

Board of Directors Monthly Meeting

**Wednesday, May 31, 2023 | 12:00pm
Board Room at 110 Watervliet Ave.**

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, May 31, 2023 | 12:00pm | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Mike Criscione	
Approve Minutes of Wednesday, April 26 2023		3
Recognitions		
20 Years – April O’Brien, STAR Scheduling Manager		
20 Years – David Gehrs, Street Amenities Manager		
Committee Reports: (Action Items Listed)		
Board Operations Committee (5/17/23)	Mike Criscione	
Performance Monitoring/Audit Committee (5/24/23)	Denise Figueroa	
• Resolution 18 - Approve Purchase of Paratransit Vehicles		9
• Resolution 19 - Approve Purchase of Trolley Vehicles		11
• Resolution 20 - Approve Contract for Fareboxes		13
• Resolution 21 - Approve Contract for Vaults		16
• Resolution 22 - Approve Contract for Lighting Upgrade		19
• Resolution 23 - Approve Contract for Scheduling Services		22
Community & Stakeholder Relations Committee (5/25/23)	David Stackrow	
Strategic & Operational Planning Committee (5/25/23)	Patrick Lance	
Chief Executive Officer’s Report	Carm Basile	26
Board Member Comments	Everyone	
Upcoming Meetings		
Wednesday, June 28, 2023 at 12:00pm in the Board Room at 110 Watervliet Ave		
Adjourn		

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

MINUTES OF WEDNESDAY, APRIL 26, 2023 BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, 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

MEMBER EXCUSED

Michael J. Criscione, Vice Chairman

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
Jaime Kazlo, Director of Corporate Communications
Gary Guy, Director of Transportation
Jack Grogan, Director of Risk Management
Kelli Schreivogl, Director of Human Resources

Stacy Sansky, Director of Procurement
Patricia Cooper, Director of Finance
Jonathan Scherzer, Director of Business Dev.
Emily DeVito, Communications Manager
Ross Farrell, Director of Planning
Vanessa Fox, Executive Assistant
Zachary Stever, President ATU Local 1321
Ed Murphy, Facilities Project Manager

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

APPROVAL OF THE MARCH 29, 2023 BOARD MEETING MINUTES

Motion – Ms. Nugent
Seconded - Ms. Figueroa
Carried Unanimously

RECOGNITIONS

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

- 20 Years – Edward Murphy, Facilities Project Manager

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Operations Committee met on Wednesday, April 12, 2023 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- We reviewed the agendas and activities for our April meetings.
- Lisa Marrello provided an update on the state budget with an update on STOA
- The next meeting of the committee is scheduled for Wednesday, May 17, 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, April 19, 2023 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution No. 10 - 2023 – Approve Contract for Infrastructure Upgrades

- We issued an Invitation for Bids for a consultant to assist and design electric infrastructure upgrades to our Albany facility. Five bids were received, and staff recommends a contract to the low bidder, Kasselmann Electric. They worked for us in the past, and we were satisfied with their service.
- The Authority hereby approves a two-year contract to Kasselmann Electric of Menands, for an amount not to exceed \$2,513,287.

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

Resolution No. 11 - 2023 – Approve Contract for Electromobility Software

- We need to purchase electromobility software to help manage the state of charge and provide predictive analysis for charging electric buses. This software helps to save costs by avoiding peak charging, monitor range performance, and help dispatchers to make service decisions in real-time.
- To ensure continuity of operations, staff recommends a sole source award to Innovations in Transportation (INIT).
- The Authority hereby approves a contract to Innovations in Transportation, Inc. of Chesapeake, VA for an amount not to exceed \$544,481.

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

Resolution No. 12 - 2023 – Approve Contract for Software License for Scheduling System

- We need to purchase additional software licenses for the fixed route scheduling system to accommodate peak service levels above 200 vehicles. The software has several features including fixed route scheduling, run cutting and trip planning. The cost is based on a one-time license adjustment fee and two additional years of maintenance and support.
- The Authority hereby approves software licensing from GIRO of Montreal, Quebec, Canada for an amount not to exceed \$149,896.

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

Resolution No. 13 - 2023 – Approve Contract to Upgrade Parking Software at RRS

- The Rail Station parking management system needs to be upgraded. The new system features a cloud-based software program, new gates, ticket dispensers and other hardware enhancements.
- The Authority hereby approves a one-year contract to Access Technology Integration of Wynantskill, for an amount not to exceed \$352,742.

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

Resolution No. 14 - 2023 – Approve Contract for Montgomery County Infrastructure Planning

- We issued a Request for Proposals for a consultant to assist in the planning and design of infrastructure to support service in Montgomery County. Five proposals were received, and staff recommends a contract to MJ Engineering, a highly regarded firm in the Capital Region.
- The Authority hereby approves a three-year contract with two one-year extensions to MJ Engineering and Land Surveying, P.C. of Clifton Park, for an amount not to exceed \$637,414.

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

Resolution No. 15 - 2023 – Approve Contract for Marketing & Branding Services

- Our contract for marketing services is about to expire, and a new one is required. A request for proposals was issued and five firms responded. Staff recommends a contract to Overit Media, our incumbent, to provide marketing, branding and creative services.
- The Authority hereby approves a three-year contract with two optional years to Overit Media of Albany, not to exceed \$150,000 per year.

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

Resolution No. 16 - 2023 – Approve Contract for Fuel Purchases

- We monitor fuel closely looking at “forward pricing” provided by our supplier Mirabito. When fuel dropped .27 cents per gallon to \$2.78 (from our February contract of \$3.05), we locked in the lower amount for an eight-month contract starting in January 2024.
- The Authority hereby approves an eight-month contract for diesel fuel to take effect on January 1, 2024, to Mirabito Energy Products of Binghamton, NY for an expected value of \$4,168,760.

