

Board of Directors Monthly Meeting

**Wednesday, March 29, 2023 | 12:00pm
Board Room at 110 Watervliet Ave.**

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, March 29, 2023 | 12:00pm | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, February 22, 2023		3
Committee Reports: (Action Items Listed)		
Board Operations Committee (3/15/23)	Jayne Lahut	
Performance Monitoring/Audit Committee (3/22/23)	Denise Figueroa	
<ul style="list-style-type: none"> • Resolution 08 - Approve Updates to Procurement Manual 		8
Community & Stakeholder Relations Committee (3/23/23)	Jackie Falotico	
Strategic & Operational Planning Committee (3/23/23)	Mike Criscione	
<ul style="list-style-type: none"> • Resolution 09 – Approve FY 2024 Budget & Capital Plan 		10
Chief Executive Officer’s Report*	Carm Basile	15
Board Member Comments	Everyone	
Informational Discussion		
DEI Update	Tangible Development	
Upcoming Meetings		
Wednesday, April 26, 2023 at 12:00pm in the Board Room at 110 Watervliet Ave		
Adjourn		

**Additional Materials will be attached separately and/or emailed before the meeting.*

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

MINUTES OF WEDNESDAY, FEBRUARY 22, 2023 BOARD MEETING

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

OTHERS PRESENT

Carmino N. Basile, Chief Executive Officer
Amanda Avery, General Counsel
Mike Colins, VP Finance & Administration
Chris Desany, VP Planning & Infrastructure
Lance Zarcone, VP Operations
David Williams, Director of Maintenance
Gary Guy, Director of Transportation
Jack Grogan, Director of Risk Management
Jeremy Smith, Director of Facilities
Sarah Matrose, Internal Auditor

Kelli Schreivogl, Director of Human Resources
Stacy Sansky, Director of Procurement
Thomas Guggisberg, Director of IT
Patricia Cooper, Director of Finance
Jonathan Scherzer, Director of Business Dev.
Ethan Warren, Senior Planner
Emily DeVito, Communications Manager
Joe Landy, Troy Superintendent
Vanessa Fox, Executive Assistant

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

APPROVAL OF THE JANUARY 25, 2023 BOARD MEETING MINUTES

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

RECOGNITIONS

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

- 20 Years - Eileen Iannone, Accounting Assistant
- 20 Years - Robin Lansing, Troy Operator
- 30 Years - Barry Rosebeck, STAR Operator
- 30 Years - Julio Feliciano, Albany Operator

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Operations Committee met on Wednesday, February 8, 2023 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- We reviewed the agendas and activity for our February meetings.
- Lisa Marrello provided an update on legislative outreach. The issue on the table is State Operating Assistance. The Governor's EBR proposes a 7% increase, and our state association has countered with an additional allocation request.

- We will continue to meet with legislators, staff and state agencies to share our message and discuss ways that the STOA program can be fortified.
- Mike Collins gave an update on the Retention/Bonus Pilot. It has helped with recruitment, but it has not had much of an impact on absenteeism. We plan to redevelop the program into a Quarterly Bonus Pilot. This impacts all unionized employees.
- Our governance model centers around active participation by board members, managed committees and good relationships between board and staff. It calls for appropriate rotation of members between committees and chair positions. Because of the active nature of the governance work, members are encouraged to develop knowledge and company skill.
- I am asking everyone to think about their work on the board and committees and to let me and Carm know what committee you would like to serve on in the coming year and if you would like to chair a committee or serve as a board officer. We want to have all board roles in place by the April meeting, ask that you get us this information by March 3.
- The next meeting of the committee is scheduled for Wednesday, March 15, 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, February 15, 2023 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 03 - 2023 – Approve Contract for Transit Development Plan Consulting Services

- The Transit Development Plan is due to be refreshed. The TDP guides our work to develop our service network, and how new service opportunities can be advanced. A request for proposals was issued and five firms responded. Staff recommends an award to Foursquare as the most qualified firm for this work.
- The Authority hereby approves a three-year contract with two one-year options to Foursquare Integrated Transportation Planning of Washington, DC for an amount not to exceed \$1,245,606.

Motion – Mr. Spairana

Seconded – Mr. Criscione

Carried Unanimously

Resolution No. 04 – 2023 – Approve Contract for Website Support Services

- Our contract with Navisite for Web Support Services is about to expire, and a new agreement is required. This includes maintenance support services, design changes and content management administration. To ensure continuity of operations, staff recommends a sole source award to Navisite.
- The Authority hereby approves a one-year contract with four one-year renewals to Navisite LLC of Andover, MA for an amount not to exceed \$634,211.

