Wohl

Carried Unanimously

- Next meeting of the Committee will be on Thursday, January 19, 2023 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

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

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
  - Wednesday, January 25, 2026 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 1:00 PM

Motion – Mr. Lynch

Seconded – Mr. Criscione

Carried Unanimously

Respectfully submitted,

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Joseph Spairana, Jr., Secretary

Dated: December 21, 2022



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 01 - 2023**

Approve Contract for the Purchase of Heavy-Duty Engine Oil

**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 to make purchases and enter into contracts providing for purchases designed to meet the needs of its omnibus transportation operations, and

**WHEREAS**, the Authority has solicited competitive bids for heavy duty engine oil and test kits in accordance with purchasing guidelines, and two bids were received, and

**WHEREAS**, Authority staff recommends that a one-year contract with one optional renewal year be awarded to Brenntag Lubricants Northeast of Manchester, New Hampshire, the lowest qualified bidder, for the purchase of heavy duty engine oil and oil testing kits with an estimated first-year cost of \$226,560, for a total estimated two year cost of \$453,120.

**NOW, THEREFORE BE IT RESOLVED:**

1. The Authority hereby awards a one-year heavy duty engine oil contract, with one optional renewal year to Brenntag Lubricants Northeast of Manchester, NH, for an estimated year-one cost of \$226,560 and a total estimated cost of \$453,120, subject to compliance with all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be from the Operating Budget.
4. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 25th day of January, 2023.

Dated: January 25, 2023

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

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

**Subject:** Contract award for Engine Oil.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** January 18, 2023

**Board Action Date:** January 25, 2023

**Background:**

Multiple grades of engine oil are used in our bus fleet as part of regular maintenance. Used oil analysis is performed every 12,000 miles during maintenance inspections to help detect premature engine failure and other abnormalities in fuel and coolant; all of which assists in preventive/predictive maintenance. CDTA uses approximately 19,000 gallons of engine oil per year.

The current contract is set to expire and a new one is needed.

**Purpose:**

To provide an adequate supply of engine oil for our fleet of vehicles.

**Summary of Proposal:**

An Invitation for Bids (IFB) was issued for engine oil and oil testing kits, and two bids were received.

Staff recommends a contract for the purchase of engine oil to the low bidder (and incumbent), Brenntag Lubricants Northeast of Manchester, New Hampshire for a term of one year with one optional renewal year.

**Financial Summary and Source of Funds:**

The total two-year amount of \$453,120 will be funded in our operating budget.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

January 18, 2023

To: Performance Audit/Monitoring Committee

From: Lance Zarcone, Vice President of Operations

Subject: Heavy Duty Engine Oil

An Invitation for Bids (IFB) was issued requesting a firm to provide multi-grade engine oil to be used in CDTA's fleet of buses. In addition, the IFB requires the firm to provide used oil analysis through an independent laboratory.

The used oil analysis is performed every 12,000 miles during regularly scheduled preventative maintenance inspections. The analysis will help detect premature engine failure and other engine oil abnormalities (fuel, coolant, etc.). We estimate that roughly 19,000 gallons of Multi-Grade Engine oils will be required annually.

Bids were solicited and two bids were received. Maintenance staff reviewed the oil specifications to confirm its compatibility with CDTA's engines.

### Recommendation

Staff is requesting a one-year contract with one optional renewal year to be awarded to Brenntag Lubricants Northeast, of Manchester, NH for an amount of \$226,560 per year, for a total estimated contract value of \$453,120.

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:**

\$453,120 (two years)      fixed      estimated      (circle one)

4. **PROCUREMENT METHOD (check one):**

Request for Proposals (RFP)       Invitation for Bids (IFB)       Other

5. **TYPE OF PROCEDURE USED (check one):**

Micro Purchases (Purchases up to \$2,499.00)       Small Purchases (\$25,000 up to \$100,000)  
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000)       Request for Proposals (RFP)  
 Professional Services (Over \$25,000)       Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 6      and      **Advertised**  
Number of Proposals/Bids Received # 2

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>0</u> MWBE
DBE/MWBE Certification on file?	Yes	No <b>Not Applicable</b>
Was contract awarded to a DBE/MWBE?	Yes	<b>No</b>
Number of DBE/MWBE Subcontractors	<u>0</u> DBE	<u>0</u> MWBE