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

Investment Committee

Resolution No. 17 - 2023 – Approve Investment Policy

- Public Authorities Law requires an annual review of our investment policy. Our policy explains how we invest, monitor, and report on funds. There was one minor change to the investment policy regarding the timing of our custodian statements.
- The Authority hereby approves revisions to the 2023 Investment Policy

Motion – Mr. Wohl

Seconded – Ms. Figueroa

Carried Unanimously

Administrative Discussion Items

- Mike Collins gave the year-end Monthly Management Report. Despite recent headwinds, MRT finished the year 16% over budget at \$14.5 million; Customer fare revenue was \$4.3 million over budget; and RRS outperformed budget by 45%, totaling \$2.8 million in revenue. Wages finished the year 3.5% under budget due to ongoing manpower issues; Health benefits were under budget due to lower headcounts and some employees not taking insurance; Purchased Transportation was 4.5% over budget as we outsourced more trips due to manpower challenges.
- We ended the year in a good financial position as revenue was over budget and expenses were under budget.
- Chris Desany gave the year-end non-financial Report. Fixed route ridership was up 20% for the year; and STAR ridership was up 13% for the year; Fixed route on-time performance ended the year at 75%; and STAR on-time performance was at 80%. Missed trips have trended down the past few months but there have been fluctuations all year dependent on headcount. We had 235 preventable accidents this year, down 8 from the prior year; and 205 non-preventable accidents, up 10 from last year.
- Next meeting of the Committee is scheduled for Wednesday, May 24, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Committee Member Peter Wohl Community and Stakeholder Relations Committee met on Thursday, April 20, 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 ongoing. Our message of growth and expansion is a central theme of our conversations as we await the State Budget.
- Jonathan Scherzer provided an update on CDTA Mobility offerings. Jonathan provided statistics on our all electric carshare program DRIVE and changes for season 7 of CDPHP Cycle!
- To date, DRIVE has more than 300 people registered for the program. St. Vincent de Paul has the most rentals, with Thursday being the most popular day for rentals followed by Friday.
- CDPHP Cycle! season 7 will kick off with all new vehicles, improved hardware and software systems and more than 200 electronic bikes will be added to the fleet. CDTA is also working with a new partner to support operations and expansion.

- Jaime Kazlo provided the monthly earned media and community engagement report. Last month, CDTA earned 25 media placements in television, newspaper, and radio. Stories focused on the start of construction on the Schenectady Mobility Center, the BRT Purple Line Roundabout at Crossgates Mall and the adoption of our annual budget.
- CDTA participated in a number of local events to showcase its work in the community including, the Schenectady County Community College Food for Thought and all that Jazz event, the Dr. Martin Luther King Job Fair and emergency transportation to assist with a couple of fire in Albany.
- Looking ahead CDTA will participate in the United Way 5.18 Day assisting with two beautification projects in the community and the CDPHP Workforce challenge also on May 18.
- Next meeting of the Committee will be on Thursday, May 25, 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, April 20, 2023 at 12:00 am via Microsoft Teams and at 110 Watervliet Avenue.

Ridership Update

- Carm Basile provided an update on ridership and travel patterns for the 2023 fiscal year. We have enjoyed another solid year as our recovery from the pandemic continues. This has been supported by our robust route network and Universal Access agreements.
- Our total boarding count topped out at 13.77 million, which reflected a 20% increase over last year and 40% more than the year before that.
- Navigator, contract, and cash ridership made up 41%, 27%, and 26% (respectively) of total boardings.
- We now hold over 30 Universal Access partnerships as BRT and trunk routes drive the system. Express and State services experienced more most levels of improvement.
- Growth is expected to slowly continue, and the upcoming TDP will help guide us. We will still focus on BRT and trunk routes (frequency and span), and growth in pointed markets such as Saratoga County.

Cybersecurity Update

- Thomas Guggisberg provided an update on our cybersecurity initiatives. Our cybersecurity approach is an active, people-driven one. Goals of the program include implementing a comprehensive, inclusive, flexible, and integrated strategy.
- We use industry standard cybersecurity frameworks to guide our efforts. The number of endpoints we protect have doubled over the last eight years, so it is important that we constantly plan, execute, and reevaluate our programs.
- Based on regulatory requirements, we are well-positioned addressing major objectives required to lower our exposure. We have recently implemented cybersecurity threat detection services and are always evaluating our insurance programs.

- We discussed several risk areas and reviewed numerous employee cybersecurity awareness and training initiatives.
- Cybersecurity programs require non-stop attention that are constantly evaluated, measured, and adjusted. No entity is ever “100% secure”.
- Next meeting of the Committee will be on Thursday, May 25, 2023 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

NOMINATING COMMITTEE REPORT – Patrick Lance

- Pat Lance made a report regarding the slate of officers to lead the CDTA Board for fiscal year 2023-2024:

Chairperson	Jayne Lahut
Vice Chairperson	Michael Criscione
Secretary	Joseph Spairana, Jr.
Treasurer	Denise Figueroa

- The Authority hereby approves the FY2024 slate of officers.

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

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

- The Chief Executive Officer provided his report for April 2023.