Motion – Ms. Figueroa

Seconded – Mr. Lynch

Carried Unanimously

Resolution No. 05 – 2023 – Approve Contract for Purchase of Fuel

- Our contract for diesel fuel expires in May. We've had considerable discussions about fuel because of its volatility, high prices and the impact it has on our budget. The prices we receive from our supplier Mirabito fell by .45 cents per gallon from its average price, and we decided to purchase seven months of fuel through December 2023.
- The Authority hereby approves a seven-month contract for diesel fuel to take effect on June 1, 2023 to Mirabito Energy Products of Binghamton, NY for an expected value of \$3,903,540.

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

Resolution No. 06 – 2023 – Approve Acceptance of State Funding

- New York State Department of Transportation requires a board resolution to accept state funding for reimbursable expenses. This is capital funding through the Accelerated Transit Capital Program and the Modernization and Enhancement Program; most of this is for bus purchases.
- The Authority hereby approves a to execute an agreement with NYSDOT to accept \$9,576,883 in funding.

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

Administrative Discussion Items

- Mike Collins gave the Monthly Management Report. MRT was under budget for the first time in three years but is 26% over budget for the year. Year to date, customer fare revenue is 27% over budget and RRS revenue is 45% over budget. Wages were over budget this month, but for the year, wages remain 3% under budget; Workers' Compensation is 26% 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 35% for the month, and 20% for the year; STAR ridership is up 19% for the month and 14% for the year; Fixed route on-time performance was 75%; STAR on-time performance was 81%. Missed trips have trended down to 107 this month, but headcount issues remain a concern. There were 16 preventable accidents, and 22 non-preventable accidents. The absenteeism report shows that 10.4% of workdays were not worked.
- Next meeting of the Committee is scheduled for Wednesday, March 22, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Mike Criscione

- The Community and Stakeholder Relations Committee met on Thursday, February 16, 2023 at 11:15 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Carm Basile provided a summary of advocacy efforts for the 2023 legislative season. Meetings with legislators at both the local and state level are underway. Our message of growth and expansion is a central theme of our conversations.

- Jon Scherzer provided an update on our customer research work that is being done by our consulting firm TransPro. Our first customer survey was conducted in June 2022. The second phase of research was done in January with more than 400 surveys completed by customers. Customers ranked on-time performance, travel time, frequency and fare pricing as most important to them. A new performance dashboard will be rolled out by the company to measure more than just ridership and on time performance. The dashboard will incorporate overall impact on communities served.
- Looking ahead four additional surveys will be conducted with a focus on community value, workforce, customer experience and paratransit services.
- Jaime Kazlo provided the monthly community engagement and media report. Last month, CDTA earned 15 media placements in television, newspaper, and radio. Stories focused on CDTA's new car share program, DRIVE, new service into Voorheesville, progress on the Purple Line BRT, and possible expansion into Warren County. Looking ahead CDTA will hold its annual State of CDTA on Thursday, March 2 and celebrate Transit Worker Appreciation Day on March 18.
- Next meeting of the Committee will be on Thursday, March 23, 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, February 16, 2023 at 12:00 am via Microsoft Teams and at 110 Watervliet Avenue.

Consent Agenda Items

Resolution No. 07 – 2023 – Approve Adoption of the Title VI Program

- Chris Desany and Ethan Warren gave an update on the Title VI Program. This program is designed to ensure equity when we make major service and operational decisions. We seek to safeguard that service is provided in a nondiscriminatory manner, public participation is accessible to all demographics, and meaningful access to transit-related programs and activities are granted to persons with limited English proficiency.
- The Program includes general requirements, a report of investigations, service monitoring standards, definitions, a public participation plan, and a limited English proficiency plan. As a federal funding recipient and as a matter of good practice, we comply with Title VI regulations and are required to re-submit our Title VI Program every three years.
- The Authority hereby approves updates to the Titel VI Program.

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

Budget Development Update

- Mike Collins gave an update on the development of the FY24 budget. The composite budget was attached. Our current position is good, and we expect to finish the year ahead of projections.