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Brenntag Lubricants Northeast**

1064 Goff Falls Road

Manchester, NH 03103

8. **SOURCE OF FUNDS: Funded in our 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, <b>N/A</b> )
Certification with FTA's Bus Testing Requirements	(Yes, No, <b>N/A</b> )

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

Stacy Sansky, Director of Procurement      DATED: January 18, 2023



# Bid Summary



Contract Name: Heavy Duty Engine Oil

Contract No: CDTA Maint 182-3000

Date/Time of Opening: December 13, 2022 1:00PM

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- FULL SYNTHETIC	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Brentag Lubricants Address: 1064 Goffs Falls Road, Manchester, NH 03103 Contact: Michael Kumpulanian Email: blnebids@brenntag.com Phone: 603.222.2900	Multigrade SAE 15W-40 \$12.39/gal	Multigrade SAE 5W-40 NA	1	DBE __ MBE __ WBE __ SDVOB __
	Multigrade SAE 5W-20 \$9.74/gal	Multigrade SAE 5W-20 \$12.97	2	DBE __ MBE __ WBE __ SDVOB __
	Multigrade SAE 5W-30 \$9.74/gal	Multigrade SAE 5W-30 \$12.97	3	DBE __ MBE __ WBE __ SDVOB __
	Oil sample tests (beyond first 800 annually) \$15/ea		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: RH Crown Co Inc Address: 100 N Market St Johnstown, NY 12095 Contact: Richard K Reynolds Email: Jrjkr@yahoo.com Phone: 518.762.4589	Multigrade SAE 15W-40 \$13.37/gal	Multigrade SAE 5W-40 \$19.65	1	DBE __ MBE __ WBE __ SDVOB __
	Multigrade SAE 5W-20 \$11.20/gal	Multigrade SAE 5W-20 \$13.72	2	DBE __ MBE __ WBE __ SDVOB __
	Multigrade SAE 5W-30 \$11.20/gal	Multigrade SAE 5W-30 \$14.07	3	DBE __ MBE __ WBE __ SDVOB __
	Oil sample tests (beyond first 800 annually) \$21.98 (yr 1)		4	DBE __ MBE __ WBE __ SDVOB __
	\$23.50 (yr 2)		5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: \$ _____ Contact: Email: <b>Total w/selected Alternates: \$</b> Phone:		Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: \$ _____ Contact: Email: <b>Total w/selected Alternates: \$</b> Phone:		Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: \$ _____ Contact: Email: <b>Total w/selected Alternates: \$</b> Phone:		Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: \$ _____ Contact: Email: <b>Total w/selected Alternates: \$</b> Phone:		Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	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. 02 - 2023**

Approve 2022 Surplus Sales of Equipment and Vehicles

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

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

**WHEREAS**, the Authority has required an annual report from the Director of Procurement, pertaining to the disposition of all surplus property that has been provided for 2022 in a form that has been reviewed, and is satisfactory,

**NOW, THEREFORE BE IT RESOLVED:**

1. The Authority accepts the Summary Disposal Report for the 2022 calendar year.
2. The Authority continues to delegate to the Chief Executive Officer the authority to declare personal property, equipment and vehicles to be surplus and to dispose of such property in accordance with the applicable law; transferring title to any such item to the appropriate federal or state agency expressing a desire for same; or, if unwanted there, advertising for public sale and sold to the highest bidders; or if no bids are received, disposing of unwanted items as scrap.
3. The Authority directs that if the depreciated value of the asset is \$5,000 or more the Chief Executive Officer or designee shall henceforth report about any such specific disposition at the next regular meeting following the disposition. A total of \$37,301 was returned to the operating budget from the disposition of surplus materials in 2022.
4. The Authority directs that henceforth the Chief Executive Officer or designee shall report in January about such dispositions for the preceding calendar year by describing the property that was disposed of, the manner of disposition and the costs or amounts recovered associated with each individual lot of surplus equipment and/or vehicles.
5. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 25<sup>th</sup> day of January, 2023.