BOARD MEMBER COMMENTS – All Members

- Mr. Spairana relayed remarks of his recent attendance at the APTA Legislative Conference in Washington, D.C., March 12 - 14. He had words of encouragement that there is funding available, and we should continue to apply for it and use it to improve the work CDTA does. CDTA has seen an increase in service requests, and we will continue to evaluate them and implement plans to connect our communities.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, May 31, 2023 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 1:23 PM

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

Respectfully submitted,

Georgeanna Nugent, Interim Secretary

Dated: April 26, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 18 - 2023**

Approve the Purchase of Six Paratransit Buses Pursuant to the Existing
Contract with Shepard Brothers (Coach & Equipment)

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 Capital Improvement plan of the Authority calls for the replacement of paratransit buses which have reached the end of their useful lives, and

WHEREAS, by way of Resolution 03-2022, the Authority awarded a competitively-bid paratransit bus contract to Shepard Brothers Inc. (Coach & Equipment) of Canandaigua, New York, and

WHEREAS, the Authority now desires to authorize the purchase of six (6) paratransit vehicles to replace paratransit vehicles which have reached the end of their useful life, and

WHEREAS, the price per vehicle shall be \$139,740, for an amount not to exceed \$838,440, with delivery expected in first quarter of 2024.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby authorizes the purchase of six (6) paratransit vehicles from Shepard Brothers Inc. (Coach & Equipment) of Canandaigua, New York, for a total cost not to exceed \$838,440, subject to acceptance and satisfaction of all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this purchase shall be from the Capital Plan.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of May, 2023.

Dated: May 31, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Paratransit Vehicles
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

We replace Paratransit vehicles that have reached the end of their useful life with an equal number of new vehicles. The useful life of this vehicle style is 5 years/150,000 miles.

Summary of Staff Proposal:

Last year the Board awarded a five-year contract to purchase Paratransit vehicles to Shepard Brothers Inc. (Coach & Equipment). The vehicle features a Coach and Equipment manufactured body on a Ford Chassis powered by a 7.3L gas engine. The vehicle can accommodate up to four wheelchair positions including a lift to accommodate a variety of wheelchair makes and models. They will be equipped with cameras and an air purification system. Vehicle delivery is estimated for the first quarter of 2024.

Financial Summary/Cost:

The price per vehicle is \$139,740 and they are funded through our Capital Plan.

Proposed Action:

I recommend the purchase of six paratransit vehicles from the Shepard Brothers (Coach & Equipment) contract for an amount not to exceed \$838,440.

Manager:

David Williams, Director of Maintenance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 19 - 2023**

Approve Purchase of One Replacement Trolley

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

WHEREAS, a competitively procured trolley purchase contract was previously awarded to Hometown Trolley, d/b/a Double K, Inc., in May of 2018, and

WHEREAS, one of the Authority’s current trolleys has reached the end of its useful life and requires replacement, and

WHEREAS, staff now recommends the purchase of one (1) replacement trolley from this contract at a cost not to exceed \$202,267, to ensure the effective operation of our trolley service.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Authority hereby approves the purchase of one (1) replacement trolley from Hometown Trolley, d/b/a Double K, Inc., of Crandon, WI, at a cost not to exceed \$202,267, subject to compliance with all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary contract documents.
3. The source of funds for this purchase will be from the Capital Plan.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of May, 2023.

Dated: May 31, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Trolley Vehicles
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

One of our trolleys has reached the end of its useful life and requires replacement.

Summary of Staff Proposal:

In 2018, the Board awarded a five-year contract to purchase trolleys to Hometown Trolley (dba Double K, Inc). To maintain a consistent look and feel for trolleys and to minimize parts inventory, this trolley is the same make and model from previous purchases. The Villager Style Trolley features a 6.8L gas powered engine and has seating for 32 passengers that includes two wheelchair positions.

Financial Summary/Cost:

The vehicle price is \$202,267 and it is funded through our Capital Plan.

Proposed Action:

I recommend the purchase of a trolley vehicle from the Hometown Trolley contract for an amount not to exceed \$202,267.

Manager:

David Williams, Director of Maintenance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 20 - 2023**

Approve Sole Source Contract for Fareboxes for the Washington-Western BRT Service

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by title 11-C of the Public Authorities Law with providing omnibus transportation within the Capital District transportation district and to make various capital purchases authorized by Public Authorities Law section 1306, and

WHEREAS, the Authority needs to purchase new fareboxes, related software, warranty and support for the Washington-Western Bus Rapid Transit (BRT) service, and

WHEREAS, it is necessary that the fare collection system be compatible with the existing system, competitively procured in 2017 from SPX-Genfare, and

WHEREAS, SPX-Genfare is fully familiar with the nuances of our fareboxes and related software, and utilizing them reduces the risk as these fareboxes require no third-party integration or customization, and

WHEREAS, staff recommends a sole source contract be awarded to SPX-Genfare of Elk Grove Village, Illinois, for the purchase of 22 fareboxes and related fare collection infrastructure to support the Washington-Western BRT service for an amount not to exceed \$389,796, which has been determined to be both fair and reasonable,

NOW, THEREFORE, BE IT IS RESOLVED:

1. The Authority hereby awards a sole source contract for the purchase of 22 fareboxes, related infrastructure, warranty and support to SPX-Genfare of Elk Grove Village, Illinois, for an amount not to exceed \$389,796, subject to compliance with the contract and related documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funding will be from the Washington-Western BRT federal grant program.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 31st day of May, 2023.

Dated: May 31, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Purchase of Fareboxes
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

To purchase new fareboxes for the Washington-Western Bus Rapid Transit (BRT) service.

Summary of Staff Proposal:

In 2017, CDTA implemented a new fare collection system, which was competitively procured and provided by SPX-Genfare. This system is used throughout CDTA for Navigator smart card, cash revenue/ridership reporting, customer web portals and other applications. It is the most highly used application at CDTA.