- Since submitting our preliminary budget in December, we have increased customer revenue projections to \$18 million. We increased our Rensselaer Rail Station revenue by \$1.1 million based on new rates. We are also planning a 7.1% increase in STOA as per the Governor’s budget.
- We repositioned the wage line to reflect modest increases for employees, including additional bus operator and maintenance positions for the new Purple Line BRT. We also reduced health insurance projections by \$1.1 million.
- Maintenance services increased by \$900,000 due to expiring grant-funded warranties for IT services; and we increased the purchased transportation line by \$1.4 million due to additional outsourcing.
- Our budget deficit is now just over \$300,000 with a clear path forward to provide a balanced budget for review and approval in March.
- Next meeting of the Committee will be on Thursday, March 23, 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 February 2023.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, March 29, 2023 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 1:05 PM

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

Respectfully submitted,

Joseph Spairana, Jr., Secretary

Dated: February 22, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 08 - 2023**

Approve Procurement Manual

WHEREAS, the Capital District Transportation Authority (“Authority”) is a New York State Public Authority whose members are appointed by the governor of the State of New York; and

WHEREAS, the Public Authorities Law of the State of New York, section 2879, requires that Authority adopt and annually approve by resolution, comprehensive guidelines detailing the operative policy and instructions regarding the use, awarding, monitoring and reporting of procurement contracts for the purchase of goods and services; and

WHEREAS, the Authority’s Procurement Manual has undergone annual review, with only minor changes recommended at this time, and

WHEREAS, the Authority’s Procurement Manual, as revised, has been found to conform to both the needs of the Authority and the requirements set forth in the Public Authorities Law, and

WHEREAS, after discussion, the Authority now recommends the approval of the revised Procurement Manual, as attached hereto.

NOW THEREFORE BE IT RESOLVED:

1. The CDTA Procurement Manual, dated Marh 22, 2023 is approved and adopted.
2. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 29th day of March, 2023.

Dated: March 29, 2023

Joseph Spairana, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Review and approval of revised CDTA Procurement Manual

Committee: Performance Monitoring/Audit

Meeting Date: March 22, 2023

Objective of Purchase or Service:

The New York Public Authorities Law section 2879 requires that public authorities annually review their procurement guidelines.

Summary of Staff Proposal:

The Procurement Manual is utilized by staff, subsidiary employees, sub-grantees, and contractors in procuring goods and services necessary to advance the CDTA mission.

The Procurement Manual is reviewed annually by General Counsel, Internal Audit, Finance and Procurement staff. The recommended changes to Board approval thresholds are outlined below:

Current Language	Proposed Language
Authorize all contracts in excess of \$150,000 or those that are Single Bid or Sole Source award that exceed \$50,000.	Authorize all contracts in excess of \$200,000 or those that are Single Bid or Sole Source awards that exceed \$50,000.
Authorize all contracts to be awarded to other than the low bidder in excess of \$25,000.	No change recommended.
Authorize all contracts that are a result of a Request for Proposal or Invitation for Bids where the reasonably anticipated value of the contract is expected to exceed \$150,000.	Authorize all contracts that are a result of a Request for Proposal or Invitation for Bids where the reasonably anticipated value of the contract is expected to exceed \$200,000 .
Approval of cumulative (sum total) set of change orders that exceeds 20% of the original contract value or \$100,000-whichever is greater.	Approval of cumulative (sum total) set of change orders that exceeds 20% of the original contract value or \$150,000- whichever is greater.
For contracts valued below \$150,000, the Board will approve any cumulative (sum total) set of change orders that pushes a contract's value over \$150,000.	For contracts valued below \$200,000 , the Board will approve any cumulative (sum total) set of change orders that pushes a contract's value over \$200,000 .
Annual review and approval of procurement guidelines and supporting procedures.	No change recommended.
Review all Sole Source awards under \$25,000.	No change recommended.

Financial Summary/Cost:

No impact

Proposed Action:

I am recommending the adoption of the revised Board approval thresholds outlined above.

Manager:

Stacy Sansky, Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 09 - 2023**

Approve Operating and Capital Budget for FY2024

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

WHEREAS, the proposed FY2024 Budget for the Capital District Transportation Authority provides for an Operating Budget of \$126,020,418 and a 5-year Capital Plan of \$274,828,798; and

WHEREAS, said proposed FY2024 Operating Budget and 5-Year Capital Plan have been presented and reviewed; and

WHEREAS, the adoption of the proposed FY2024 Operating Budget and 5-Year Capital Plan has been recommended by the CDTA Strategic & Operational Planning Committee;

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves and adopts an Operating Budget of \$126,020,418 for FY2024, a copy of which is attached to and made part of this resolution.
2. The Authority hereby approves and adopts a 5-year Capital Plan of \$274,828,798 for FY2024-2028, a copy of which is attached to and made part of this resolution.
3. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 29th day of March, 2023

Dated: March 29, 2023

Joseph Spairana, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: FY2024 Operating Budget and Five-Year Capital Plan
Committee: Strategic and Operational Planning Committee
Meeting Date: March 23, 2023

Objective of Purchase or Service:

Develop a balanced FY2024 Operating Budget and Five-Year Capital Plan.

Summary of Staff Proposal:

The proposed operating plan is balanced at \$126 million based on our revenue and expense assumptions. The five-year capital plan provides a vision of projects and opportunities, including a new facility on the west side of our service network.