Dated: January 25, 2023

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

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

**Subject:** Summary of vehicles, equipment and parts disposed of in 2022.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** January 18, 2023

**Board Action Date:** January 25, 2023

**Background:**

Several years ago, the Board passed a Resolution to allow staff to dispose of equipment, vehicles and parts that have surpassed their useful life, and then reports on these disposals on an annual basis. Items are disposed through recycling, donation, and sale through eBay auction.

**Purpose:**

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

**Summary of Proposal:**

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

**Financial Summary and Source of Funds:**

A total of \$37,301 was returned to the operating budget as proceeds from the disposition of surplus materials in 2022.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Stacy Sansky, Director of Procurement

## Memorandum

January 18, 2023

**To:** Members, Performance Monitoring/Audit Committee  
**From:** Stacy Sansky, Director of Procurement  
**Subject:** Procurement Report Summary for 2022

This is the annual report on procurement activities. This report reviews the procurement process for surplus sales, change orders, sole source contracts and our Minority/Women Business Enterprise (MWBE) and Service-Disabled Veteran Owned Business (SDVOB) programs.

### **Surplus Sale**

A surplus sale is a method for staff to dispose of equipment, vehicles and parts that have surpassed their useful life. Items are disposed through recycling, donation, and sale through eBay.

The 2022 proceeds from surplus sales were \$37,301. These funds have been returned to the operating budget. For comparison purposes, in 2021 proceeds were \$51,245 and in 2020 surplus sale proceeds were \$21,656.

The Agenda Action Proposal is attached for the 2022 Surplus Sales.

### **Change Orders**

A change order is work that is added or deleted from the original scope of a contract, which alters the original contract amount and/or completion date. Change orders that exceed 20% of the original contract value or \$100,000 (whichever is greater) require Board approval. There were no change orders that required Board approval.

For informational purposes, there were a few change orders under the Board approval threshold last year. They were for several large construction projects; Albany Garage Expansion, Bus Wash Replacement and WWBRT work.

### **Sole Source Contracts**

Sole source contracts are used when no competition is available or when there is an emergency procurement. All sole source contracts valued at \$50,000 or more that are not on New York State Contract, require Board approval. Sole source agreements are closely monitored and minimized whenever possible. There were no sole source contracts in 2022 that required Board approval.

For informational purposes, there were three sole source contracts executed under the Board approval threshold with a total value of \$103,178. One was related to a previously procured contract for the Albany Garage; one was for work that only National Grid could perform; and the



last one was to ensure that renovation work for Rensselaer Rail Station offices could continue without long product lead times.

### **Minority/Women’s Business Enterprise (MWBE)**

The Minority/Women’s Business Enterprise (MWBE) program is a state required initiative to level the playing field for qualified minority/women owned businesses in the state.

We set our MWBE participation target to meet the state mandated goal of 30%. Our MWBE participation rate for the prior three years was 30%, 35% and 32%.

In addition to current contracts with MWBE firms, the following contracts were issued that to MWBE contractors during 2022:

- Bus Schedule Printing (WBE)
- Snow Plowing (WBE)
- BRT Expansion Study (WBE)

### **Service-Disabled Veteran Owned Business (SDVOB)**

The Service-Disabled Veteran Owned Business (SDVOB) program is a state required initiative to foster business opportunities between state agencies and authorities and Service-Disabled Veterans.

We have an ambitious state mandated utilization goal of 6% for this program with 1,000 certified firms in the directory.

As the number of firms increase, CDTA will be able to improve its utilization. The past year participation was 4%, which was the same as 2021. Previous participation was never higher than 1%.

Contracts and purchases from SDVOB during 2022:

- Facilities Equipment & Supplies
- Print & Copy Services
- Office Supplies
- Subcontracting on several construction contracts

### **Recommendation**

There are no recommended changes to these programs.