This sole source purchase includes 22 new fareboxes and related fare collection infrastructure to support the Washington/Western BRT project. A sole source purchase is recommended based on several considerations. SPX-Genfare fareboxes and related infrastructure are proprietary, which prevents us from pursuing an independent means to replace them through another vendor. Additional reasons to support this recommendation include:

- SPX-Genfare is familiar with the nuances of the fareboxes, the related software and its relationship to our requirements and needs.
- Using this vendor results in a zero-net increase in vendors at CDTA.
- Using this vendor requires no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- We have documentation on file noting that pricing is fair and reasonable.

Financial Summary/Cost:

The cost includes fareboxes and related infrastructure, warranty, and support. This is funded by the Washington/Western BRT federal grant program.

Proposed Action:

I recommend a contract be awarded to SPX-Genfare of Elk Grove Village, Illinois for the purchase of fareboxes for an amount not to exceed \$389,796.

Manager:

Thomas Guggisberg, Director of Information Technology

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. CONTRACT VALUE:

\$389,796 fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 1 or Advertised
 Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

7. Disadvantaged Business Enterprise (DBE) involvement

Are there known DBEs that provide this good or service? Yes No
 Number of DBEs bidding/proposing _____
 DBE Certification on file? Yes No Not Applicable
 Was contract awarded to a DBE? Yes No
 Number of DBE Subcontractors 0
 DBE Subcontractor Name and Certification Type:

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: SPX Genfare
751 Pratt Boulevard
Elk Grove, IL 60007

8. SOURCE OF FUNDS: Washington/Western BRT Federal Grant

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: May 24, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 21 - 2023**

Approve Sole Source Contract for Purchase of Vaults

WHEREAS, the Capital District Transportation Authority (the "Authority") is charged by Public Authorities Law section 1304 with the development and improvement of services within the Capital District, and

WHEREAS, in 2017, the Authority implemented a new competitively procured fare collection system from SPX-Genfare for Navigator smart cards, cash revenue/ridership reporting and retail point of sale systems, and

WHEREAS, as part of the Blue Line and Troy garage expansion, upgrades to the cash collection and vaulting systems are necessary with current vaults being twenty-five years old, and

WHEREAS, due to the proprietary nature of the vault hardware and software, replacements and upgrades must be purchased from SPX-Genfare, and

WHEREAS, staff recommends a sole source contract for the purchase of new mobile vaults and bins, cabling, warranty and support services to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$129,086, and staff confirms the pricing to be fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a sole source contract for the purchase of new vaults and fare collection infrastructure for the Troy division to SPX-Genfare of Elk Grove Village, Illinois, for an amount not to exceed \$129,086, subject to compliance with all of the terms and conditions set forth in the contract and related documents.
2. Authority staff is hereby authorized to execute the necessary documents.
3. The source of funds will be from the River BRT federal grant program.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of May 2023.

Dated: May 31, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Purchase of Vaults
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

To purchase new vaults and fare collection infrastructure for the Troy division.

Summary of Staff Proposal:

In 2017, CDTA implemented a new fare collection system, which was competitively procured and provided by SPX-Genfare. This system is used throughout the agency for Navigator smart cards, cash revenue/ridership reporting, and retail point of sale systems.

As part of the Blue Line BRT and the Troy garage expansion, upgrades to the cash collection and vaulting systems are necessary. These upgrades include the replacement of vaults (25 years old) with new mobile vaults and bins, cabling, and services to configure the software. The new mobile vaults will provide added flexibility for daily operations and revenue collection activities.

This recommendation for a sole source purchase is based on several considerations. The SPX-Genfare vaulting hardware and software are proprietary, which prevents us from pursuing an independent means to replace them through another vendor. In addition, the services including installation, configuration, and issue resolution can only be performed by SPX-Genfare and requires no third-party integration or customization. Staff confirms that the pricing is fair and reasonable.

Financial Summary/Cost:

The cost includes new mobile vaults and bins, cabling, warranty and support. This is funded by the River BRT federal grant program.

Proposed Action:

I recommend a contract be awarded to SPX-Genfare of Elk Grove Village, Illinois for the purchase of new vaults and related infrastructure for an amount not to exceed \$129,086.

Manager:

Thomas Guggisberg, Director of Information Technology

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. CONTRACT VALUE:

\$129,086 fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 1 or Advertised
 Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

7. Disadvantaged Business Enterprise (DBE) involvement

Are there known DBEs that provide this good or service? Yes No
 Number of DBEs bidding/proposing _____
 DBE Certification on file? Yes No Not Applicable
 Was contract awarded to a DBE? Yes No
 Number of DBE Subcontractors 0
 DBE Subcontractor Name and Certification Type:

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: SPX Genfare

751 Pratt Boulevard

Elk Grove, IL 60007

8. SOURCE OF FUNDS: River BRT Grant

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: May 24, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 22 - 2023**

Approve Sole Source Contract for Lighting Upgrade

WHEREAS, the Capital District Transportation Authority (“Authority”) operates garages and maintenance facilities in Albany, Rensselaer, Troy, Schenectady and Saratoga, and

WHEREAS, the New York State Energy Code and Executive Order 111 mandate improved energy efficiency in public facilities such as those operated by the Authority, and

WHEREAS, over the past several years, the Authority has made changes and upgrades to three facilities (Troy, Schenectady and Saratoga Springs Train Station) to reduce our carbon and greenhouse gas emissions and have replaced legacy lighting with new generation LED fixtures, and

WHEREAS, as a continuation of this project through a National Grid rebate program, the Authority proposes to undertake an LED lighting retrofit at 110 and 85 Watervliet Avenue for efficiencies and cost savings, and

WHEREAS, Integra LED is a preferred source contractor by National Grid and has previously completed retrofits at the three other locations, and staff has been happy with their work, and

WHEREAS, staff recommends awarding a sole source one-year contract to Integra LED of Latham, NY in an amount not to exceed \$250,000 with the project to be completed this summer.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a one-year sole source LED lighting retrofit contract to Integra LED of Latham, NY, subject to complying with all the applicable requirements including those set forth in the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds for this project, after the National Grid rebate, will be completely funded with a \$250,000 State and Municipal (SAM) grant from the Dormitory Authority of New York State (DASNY).
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of May, 2023.