The plan includes the addition of a third BRT (Purple Line) that will connect downtown Albany, the University of Albany and Crossgates Mall. It also includes the Gateway Mobility Hub in Schenectady and plans for several others throughout our network. Our budget plan builds on a strong financial foundation to expand our network of services throughout the region.

Revenue

Operating revenue continues to improve with customer revenue leading the way. Highlights of what we expect from revenue includes:

- Customer revenue is up, in part due to our Universal Access program and marketing efforts to develop more relationships. We project to increase this line by \$4.3 million, a 30% increase.
- Revenue at Rensselaer Rail Station is improving. Amtrak customers are using our parking facilities; leases are restored; and we will implement new parking rates on April 3, 2023. We project \$1.1 million in new revenue this year.
- We have budgeted a 7.1% increase in State Operating Assistance based on the Governor's Executive Budget. There is a chance the final number may increase based on one house bills in the Senate and Assembly.

Expenses

About 70% of our expenses are directed towards employees who operate and maintain equipment for our customers. Highlights include:

- A 4.1% increase in wages to accommodate our Purple Line BRT service that will start this fall. The line also includes a modest increase in employee wages.
- The health insurance line will increase by nearly 6% based on premium renewals. We will spend \$13 million on employee health insurance.

- We are adjusting Professional Services by moving carshare, bikeshare, and marketing services to the operating budget. This is a \$1.4 million increase with a corresponding decrease to the capital plan.
- Purchased Transportation is projected to increase by 16%. Most of this covers paratransit services; it also includes express Northway and Thruway Express services.
- Fuel costs will increase by 30%. Current and future conditions remain unclear, so pricing remains elevated. The budget increase is \$1.8 million.
- Other increases include maintenance services related to IT support and increases to categories like utilities and parts.

Capital Plan

The first year of our Capital Plan includes construction of the Gateway Mobility Hub; upgraded shelters and improvements on the BRT Red Line; and a new parking information system at RRS.

Thanks to funding from our LOWNO grant we will construct infrastructure to increase charging capacity at 110 Watervliet Avenue. The grant also includes funding for electric buses; and workforce development to provide training for employees to maintain buses and facilities. The capital plan also includes fleet replacements that total \$20 million (40' foot buses, STAR buses, and *FLEX* vehicles).

The capital plan is a forecast, it is not fully funded in years two through five, and not all projects will be funded.

Proposed Action:

Staff recommends that the committee advance to the board our FY2024 Operating Plan of \$126,020,418 and the five year Capital Plan, which totals \$274,828,798.

Manager:

Mike Collins, VP of Finance & Administration

Notes:

The staff will provide a PowerPoint presentation to support the budget recommendation.

Capital District Transportation Authority
FY2024 Operating Budget
March 23, 2023

Revenue Item	FY2023 Budget	Budget to Budget Change	FY2024 Budget	% change
Mortgage Tax	\$12,550,000	\$0	\$12,550,000	0.0%
Customer Revenue	\$14,568,999	\$4,355,457	\$18,924,456	29.9%
Advertising	\$1,392,500	\$328,327	\$1,720,827	23.6%
RRS and Facilities Income	\$1,912,908	\$1,100,000	\$3,012,908	57.5%
Other	\$158,500	\$0	\$158,500	0.0%
Federal Assistance	\$29,905,923	\$0	\$29,905,923	0.0%
State Operating Assistance	\$51,636,600	\$3,666,197	\$55,302,797	7.1%
State Operating Assistance - NX	\$400,000	\$0	\$400,000	0.0%
County Assistance	\$1,917,001	\$0	\$1,917,001	0.0%
Grants	\$1,805,786	\$322,220	\$2,128,006	17.8%
Total Revenue	\$116,248,217	\$9,772,201	\$126,020,418	8.4%
Expense Item	FY2023 Budget	Budget to Budget Change	FY2024 Budget	% change
Wages	\$57,546,254	\$2,366,505	\$59,912,759	4.1%
FICA	\$3,962,750	\$241,154	\$4,203,904	6.1%
Health Benefits	\$12,050,871	\$700,000	\$12,750,871	5.8%
Workers' Comp	\$2,986,718	\$0	\$2,986,718	0.0%
Other Benefits	\$4,865,487	\$0	\$4,865,487	0.0%
Professional Services	\$4,709,745	\$1,415,417	\$6,125,162	30.1%
Materials and Supplies	\$1,994,023	\$0	\$1,994,023	0.0%
Miscellaneous	\$786,853	\$188,000	\$974,853	23.9%
Maintenance Services	\$3,365,258	\$906,546	\$4,271,804	26.9%
Purchased Transportation	\$9,343,094	\$1,522,901	\$10,865,995	16.3%
Utilities	\$1,430,220	\$222,990	\$1,653,210	15.6%
Fuel	\$5,847,249	\$1,787,758	\$7,635,007	30.6%
Parts Tires Oil	\$5,968,775	\$309,250	\$6,278,025	5.2%
General Insurance	\$1,012,046	\$90,554	\$1,102,600	8.9%
Claims	\$378,875	\$21,125	\$400,000	5.6%
Total Expenses	\$116,248,217	\$9,772,201	\$126,020,418	8.4%
Surplus/(Deficit)	\$0	\$0	\$0	