Copy: Chief Executive Officer  
Vice President of Finance & Administration

**Surplus Sales Summary**

Part/Bus/Tag #	Description	Mileage/Serial #	Sold To	Amount	Date
4010H	Gillig Hybrid Transit Coach 2007	555,544.00	RANJIT Singh	\$2,050.00	3/18/2022
4026H	Gillig Hybrid Transit Coach 2008	539,133.00	scrap	\$3,437.10	5/19/2022
	Floor Scrubbers		scrap	\$561.50	6/13/2022
A117	Ford Explorer AWD 2014	156,682.00	scrap	\$459.90	8/15/2022
4009H	Gillig Hybrid Transit Coach 2007	526,257.00	scrap	\$2,476.80	9/9/2022
4013H	Gillig Hybrid Transit Coach 2007	562,461.00	Luis Chirinos	\$2,275.00	10/12/2022
4036H	Gillig Hybrid Transit Coach 2009	506,237.00	scrap	\$2,408.70	10/26/2022
4016H	Gillig Hybrid Transit Coach 2008	643,754.00	scrap	\$2,440.20	10/27/2022
261	Ford E-350 2016	251,297.00	Mark Ilacqua	\$1,901.72	11/2/2022
262	Ford E-350 2016	232,631.00	Mark Ilacqua	\$3,491.24	11/2/2022
263	Ford 2016 Shuttle Bus	217,336.00	scrap	\$834.10	7/12/2022
326H	Gillig Hybrid Transit Coach 2009	216,795.00	scrap	\$2,375.10	12/20/2022
4014H	Gillig Hybrid Transit Coach 2008	632,204.00	scrap	\$2,387.70	12/22/2022
4017H	Gillig Hybrid Transit Coach 2008	664,669.00	scrap	\$2,404.50	12/8/2022
4019H	Gillig Hybrid Transit Coach 2008	677,835.00	scrap	\$2,440.20	12/8/2022
4051H	Gillig Hybrid Transit Coach 2010	491,597.00	scrap	\$2,406.60	12/7/2022
1101	Ford Trolley	135,115.00	donation to Albany FD	\$0.00	12/22/2022
4028H	Gillig Hybrid Transit Coach 2009	608650.00	scrap	\$2,457.00	12/15/2022
A115	Ford Explorer AWD 2014	177933.00	scrap	\$493.50	12/15/2022
			<b>TOTAL</b>	<b>\$37,301</b>	