Dated: May 31, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Contract Award for LED Lighting Retrofit
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

Over the past several years, we have made changes and upgrades to facilities to reduce our carbon and greenhouse gas emissions. As part of this process, we have replaced legacy lighting with new generation LED fixtures in three facilities. Not only does this provide higher quality lighting, but it also enhances safety, lowers stress on eyes, and reduces the amount of energy required to power the lights. Below is a list of upgrades we have made to date:

- Fall 2020 Troy Division
- Spring 2021 Schenectady Division
- Fall 2021 Saratoga Springs Train Station

As a continuation of this program, we propose to undertake an LED lighting retrofit at 110 & 85 Watervliet Avenue. Between energy and maintenance costs, we expect to save approximately \$90,000/year.

Summary of Staff Proposal:

We will complete this project through a National Grid rebate program that will reduce the cost of work. Integra LED is a preferred source contractor by National Grid and has previously completed retrofits at our three other locations. We have been happy with the work completed by Integra LED.

Financial Summary/Cost:

We expect to complete the project this summer. After the Grid rebate, the remainder is completely funded with a \$250,000 State and Municipal (SAM) grant from the Dormitory Authority of New York State (DASNY).

Proposed Action:

Staff recommends awarding a one-year contract to Integra LED of Latham, New York in an amount not to exceed \$250,000.

Manager:

Jeremy Smith, Director of Facilities

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. **TYPE OF CONTRACT (check one):**

Construction & Maintenance ___ Goods, Commodities & Supplies ___ Bus Purchase
 Services & Consultants ___ Transportation & Operational Services

2. **TERMS OF PERFORMANCE (check one):**

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. **CONTRACT VALUE:**

\$250,000 fixed estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 1 or **Advertised**
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

7. **Disadvantaged/Minority Womens Business Enterprise (DMWBE) involvement**

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

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Integra LED
14 Hemlock Street
Latham, NY 12110

8. **SOURCE OF FUNDS:** State and Municipal (SAM) grant from the Dormitory Authority of NYS (DASNY).

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

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

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

Stacy Sansky, Director of Procurement DATED: May 24, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 23 - 2023**

Approve Sole Source Contract for Scheduling Services

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged by Public Authorities Law section 1304 with the development and improvement of services within the Capital District, and

WHEREAS, the Authority currently utilizes proprietary HASTUS trip scheduling software created and published by GIRO of Montreal, Quebec, Canada, that was competitively procured by the Authority a number of years ago, and

WHEREAS, the Authority now requires professional services to make the most efficient use of HASTUS, the fixed route scheduling software, and

WHEREAS, due to the proprietary nature of the HASTUS system, Courval Scheduling, Inc. provides a unique set of skills and software licensing to deliver professional scheduling services using the HASTUS suite of products, and

WHEREAS, the Authority has been working with Courval Scheduling on a trial basis to assist and evaluate the viability of partnering with them on a broader scale, and

WHEREAS, staff recommends a two-year sole source contract be awarded to Courval Scheduling, Inc. of Laval QC for professional scheduling services in an amount not to exceed \$270,805, and staff confirms their pricing to be fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a two-year sole source professional scheduling services contract to Courval Scheduling, Inc. in an amount not to exceed \$270,805, subject to compliance with all of the terms and conditions set forth in the contract and related documents.
2. Authority staff is hereby authorized to execute the necessary documents.
3. The source of funds will be from the workforce development portion of the low-no emissions federal grant program.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 31st day of May, 2023.

Dated: May 31, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Purchase of Scheduling Services
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

To access professional services to make the most efficient use of HASTUS, our fixed route scheduling software.

Summary of Staff Proposal:

HASTUS software is provided by GIRO, and used for fixed route scheduling, run cutting, and vehicle assignments. It is one of the most widely used and complex applications in place at CDTA. This system was competitively procured in 2000.

Courval Scheduling Inc. provides a unique set of skills and software licensing to deliver professional scheduling services using the HASTUS suite of products. Courval Scheduling has been a strategic partner with GIRO for over a decade, and since 2016 has been the holder of sublicensing rights for many North American transit agencies.

Over the past few years, several new HASTUS software modules have been implemented in our Planning, Scheduling, Customer Information, and Transportation departments. The largest of these was completed in March 2022 with the introduction of HASTUS Daily to manage work and vehicle assignments, payroll, and attendance. Based on the critical nature of HASTUS, combined with the introduction of many new services this year, professional services are needed.

We have been working with Courval on a trial basis to assist us and evaluate the viability of partnering with them on a broader scale. The work included:

- A discovery phase for Courval to evaluate schedule data in HASTUS and the practices we use to build schedules.
- Interviews with our staff to review skillsets and abilities, roles & responsibilities.
- Evaluating the technical viability of various scheduling schemes and concepts.