Capital District Transportation Authority

FY2024 DRAFT Capital Plan

March 23, 2023

Project Name	Purpose	Type	2024	2025	2026	2027	2028	Total
LOW/NO electrification and buses	System Improvement	Facilities	\$7,461,151	\$10,956,941	\$10,980,000	\$0	\$0	\$29,398,092
Electrification Make Ready	System Improvement	Facilities	\$2,090,000	\$0	\$0	\$0	\$0	\$2,090,000
Street Amenities (Shelter Program)	State of Good Repair	Facilities	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
Facilities Maintenance and Engineering	State of Good Repair	Facilities	\$550,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,950,000
Schenectady Updates	State of Good Repair	Facilities	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Mobility Hubs	System Improvement	Facilities	\$600,000	\$0	\$0	\$0	\$0	\$600,000
RRS Enhancements	State of Good Repair	Facilities	\$200,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,400,000
Maintenance Training Room	System Improvement	Facilities	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Downtown Albany Intermodal	System Improvement	Facilities	\$0	\$0	\$10,000,000	\$15,000,000	\$0	\$25,000,000
West Facility Design	System Improvement	Facilities	\$0	\$6,500,000	\$1,000,000	\$0	\$0	\$7,500,000
West Facility Construction	System Improvement	Facilities	\$0	\$0	\$25,000,000	\$50,000,000	\$25,000,000	\$100,000,000
Information Technology	Normal Replacement	IT	\$400,000	\$500,000	\$600,000	\$600,000	\$600,000	\$2,700,000
Mid-Sized Infrastructure	System Improvement	Planning	\$495,000	\$500,000	\$500,000	\$250,000	\$250,000	\$1,995,000
Transit Development Plan/Route Restructuring	System Improvement	Planning	\$514,045	\$500,000	\$500,000	\$0	\$0	\$1,514,045
Gateway Mobility Hub & Red Line Upgrade	System Improvement	Planning	\$1,400,000	\$4,800,000	\$453,500	\$0	\$0	\$6,653,500
Fleet Financing 2014	Normal Replacement	Rolling Stock	\$780,000	\$0	\$0	\$0	\$0	\$780,000
Fleet Financing 2022	Normal Replacement	Rolling Stock	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$7,775,000
Bus Replacement Program - Rolling Stock	Normal Replacement	Rolling Stock	\$10,350,000	\$11,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$36,350,000
NX Commuter Bus Replacement	Normal Replacement	Rolling Stock	\$1,200,000	\$1,100,000	\$1,200,000	\$1,200,000	\$1,200,000	\$5,900,000
Flex Vehicles	System Improvement	Rolling Stock	\$560,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,160,000
STAR Buses	Normal Replacement	Rolling Stock	\$650,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,050,000
Non-Revenue Vehicles	Normal Replacement	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Trolleys	System Improvement	Rolling Stock	\$213,161	\$0	\$0	\$250,000	\$250,000	\$713,161
Mid-Life Hybrid Replacement/Engine Overhaul	State of Good Repair	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Alternate Fuel Vehicle Pilot	System Improvement	Rolling Stock	\$0	\$1,500,000	\$1,000,000	\$0	\$0	\$2,500,000
Zero Emission Bus Replacement Program	System Improvement	Rolling Stock	\$0	\$0	\$10,000,000	\$10,000,000	\$10,000,000	\$30,000,000
Total Expense			\$30,118,357	\$41,861,941	\$70,238,500	\$86,305,000	\$46,305,000	\$274,828,798



Memorandum

March 29, 2023

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for March

Overview

Our industry has rallied around a call to tell the transit story – what we do, who we serve, how we do it and why we matter. For us at CDTA, this is a tried-and-true practice – we have been telling our story for many years, positioning our company for success. Our approach to storytelling has been to highlight the programs and services that we have developed to connect people, communities, and opportunities. This approach focuses on our partnerships, our customers, our employees, and the results that occur from this work.