**Items Disposed of at Authority's Expense:**

Item Description	Item Location	Disposal dated	Item Description	Item Location	Disposal dated
HP Elitebook 850 G6	IT Inventory	3/24/2022	HP EliteDesk 800 G5	IT Inventory	11/22/2022
HP Elitebook 850 G6	IT Inventory	3/24/2022	HP EliteDesk 800 G2	IT Inventory	11/22/2022
HP Elitebook 850 G5	IT Inventory	3/24/2022	HP Compq 8100 Elite SFF	IT Inventory	11/22/2022
HP Elitebook 850 G5	IT Inventory	3/24/2022	HP EliteDesk 800 G5	IT Inventory	11/22/2022
HP Z230 Tower Workstation	IT Inventory	3/24/2022	HP EliteDesk 800 G5	IT Inventory	11/22/2022
HP EliteDesk 800 G4	IT Inventory	3/24/2022	HP Z440	IT Inventory	11/22/2022
HP EliteDesk 800 G5	IT Inventory	3/24/2022	HP Probook 6475b	IT Inventory	11/22/2022
HP EliteDesk 800 G2	IT Inventory	3/24/2022	Dell Latitude E6430	IT Inventory	11/22/2022
HP EliteDesk 800 G2	IT Inventory	3/24/2022	HP Probook	IT Inventory	11/22/2022
HP EliteDesk 800 G1	IT Inventory	3/24/2022	HP Elitebook 840 G6	IT Inventory	11/22/2022
HP EliteDesk 800 G5	IT Inventory	3/24/2022	HP Elitebook 840 G2	IT Inventory	11/22/2022
HP Probook 6460b	IT Inventory	3/24/2022	HP Probook 6470b	IT Inventory	11/22/2022
HP Elitebook 8730w	IT Inventory	3/24/2022	HP Probook 640 G3	IT Inventory	11/22/2022
LaserFax 4100e	IT Inventory	3/24/2022	HP Elitebook 840 G5	IT Inventory	11/22/2022
HP LaserJet M601	IT Inventory	3/24/2022	HP Elitebook 840 G7	IT Inventory	11/22/2022
Samsung UltraWide Monitor	IT Inventory	3/24/2022	HP Zbook 17 G5	IT Inventory	11/22/2022
HP Compaw LA2006x Monitor	IT Inventory	3/24/2022	HP EliteDesk 800 G2 Mini	IT Inventory	11/22/2022
Apple MacBook Air	IT Inventory	3/24/2022	HP EliteDesk 800 G2 Mini	IT Inventory	11/22/2022
HP Zbook 17 G2	IT Inventory	3/24/2022	HP Elitedesk 800 G3 Mini	IT Inventory	11/22/2022
StealthTouch Touch screen	IT Inventory	3/24/2022	Fortinet Fortigate 100 D Firewall	IT Inventory	11/22/2022
HP EliteDesk 800 G4	IT Inventory	3/24/2022	HP LaserJet P2055dn	IT Inventory	11/22/2022
HP LaserJet P2015	IT Inventory	3/24/2022	HP LaserJet P3015	IT Inventory	11/22/2022
Epson Stylus C88+	IT Inventory	3/24/2022	HP LaserJet 4350N	IT Inventory	11/22/2022
Avaya 5410 phone	IT Inventory	3/24/2022	2x Amano Fee Computers	IT Inventory	11/22/2022
Avaya 5410 phone	IT Inventory	3/24/2022	TechGloabal Screen	IT Inventory	11/22/2022
AudioCodes C450HD	IT Inventory	3/24/2022	TechGloabal Screen	IT Inventory	11/22/2022
AudioCodes C450HD	IT Inventory	3/24/2022		IT Inventory	11/22/2022
HP EliteDesk G4 Mini	IT Inventory	3/24/2022	13x AudioCodes 450 ip phones	IT Inventory	11/22/2022
Hp Probook 650 G2	IT Inventory	3/24/2022	HP Elitedeskk 840 G3	IT Inventory	11/22/2022
APC Battery Replacement	IT Inventory	3/24/2022	Hp 1960 Monitor	IT Inventory	11/22/2022
5 Seagate Hardrives	IT Inventory	3/24/2022	Hp 1960 Monitor	IT Inventory	11/22/2022
Powershot Camera	IT Inventory	3/24/2022	Cannon FrontScan 220	IT Inventory	11/22/2022
HD PVR 2	IT Inventory	3/24/2022	2x APC UPS	IT Inventory	11/22/2022
HD PVR 3	IT Inventory	3/24/2022	Cisco Meraki MR66	IT Inventory	11/22/2022
HP LaserJet Printer	IT Inventory	3/24/2022	4x HP Thunderbolt Laptop Docks	IT Inventory	11/22/2022
AudioCodes C450HD	IT Inventory	3/24/2022	10X mobil eto bluetooth handsets	IT Inventory	11/22/2022
7 Credit Card Readers	IT Inventory	3/24/2022	HP Proliant 460 Gen8 Blade	IT Inventory	11/22/2022
Planar Monitor	IT Inventory	3/24/2022	HP Proliant 460 Gen8 Blade	IT Inventory	11/22/2022
HP compact monitor	IT Inventory	3/24/2022	HP Proliant 460 Gen8 Blade	IT Inventory	11/22/2022
			5x Samsung Tablet	IT Inventory	11/22/2022
			7x HP Keyboards	IT Inventory	11/22/2022
			Whirlpool Dehumidifyer	IT Inventory	11/22/2022



## Memorandum

January 25, 2023

To: Chairman of the Board  
Board Members

From: Chief Executive Officer

Subject: CEO Report for January

### Overview

As we start the new year, we begin 2023 from a position of strength and confidence. This comes from the work of CDTA employees, whose collective efforts have built a system that is now the region's mobility manager. Twenty years ago, the tag of "mobility manager" would not have been believable, but today it is, and it is what people think of when they see the CDTA logo. Our brand is synonymous with success, community, and innovation. We are a key partner in the community and economic development. We have raised the bar of success for ourselves and for others throughout New York State. I am proud of what we have accomplished, and I am grateful to the CDTA family for the work that they do.