These services include a “deep dive” review of existing schedule design, rules, and standard operating procedures to ensure the effective use of HASTUS. This includes looking at our system configuration to address operator shortages and retention issues, modifying payroll requirements, and optimizing fixed route services.

A sole source purchase is recommended based on several considerations. Courval Scheduling has an exclusive strategic partnership with GIRO for these services and is the sole holder of sublicensing rights for HASTUS. This precludes us from pursuing these services through another vendor. Additional reasons to support this recommendation include:

- Courval Scheduling has extensive experience providing similar services to dozens of transit agencies across North America.

- Courval Scheduling is familiar with the technical, functional, and business aspects of the full suite of HASTUS modules used at CDTA.
- Using this vendor will require no third-party integration or customization.
- We have documentation on file noting how the cost is justified by vendors performing similar work, which confirms fair and reasonable pricing.

Financial Summary/Cost:

Work will be funded by the workforce development portion of the low-no emissions federal grant program. A summary of the costs is provided below.

Description	Cost
Project Management Services	\$16,926
Operational Assessment and System Optimization Services	\$121,784
Training Services	\$27,286
Supplemental Staffing Services	\$59,675
Project Contingency (20%)	\$45,134
Annual Cost Totals:	\$270,805

Proposed Action:

I recommend a two-year contract be awarded to Courval Scheduling, Inc. of Laval QC, for the purchase of professional scheduling services for an amount not to exceed \$270,805.

Manager:

Thomas Guggisberg, Director of Information Technology

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. CONTRACT VALUE:

\$270,805 fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 1 or Advertised
 Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

7. Disadvantaged Business Enterprise (DBE) involvement

Are there known DBEs that provide this good or service? Yes No
 Number of DBEs bidding/proposing _____
 DBE Certification on file? Yes No Not Applicable
 Was contract awarded to a DBE? Yes No
 Number of DBE Subcontractors 0
 DBE Subcontractor Name and Certification Type:

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Courval Scheduling, Inc.
300 Lacasse Avenue
Laval, QC H7K 1J4

8. SOURCE OF FUNDS: Lo/No Federal Grant

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: May 24, 2023



Memorandum

May 31, 2023

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for May

Overview

As we move forward our agenda is full of opportunities for growth and expansion. It is great to have organizations, communities and individuals working with us on new developments to make the region a better place to live and work.

It was not that long ago that we were seldom involved in a project until it was built or opened. Now we are at the planning table working to integrate our menu of mobility options into development and employment plans. This happened as we changed our approach to community relations – now, people know CDTA, they appreciate what we do, and they want to partner with us. We work at this constantly, never missing an opportunity to show the CDTA flag, to highlight our services and our employees. We protect our brand and work to improve it all the time. This is at the core of our work, and it is consistent with our mission statement and the values that we have adopted as important to us.

Another busy month for us with more activity in the coming weeks. We have a good deal of construction activities going on around the region. Work is finishing on the Garden Way at UAlbany. This is a priority lane that bisects the campus and was built as part of the Purple Line BRT project. There will be a BRT Station on the Garden Way to make access convenient for the UAlbany community. It will connect to the Harriman Campus right-of-way with BRT stops leading through the City of Albany.

We are making a series of improvements around Brevator and Belvidere Street in Albany that will make it easy for BRT buses to access the Harriman Campus, and the Garden Way. Work is also underway on construction of a roundabout at the I-87 entrance to Crossgates Mall. This will improve access to the mall for everyone while improving safety and the efficient flow of traffic. These projects are tied together under the Purple Line banner, and they promise to make our services timely and convenient.

Construction is moving along at the Gateway Mobility Hub in downtown Schenectady. This will be our first Hub and it is designed to be a center for mobility activity while complimenting neighboring development. Comfortable, covered, and heated waiting areas are included for the 10 bus routes that will serve the Hub including the Red Line BRT. It will also be home to CDPHP *Cycle!* bikes and *Drive* cars. Connections to Gateway Plaza will provide direct access for Schenectady County Community College students and staff. Appropriate lighting, landscaping and security enhancements will be included throughout the Hub, which is scheduled for late summer completion. We are using the Gateway Hub as our model for the development of convenient mobility centers throughout our service area.

I was proud to be present at the Warren County Board of Supervisors meeting where they voted unanimously to join CDTA. This action will allow us to move forward and merge the Greater Glens Falls Transit system into CDTA. For now, our efforts are focused on providing appropriate maintenance services, and ensuring the operation of their seasonal trolley, one of the most popular GGFT services. We are working on a long list of merger items including employee familiarization and the transfer of vehicles, property and equipment. We are also working with our partners at the Federal Transit Administration and the State of New York on open grants, operating assistance, and other financial matters. In the meantime, we are developing a transition plan to begin our community and stakeholder relations activities, which will introduce the CDTA brand to Warren County and the communities we will serve. We anticipate that this will take several months to complete as we add our sixth member county to the CDTA family.

The Desmond Hotel and Conference Center was a great setting for our annual awards dinner a few weeks ago. The event gives us a chance to showcase our best employees, to highlight their outstanding work and to celebrate the accomplishments of our company. Hats off to our staff who organized the event and the awards program all while staying true to the Roaring 20's theme of the night; job well done!

We have begun the collective bargaining process with the Amalgamated Transit Union, Local 1321. Both sides have been engaged in meetings where they are discussing proposals and concepts to advance the talks toward resolution. Both sides want a fair and reasonable outcome on behalf of our employees. This is a detailed and time-consuming effort and is likely to take several weeks to complete.