Our partnerships were on full display earlier this month at our annual State of CDTA event. Almost 100 people attended the event where we updated the community on the work we are doing and the impacts of our work, all while providing a glimpse of what the region can expect from us in the coming months. We used video presentations to showcase our work, with an emphasis on our employees. A panel discussion focused on the results our partners are getting by working with CDTA. Our communications staff used the event to generate media attention, interviews and follow-up stories about CDTA and the work we do. The timing of the event aligns with our advocacy work regarding transit operating assistance and support. This is a coordinated effort to position CDTA as an integral part of the fabric of the Capital Region.

It provides a great sense of accomplishment when I watch our Board of Directors approve the company operating and capital plan for a new fiscal year. Our budget is balanced with spending matching expenses. Several major assumptions drive the budget plan, but all of them are realistic, well thought out, and thoroughly discussed at committee meetings. The plan is our most important planning activity for the year, and it provides a clear road map for company activities. Our staff uses the budget to guide their work and to prioritize activities. If it's in the budget they can do it, if it's not they need to find creative way to get it done. Hats off to the members of the Strategic and Operational Planning committee and to the finance team led by Mike Collins and Trish Cooper for their work to provide a balanced budget plan.

As April 1 grows closer, we are in the homestretch of our advocacy regarding State Operating Assistance. Working in concert with our partners at the New York Public Transit Association, we have advocated for the needs of public transit systems across the state, with an emphasis on the upstate authorities. We were pleased to see additional STOA appropriations in both the Senate and Assembly one house bills. What was more encouraging is that both houses have included ways to fund the appropriations (to pay for it). This has been a long-time aspiration and we are encouraged to see these proposals. The key now is to make these recommendations stick. As a refresher, the Governor's Executive Budget calls for a 7.1% increase in state operating

assistance for upstate transit systems. It also calls for a significant increase in assistance to the MTA in the New York City metropolitan area. A final state budget is expected in early April and our outreach and advocacy will continue as appropriate.

We continue to work towards a merger with the Greater Glens Falls Transit system. Our maintenance team is helping GGFT staff with maintenance activities, we are assisting with recruitment for seasonal trolley operators, and we are reviewing their assets and liabilities in preparation for a merger action. We have been in touch with the Federal Transit Administration about this possibility and we are discussing various funding issues with state leaders. As this work progresses, we are hopeful the Warren County Board of Supervisors will consider the merger with an action to join the Authority.

Our new parking rate structure at Rensselaer Rail Station is set to take effect on April 3. The daily rates will increase by \$2. For the past month or so, we have been doing extensive outreach and communication to make customers aware of the impending changes. This work has gone smoothly, and we will put a focus on it as the implementation date nears.

Hosting the first round of the NCAA basketball tournament was a tremendous achievement for the Capital Region. Thousands of basketball fans from around the country came to the area to attend games at the MVP arena in downtown Albany. We were called on by the Local Organizing Committee (LOC) to provide park and ride services from Harriman and UAlbany lots on Friday when the parking supply in downtown Albany was limited. Following a great plan developed by our operations staff, we carried more than 3500 people to and from games. This provided a fantastic way for us to showcase CDTA and introduce our services to a new audience. Exceptional work by everyone involved, especially street supervision.

As work on our Albany facility nears completion, it includes a complete renovation of the Albany Driver's Room. This work has included the installation of a commercial-style kitchen facility, allowing a professional vendor to provide food service for our employees and guests. We have selected Prime Business Dining by Mazzone Hospitality to do this work and we expect them to begin in the next few weeks. They will be open Monday Friday, offering a wide menu selection for our employees. They will also include take and go offerings for second shift employees and for those who work at our operating divisions. This is a significant upgrade for us, and we are excited to have the professionals from Mazzone as our partners.

I am pleased to announce that CDTA will celebrate and formally recognize the Juneteenth holiday on June 19. This is a state and federal holiday. Service levels for that day will be determined in the coming weeks.

As we develop new programs and innovative ways to expand the mobility options we provide, it is great to see our ridership on the rise. With 12.5 million rides on our system year-to-date, I am reminded that this will always be the highlighted metric for our success. This proves to me that we have not taken our eye off the prize, but we have been able to change, grow and expand and give customers services that they can rely on to connect to our communities. This is proof positive of the great work of the entire CDTA team. They continue to excel and push CDTA to the forefront of our industry!

Performance Measures

Key Performance indicators for the company are included in our monthly reports. Data is for February, and it is compared to data from February 2023.