Our mission statement is broad and encompassing. So too is the work we do and the services we offer. Appropriately, we are introducing a thoughtful performance dashboard that highlights new metrics to measure success. However, through our story of innovation and change, the core measurement of success will always be led by ridership, and it is there that CDTA is performing better than most. Spurred by a network that emphasizes frequency, 40 miles of Bus Rapid Transit, Universal Access partnerships, and a menu of new mobility products, ridership continues to increase, separating us from the transit pack. With another great month in December, total ridership for the first nine months of the fiscal year is 10.2 million, which is almost 90% of what it was before the pandemic grinded us to a stop.

It was with great pride that I joined board members, employees, and members of our community to unveil *DRIVE* earlier this month. *DRIVE*, our regional carshare program, is the most recent addition to our mobility menu, and it connects people in a new way. It's a program that is available at affordable rates at locations throughout Albany County. *DRIVE* uses electric cars to provide customers with on-demand conveniences and the ultimate in travel flexibility. Cars are available at hourly and daily rates to save time and money on automobile ownership. Our plan is to add cars and expand the program throughout our service area and incorporate partnership arrangements to our Universal Access program. This is another example of CDTA innovation.

We are now officially in budget and advocacy season. Our staff has begun to assemble the organization budget for fiscal year 2023-2024, which begins on April 1. We build our budget from the ground up with every department involved, expressing their needs and explanation of programs, which include details about resources required to get there. This bottom-up approach gathers input from all parts of the organization. This is assembled, reviewed, and brought to consensus. Once the work we want to do and the resources required to do it, are agreed on, staff assembles a budget plan for consideration. Revenue sources are evaluated in the same manner as

we work towards a balanced budget plan. There will be several budget touch points with the Strategic and Operational Planning committee.

As our budget preparation begins, we await the release of Governor Hochul's Executive Budget Request. The EBR outlines the Governor's proposed spending for programs and services. For CDTA and other upstate transit systems, details about the State Operating Assistance Account are the most interesting parts of the EBR. The EBR will be released on February 1. We have begun our advocacy efforts, which focus on the work we are doing, growth opportunities that we have at CDTA, and the need for additional resources and support. We continue to point out the things that set us apart from others – most notably our creativity and innovation, which has community leaders asking us to do more and to expand our reach. Our outreach work is coordinated with the New York Public Transit Association's statewide efforts. This will be a primary work task for the next few months, and we will provide updates at the Board Operations committee meetings.

As we discussed at the Strategic and Operational Planning committee meeting, we have completed an assessment of our facilities, their condition, and improvements necessary to keep them operating at a high level. Our staff is developing appropriate plans to catalog required repairs and upgrades. With our operating facilities all more than 50 years old, we need to think ahead and decide a course of action to accommodate anticipated growth, the requirements of technology, and the needs of our employees. I am thankful to our Board of Directors, whose vision and creativity sets them apart from others – the creation of an ad-hoc committee to guide site selection for a new facility will jump start this process and move us along on this very important initiative.

We continue to work towards a merger with the Greater Glens Falls Transit system. During the past six weeks, we have met with GGFT employees to talk about the work they do and their role in any merger. We are also meeting with elected officials in the city and county to answer questions and get their support for this initiative. At the same time, we are assessing the condition of GGFT vehicles, facilities, and their service operation to ensure a smooth transition. We expect the Warren County Board of Supervisors to consider the merger and an action to join the Authority soon.

Our staff is developing an outreach and communication plan to outline the new parking rate structure at Rensselaer Rail Station. This action was planned for April 2020, but the pandemic rightfully delayed it. As a result, the rates we charge for parking are far below comparable facilities. Parking revenue supports the capital plan for Rensselaer Rail Station, providing a fund source to keep-up with maintenance and repairs at this now 20-year-old facility.

Our Human Resource report includes non-stop recruitment, the start of a new bus operator class last week (12 people), and the continuation of our Diversity, Equity and Inclusion efforts. A workplace assessment is underway under the direction of Tangible Development, and this will continue with surveys and focus groups over the next month or two. Our COVID update for the last several weeks has been encouraging, as positive cases have slowed down a bit. With new variants being reported, we are not resting on a short-term slowdown. Such is our new reality as the pandemic continues.