With so many activities going on, we do not want to lose sight of the core measurements of our system and celebrate our success. Fueled by our convenient service network and the outstanding efforts of our workforce, ridership continues to exceed expectations. Coming off an outstanding fiscal year, total ridership in April was 1.27 million, 17% higher than last April. As we discussed at the Strategic and Operational Planning meeting, these increases are fueled by Universal Access agreements and the convenient route network that we have developed. The distribution of ridership, especially throughout day parts has shifted and we are responding; but the bottom line is a healthy and energized system that is seeing ridership at pre-pandemic levels.

A key component of our work involves community and stakeholder engagement. This is so important to who we are and what we do that our Board of Directors created a standalone committee that works to develop, oversee and monitor this work. We have embedded ourselves in the community and become a partner in activities that go beyond moving people to jobs, to medical appointments and to social activities. This work develops long term partnerships that we rely on to generate ridership/revenue, to provide support services, and to encourage the development of the CDTA brand. Over the past month or so, we provided buses to serve as rest areas for firefighters, we operated shuttle service to support the annual Tulip Festival in Albany, our employees volunteered at the United Way 518 Community Day, and they ran and walked in the CDPHP Corporate Challenge. Our work and our employees are always public facing, community driven and results oriented. We are CDTA proud!

Performance Measures

Key Performance indicators are shown in monthly reports. Data is for April, and it is compared to data from April 2022. With one month in the books, our financial condition and our budget work are on full display, but obviously too soon to point out trends or things to take note of.

Ridership continues to be strong, but customer revenue is lagging a bit. This comes from the way we book revenue from Universal Access accounts (with only one month in the books, this is not an issue). Operating and maintenance statistics are positive, and our reporting systems provide for good discussion in board committee meetings.

General observations – Although up a bit this month, receipts from the Mortgage Recording Tax receipts have slowed. Wages were 20% under budget for the month; this happened because we increased the wage line to accommodate for expected increases (this will catch up). At the same time, we continue to struggle with head counts; less people on the payroll and the constant workforce churn impacts the wage and benefits lines. The liability claims line is up significantly due to a couple of large settlements.

We review operating results at the Performance Monitoring committee meetings. Highlights for April include:

Revenue:

- Operating revenue was 7% under budget.
- MRT was \$820,000, 21% under budget.
- Customer revenue was \$1.54 million, 2% under budget.
- Facility revenue was \$298,000, 19% over budget.

Expenses:

- Total expenses were 16% under budget.
- Salaries and wages were 20% under budget.
- Purchased transportation was 2% over budget.

Ridership Statistics:

- Total ridership was 1.27 million; 17% higher than last April.
- STAR ridership was 27,880; 7% higher than last April.
- FLEX ridership was 8,800; 39% higher than last April.
- NX ridership was 5,800; 6% higher than last April.

Maintenance/Transportation Statistics:

- We missed 254 trips on the fixed route system.
- There were 41 accidents with 21 categorized as preventable.
- Scheduled maintenance work was at 82%.
- On time performance for fixed route service was 74%. STAR operated within our 10-minute scheduling window 80% of the time.

Customer Service:

- Our call center processed 226 comments. There were 84 comments about STAR service.
- There were 737,000 page views at www.cdfa.org.

Activity Report

Our outreach and community activity reports are long and varied. Regardless of the event or meeting, this work involves telling the CDTA story and engaging people in discussions about better mobility in the Capital Region. This work is constant, and it is always exciting.

- On Thursday, April 27, I met with Warren County officials to talk about their intention to join the Authority and the next several steps in the process.
- On Friday, April 28, I chaired a meeting of the United Way Executive committee. We discussed several items, most of which were personnel related.
- On Friday, April 28, Jaime Kazlo, Mike Collins and I attended Albany Life Path's Third Age awards event at Wolferts Roost County Club. Third Age awards recognize individuals over 60 who are making outstanding contributions to the region.
- On Friday, April 28, Lisa Marrello and I met with Assemblymember Carrie Woerner to talk about a revision to our enabling legislation that would name Warren County as being eligible to join the Authority. The Assemblymember introduced legislation to get this done.
- On Monday, May 1, Jaime Kazlo, Emily DeVito and I met with administrators at Albany High School to talk about a project to restore the Music Mobile. The mobile and its founder Ruth Pelham will be featured at the New York State Library.
- On Tuesday, May 2, I met with Ben Limmer and Graham Curtis from Connecticut DOT. They oversee transit operations throughout the state and are getting ready to implement Bus Rapid Transit in the City of New Haven. We talked about some of the issues we have experienced developing BRT lines and lessons learned along the way. Thanks to Georgie Nugent for the introduction.
- On Tuesday, May 2, I enjoyed dinner with Bill Carpenter and Bob Zerrillo. Bill is retiring from his position as CEO at RGRTA in Rochester. He was in Albany to attend his last NYPTA meeting. Bill and I have developed a great working relationship and a friendship as we worked together to make upstate transit more important to state leaders.
- On Wednesday, May 3, I attended a meeting of the NYPTA Board of Directors at the offices of Capitol Hill Management. The meeting was led by our new President, Brian Schultz. Brian is the CEO of the CNY Centro in Syracuse. Lots of discussion items, most of which centered around the results of the state budget.
- On Thursday, May 4, I met with Mike Wild who is a Warren County supervisor representing the Town of Queensbury. We talked about merging Greater Glens Falls Transit into CDTA and how that would impact his town.
- On Monday, May 8, I filmed a video that we featured on BLINK. It highlights a new safety campaign that teaches bus operators how to de-escalate demanding situations. Emily DeVito manages BLINK; our Safety and Training department is managing the campaign.