As we end our fiscal year, the company sits on a solid financial footing. Several things are working in our favor – an extensive route network, built with good frequencies and wide spans, makes the system easy to use. Our Universal Access program gives users unlimited access, and innovative mobility offerings (bikes, cars, flexible services) give people choices and options. These services and programs have pushed ridership to pre-pandemic levels. Through February, total ridership was at 12.5 million. This is 20% more than last year and it is more than 90% of what it was before the pandemic began three years ago. This surge in ridership has pushed customer revenue above projections, providing a solid base for continued growth.

There is a new twist for us in the Mortgage Recording Tax line. This tax follows the economy, specifically interest rates and real estate markets. After months of high returns, receipts have slowed. This will be a period of adjustment and it will be difficult to forecast revenue from this important source.

Total operating revenue in February was 7% ahead of budget; year to date, we are 26% ahead of budget. MRT was \$579,000 in February, 45% under budget; year-to-date, MRT is 20% ahead of budget. Customer revenue was \$1.7 million in February, 41% over budget; year to date, revenue from customers is 27% ahead of budget. Facility revenue was \$233,000 in February, 46% over budget; year to date, facility revenue is 45% ahead of budget.

Total expenses in February were almost 6% under budget; year to date, we are 5% under budget. Wages totaled \$4.4 million in February, 9% under budget; year to date, the wage line is 4% under budget. Purchased transportation continues to exceed budget as we contract out more STAR work. The line was 6% over budget for the month and 3% over for the year. Utility costs continue to be high; they were 21% over budget this month.

Total ridership in February was 1.1 million, 23% more than last February; year-to-date ridership is 12.5 million. STAR ridership totaled 25,800 in February, 17% more than last February. NX ridership was 46% more than last February. There were 8,300 *FLEX* rides in February.

We missed 123 trips on the fixed route system; last February, we missed 439 trips. We continue to manage service reliability as we juggle people and work management. This is a constant work in process for us. More on this as we refine our scheduling and work processes.

There were 36 accidents in February with 20 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 76%. STAR service operated within our 10-minute scheduling window 80% of the time. There were 9,300 calls to the STAR reservation center.

Our call center processed 172 comments compared to 231 last February. There were 61 comments about STAR compared to 51 last February. Response time to close customer inquiries within 10 days was 66%. This is unacceptably high and has to do with changes we have made regarding responsibilities and follow-up. There were 699,000 page views at www.cdfa.org.

Activity Report

April 1 signifies the start of the New York State and CDTA fiscal year. As you can see from this activity report, much of our work has revolved around telling the CDTA story – what we do, how we do it and why it matters. This is a major part of our advocacy work, which requires many voices to execute. It is a core part of our business strategy and it is very effective.

- On Thursday, February 23, I accompanied Glens Falls Mayor Bill Collins and Glens Falls Transit District Director Scott Sopczyk at a meeting of the Warren County Board of Supervisors Economic Growth and Development committee. We answered a number of questions about a potential merger. Committee members were receptive towards the proposal, which they will consider in the near future.
- On Monday, February 27, I welcomed 12 new trainees to CDTA as they begin their work to be bus operators. We talked about the opportunities at CDTA and the areas for them to participate. They will be ready for service in mid-April.
- On Monday, February 27, Lisa Marrello and I met with Rick Rodgers, chief of staff for Senator Tim Kennedy (chair of the Senate Transportation Committee). We talked about increased STOA funding for upstate systems. The Senator is a vocal advocate for the needs of systems across the state and we are hopeful for additional funding.
- On Monday, February 27, Lisa Marrello and I met with Assemblymember Carrie Woerner. We talked about the need for more STOA funds, better FLEX service in Saratoga County, and the potential for a merger with the Glens Falls system. As part of redistricting, the Assemblymember now represents city of Glens Falls and is supportive of a merger.
- On Wednesday, March 1, I was part of a panel discussion on advocacy at the New York State Economic Development Council annual meeting. It was nice to talk about CDTA's role in community development.
- On Thursday, March 2, I was proud to be part of our annual State of CDTA presentation. We were able to showcase our organization, our employees and our accomplishments. Thank you to our board members who attended and to Jaime Kazlo, Emily DeVito and Vanessa Salamy who did the hard work to organize and run a tremendous event.
- On Thursday, March 2, I joined members of NYPTA's executive committee in a meeting with staff from the Senate Finance office. We talked about state operating assistance and ways to ensure long term sustainability for the program.
- On Thursday, March 2, I attended a meeting of the CDTC Policy Board. The committee approved the Unified Planning Work Program for the year and a slate of officers. I will continue to serve as Vice Chair. The Policy Board also approved a new name for the organization - *Capital Region Transportation Council*. This will improve the identity of the organization and the important work it does.
- On Friday, March 3, I met with Joe Mahoney from Cushman Wakefield. Joe and I meet periodically to talk about the commercial real estate market and ways that CDTA can help their clients.
- On Friday, March 3, I was interviewed by WTEN's Harrison Grubb. In a wide-ranging interview, we talked about our work to expand mobility options in the Capital Region. This interview stemmed from our State of CDTA event on March 2.