## Performance Measures

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

Our financial reports reflect the solid condition of the company and our ability to recover and grow throughout the pandemic. Our revenue continues to exceed expenses as our programs and services meet the needs of our customers, partners and communities.

CDTA success is driven by strong revenue sources and a commitment to innovation, ingenuity and controlled risk. We direct spending towards services and programs that provide value to our customers and partners throughout the region. This approach provides for growth opportunities and new business models that we develop and foster. Our employees have embraced this, and they work to support our community positioning.

After a slight slowdown in November, receipts from the Mortgage Recording Tax rebounded and continue to outperform expectations. The same is true for customer revenue, which was over budget expectations in December. Revenue from the facilities line is also well ahead of budget as people travel by train and use Rensselaer Rail Station and its facilities.

Total revenue in December was 45% ahead of budget; year to date, we are 29% ahead of budget. MRT was \$1.4 million in December, 31% over budget; year-to-date, MRT is 31% ahead of budget. Customer revenue was \$1.7 million in December, 40% over budget; year to date, revenue from customers is 24% ahead of budget. Facility revenue was \$301,000 in December, 88% over budget; year to date, facility revenue is 44% ahead of budget.

Total expenses in December were 2.5% over budget; year to date, we are 5% under budget. Wages totaled \$5 million in December, 4.5% over budget; year to date, the wage line is almost 4% under budget. The wage line was over budget mostly because of the holidays and associated vacation allotments and payouts. Most other expense lines were within budget expectations. The cost for health benefits continues to be lower than expected, due to headcounts being below budgeted levels. However, the price we pay for health care premiums is up and if we add employees into the organization with higher retention rates, this budget line will increase.

Total ridership in December was 1.1 million, 14% more than last December; year-to-date ridership is 10.2 million. We are close to 90% of where we were before the pandemic began. STAR ridership totaled 27,300 in December, 7% more than last December. NX ridership was 11% more than last December. There were 8,100 *FLEX* rides in December.

We missed 315 trips on the fixed route system; last December, we missed 474 trips. Notable improvement with more work to do. There were 35 accidents in December with 24 categorized as preventable. All preventive maintenance inspections were completed on time. Scheduled maintenance work was at 83%. On time performance for fixed route service was at 72%. STAR service operated within our 10-minute scheduling window 77% of the time. There were 10,800 calls to the STAR reservation center.

Our call center processed 181 comments compared to 246 last December. There were 57 comments about STAR; last December, there were 49 comments. Response time to close customer inquiries within 10 days was 73%. There were 720,000 page views at [www.cdfa.org](http://www.cdfa.org).

## Activity Report

As we begin a new year, our outreach activities will move faster, and everyone's calendar will fill quickly with activities to highlight CDTA. This is a core pillar of our work to make the company bigger and stronger.

- On Thursday, January 5, Mike Collins and I traveled to the Greater Glens Falls Transit headquarters to meet with their employees and talk about a merger with CDTA. We are meeting with employees to talk about the merger, emphasizing their significant role in this work. These discussions are going well.
- On Friday, January 6, I was proud to host an event to officially start our electric car share program, which we call *DRIVE*. We were joined by elected officials and partners to unveil the newest addition to our mobility line-up. Lots of excitement and about this program that will offer new options for people to move around the region. Great to have Jayme Lahut, Dan Lynch, Joe Spairana and Pat Lance with us for the announcement.
- On Monday, January 9, I met with Joe Calabrese to talk about Bus Rapid Transit. Joe is retired after serving as CEO of the Cleveland and Syracuse transit systems; he is a consultant who focuses on the development of BRT. Joe and I talk regularly about the work we do and the benefits of BRT.
- On Monday, January 9, I joined NYPTA executive committee members in a meeting with Rick Rodgers, chief of staff for Senator Tim Kennedy. We talked about the work we are doing to attract customers and our need to continue expanding services and mobility options. More discussions to come over the next month or two.
- On Tuesday, January 10, I met with Andrew Mangini from the Martin Group. We talked about advocacy and community outreach. We use the Martin Group for communications and outreach consulting. Timely discussions as we approach budget season.
- On Tuesday, January 10, I enjoyed lunch with LaRhonda Donley, Dexter Hasberry, Gary Guy and Jaime Kazlo. LaRhonda recently retired from CDTA after 35 years of service (Dexter is a recent retiree). Lots of stories about CDTA and CDTA moments.
- On Wednesday, January 11, I chaired a meeting of the United Way executive committee. We discussed the agency finances, real estate matters and plans for distributing funds to not-for-profit agencies over the next year or so.
- On Wednesday, January 11, Lisa Marrello and I met with Senator Neil Breslin, and Assemblymembers John McDonald and Pat Fahy. We talked about the work that CDTA is doing and the services and programs we are looking to introduce. These three members are very familiar with us, and we traditionally meet with them to kick off advocacy season. We will have more discussions in the coming weeks.
- On Wednesday, January 11, I attended a ZOOM meeting of the APTA Racial Equity Commitment pilot group. REC is a two-year pilot program that will provide a roadmap for APTA members to advance racial equity initiatives. Lauren Schauer from our HR staff attends these meetings and is actively involved in this work.