- On Monday, May 8, Lisa Marrello and I met with staff in Senator Dan Stec's office. We asked the Senator to introduce a proposal to modify our enabling legislation to allow Warren County to join the Authority.
- On Monday, May 8, I attended a meeting of the Colonie IDA/LDC. I am a member of both boards that work to stimulate economic development in the town. We heard several proposals, including one from a developer proposing a shared use building for incubator companies who need storage space (but are not big enough to warrant their own space).
- On Tuesday, May 9, I attended the 26th annual Dessert Spectacular to benefit the Independent Living Center of the Hudson Valley. Great to see Dave Stackrow, Pat Lance, Mike Collins and Jaime Kazlo there to support ILCHV, Denise Figueroa and her staff.
- On Wednesday, May 10, I joined CDTA staff members and Pat Lance at the Albany Police Athletic League annual breakfast and awards event. It was held at the Desmond Hotel and Conference Center; a great turnout for PAL and the young people they support.
- On Wednesday, May 10, I joined Mike Collins, Amanda Avery, Chris Desany and Lance Zarcone in the first negotiating session with the ATU. The teams will meet several times in the coming weeks.
- On Wednesday, May 10, I met with Glens Falls Mayor Bill Collins to talk about the status of our efforts to merge Greater Glens Falls Transit with CDTA. We also spent time preparing for a meeting with the Warren County Board of Supervisors.
- On Thursday, May 11, I traveled to Lake George for a meeting with the Warren County Board of Supervisors. County Manager John Taflan gave a presentation on why merging GGFT with CDTA should happen and the benefits it will bring to the county. After a long discussion, the Supervisors passed a resolution to join CDTA.
- On Friday, March 12, I met with Mark Aesch from TransPro. We caught up on the work we are doing together and the status of the TransDash performance platform.
- On Friday, March 12, I spent about 30 minutes talking with David Lombardo for his Capital Pressroom podcast. We talked about the state budget, funding for transit, revenue streams for the upstate account and the status of CDTA ridership.
- On Saturday, May 13, my wife Sheila, and I attended our annual awards dinner at the Desmond Hotel and Conference Center. Lots of excitement for our employees, especially those being recognized. Thanks to our staff who organized the event and to Dave Stackrow and his wife Karen, Peter Wohl and his wife Kate, and Pat Lance and his wife Jeanne for spending time with us.
- On Monday, May 15, I chaired a meeting of the United Way Executive Committee. This meeting gave members an opportunity to review the agency budget for the year and ask questions in advance of our full board meeting.

- On Tuesday, May 16, I spent 30 minutes talking with Doug Eadie for his Blog post. We talked about governance and the model we have developed at CDTA. We spent most of our time discussing the Community and Stakeholder Relations committee, the work it does and the value that it brings to CDTA.
- On Wednesday, May 17, I chaired a meeting of the United Way Executive Committee. This meeting was held to discuss a personnel matter.
- On Wednesday, May 17, I talked with Rebecca Hughes from the Downtown Albany BID. She is doing an article for their annual awards event that will mention CDTA stakeholder outreach efforts and the development of a Universal Access agreement with the BID.
- On Thursday, May 18, I spoke at the United Way 518 Day event at Mohawk Harbor. We had two teams of employees who volunteered for the Day of Giving. One team completed a project at the Mechanicville Community Center while another worked at the Pine Hollow Arboretum in Slingerlands.
- On Thursday, May 18, I joined 20 CDTA employees who ran/walked in the CDPHP Corporate Challenge in downtown Albany. Lots of impressive scores, tired feet and sweaty brows. Great job by Mike Collins who was our team captain and chief organizer.
- Monday, May 22, I met with our newest class of bus operators (6). We talked about the work we do at CDTA and the role they will play in the development of our mobility menu. If all goes well, they should be ready for service in 5-6 weeks.
- On Monday, May 22, I met with Glens Falls Mayor Bill Collins and GGFT Manager Scott Sopczyk to talk about a transition plan for merger activities.
- On Tuesday, May 23, I met with Lawrence Schillinger, a CDRPC board member. He was recently named as CDRPC's representative on CDTC Policy Board. We talked about the work we do at CDTA and our relationship with CDTC.
- On Tuesday, May 23, I met with Seth Hennerd from Lumsden and McCormick. We talked about the draft audit and the continued development of the finance department. Good work by everyone involved, and I am pleased that the board will consider the audit at the May meeting.
- On Wednesday, May 24, I met with Mike Fleisher to catch up on transportation issues. Mike was the Executive Director at the Thruway Authority. He is now a consultant.
- On Wednesday, May 24, Lisa Marrello and I visited with Senator Daniel Stec. The Senator's district encompasses a large part of the north country, including Glens Falls, Queensbury and Lake George. We talked about the merger of Greater Glens Falls Transit with CDTA and the way we will approach community and stakeholder outreach.

- On May 24, I attended the Schenectady ARC annual awards dinner along with a number of our staff members at Mohawk Harbor. CDTA received a community partner award that recognized the work of our employees, most notably Barbara Artis and Alexis Soto.
- On May 30, Jaime Kazlo and I met with Anthony Hayes who is the new President at WMHT. We talked about ways that we can work together.

Final Thoughts

Our company continues to grow and look for new opportunities. It is amazing that we have added two new member counties in the past year, after more than 50 years of stability (with four member counties). Much of this is due to our reputation and community image. People and communities want to be part of what we do, and they look to us to bring mobility opportunities to them. A great position to be in - thank you to our board for their commitment to this work and to our employees who get it done and keep CDTA moving forward!

CDTA Provides Mobility Solutions that Connect the Region's Communities