- On Friday, March 3, I appeared on Spectrum News' In Focus Program. JoDee Kenny is the host and we talked about some of our initiatives, including DRIVE, CDPHP *Cycle!* and Purple Line BRT. This interview opportunity came from our State of CDTA event.
- On Friday, March 3, I was interviewed by Spectrum News' Marisa Jacques. We talked about CDTA ridership recovery and the success of Universal Access agreements.
- On Monday, March 6, Jon Scherzer and I met with Brendan Cox the Regional Director of Law Enforcement Assisted Diversion (LEAD). LEAD is working to prevent people from entering the criminal justice system unnecessarily. There is a connection between CDTA and LEAD and we will ensure that we have ways for our staff to communicate with them. Before retirement, Brendan was the Albany Police Chief.
- On Tuesday, March 7, Lance Zarcone and I met with Bob and Steve Brown. The Browns operate Northway and Thruway express services for us. We check in with them periodically to strengthen our partnership.
- On Wednesday, March 8, I met with Marlene Conner to talk about our on-demand service (FLEX). Marlene is working on the development of an appropriate flexible service module in downstate counties.
- On Wednesday March 8, I spoke to a class of high school seniors at Albany High School. This was part of a mentorship program that is sponsored by Junior Achievement. I talked about our work at CDTA, the structure of our company and responsibilities that come with leadership. Lots of questions and dialogue with the students and their teachers. Jaime Kazlo joined me.
- On Thursday, March 9, I spoke with a reporter from the Syracuse Post Standard and Syracuse.com. The reporter was writing a story about BRT becoming part of CENTRO's service offerings. We talked about how BRT was implemented in the Capital Region.
- On Monday, March 13, I attended a meeting of the Colonie IDA/LDC. The board heard a number of staff reports along with presentations about two senior housing complexes proposed to be located in the town. We also reviewed the annual job creation report from the projects that are receiving IDA/LDC assistance.
- On Thursday, March 16, I attended a photo event at the Mildred Elley School. Mildred Elley is our most recent Universal Access partner. They are located on Central Avenue adjacent to local and BRT services.
- On Thursday, March 16, I attended our annual Exemplary Attendance luncheon at the Desmond Hotel. This event highlights the outstanding accomplishments of 76 employees (more than 10% of our workforce). There are the absolute rocks of our company – the people who come to work every day, rain or shine, and deliver outstanding service to customers. I am so very thankful for the work they do.
- On Monday, March 20, I joined Montgomery County Sherriff, Jeff Smith, Amsterdam Police Lieutenant, Joe Spencer and Amsterdam School Superintendent Rich Ruberti in a

news conference at Amsterdam High School. We used the first day of spring to remind pedestrians and motorists of their roles in keeping everyone safe.

- On Tuesday, March 21, I led a meeting of the NYPTA board of directors that focused on the state budget process. We updated our members on one house bills and provided them with a call to action regarding advocacy over the next few weeks as legislative leaders work to finalize a state budget.
- On Tuesday, March 21, I attended a meeting with NYPTA members and transit advocates from across the state. The purpose of the meeting was to get the advocates up to speed on one house bulls so they can advocate for increased STOA levels. Jaime Kazlo also attended this meeting; she has been working closely with this group.
- On Tuesday, March 21, Spectrum News staff joined us for a tour of our 110 Watervliet Avenue facility. The intent was to show the improvements we have made to the facility and the initiatives we are advancing. This provides them with background for focus areas and possible stories. Jaime Kazlo organized this and will follow-up as appropriate.
- On Friday, March 24, Jon Scherzer and I met with Mark Aesch, CEO at TransPro. They do a good deal of customer engagement work for us, and we are members of their national dashboard project. We spent time catching up on our activities.
- On Friday, March 24, my wife Sheila and I attended a reception at NOVUS clothing company. NOVUS runs the CDTA on-line apparel store.
- On Monday, March 27, I welcomed a new class of 7 bus operators to CDTA. We talked about the work we are doing and their role in the advancement of the company. They should be ready for service in early May.

Final Thoughts

The start of a new fiscal year brings with it a balanced budget plan and a capital plan that are full of projects and opportunities for CDTA. The new fiscal year also comes with the potential for increased state operating assistance and the prospect for another expansion of our service area. None of this is possible without the cooperation and collaboration between our Board, our staff, and our workforce.

CDTA Provides Mobility Solutions that Connect the Region's Communities