- On Tuesday, January 17, I met with our newest class of operators as 12 people joined the CDTA ranks, beginning their training program to be bus operators. We talked about the work we do at CDTA and the opportunities we offer to employees. They should be ready for service by late February.
- On Tuesday, January 17, I met Morgan Galvin who started work in our Human Resource department. Morgan comes to us from Hannaford Supermarkets; she is working on employee and retiree benefit programs.
- On Tuesday, January 17, I visited Ben Williams at the Connect Center in Cohoes. Ben leads the work at the center, providing young people with connections to educational opportunities. The Center is housed in the former St. Agnes Church, and we talked about ways that we can work together to connect the center to Cohoes and the Capital Region.
- On Tuesday, January 17, I attended a meeting of the Albany County Climate Resiliency working group. The county is completing work on a resiliency plan, which will include proposals that involve CDTA and the work that we do.
- On Wednesday, January 18, Jaime Kazlo and I attended Colonie Supervisor Peter Crummey's State of the Town presentation at the Century House. The state of the town is a Capital Region Chamber event, and it was attended by more than 200 business and community leaders.
- On Wednesday, January 18, I attended a meeting of the CBA Board of Trustees. We reviewed the budget for the coming year and set tuition rates for the 2023-24 school year. We also received updates on student enrollment and plans for a new indoor athletic facility, which will open in the spring.
- On Thursday, January 19, Mike Collins and I met with representatives from the Day Two company. Day Two provides a predictive tool for people with diabetes. We are talking about a pilot program for our employees. Close to 20% of CDTA employees suffer with Type 2 diabetes and we would like to introduce ways to help them manage the disease and the issues associated with it.
- On Friday, January 20, I met with David Frazier and James Cox from the Routing Company. TRC is a mobility company that has on demand applications and software programs that connect people, transit and communities. David formerly worked in the New York State senate on transportation matters.
- On Tuesday, January 24, we held an Authority staff meeting, bringing together nearly 90 management employees. We get everyone up to speed on the things going on at CDTA and the projects that we are involved in to make the company better.
- On Tuesday, January 24, the NYPTA executive committee met to discuss our upcoming lobby day and associated activities. With many state legislators still meeting virtually, we are adjusting our schedules accordingly.
- On Tuesday, January 24, I spoke with a Spectrum news reporter about *DRIVE*, our new carshare program. Emily DeVito set this up and provided background information/

- On Tuesday, January 24, Lisa Marrello and I met with Assemblymember Phil Steck. We talked about the work we are doing to expand our menu of mobility options.
- Earlier this morning, I met with John Tozzi and Ed Woods from Creighton Manning Engineers. We partner with CME for many of our projects, most notably the development of our 40 miles of Bus Rapid Transit. I have known John and Ed for many years, and we get together periodically to ensure that our relationship is solid and productive.

### **Final Thoughts**

January is the month where we set the tone for the year and advance the mission of our company. We are fortunate to have a full plate of activities with projects and services to be developed that will make CDTA even more attractive to the people who live and work in the Capital Region. This air of creativity, innovation and ingenuity is what makes working at CDTA exciting and rewarding. We look forward to moving through 2023 with optimism and confidence that the best is still yet to come.

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