

Board of Directors Monthly Meeting

**Wednesday, June 28, 2023 | 12:00pm
Board Room at 110 Watervliet Ave.**

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, June 28, 2023 | 12:00pm | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Jayme Lahut	
Approve Minutes of Wednesday, May 31, 2023		3
Recognitions	Carm & Jayme	
20 Years – Michael Gambrell, Albany Operator & Secretary ATU Local 1321		
20 Years – Richard Cohen, Schenectady Supervisor		
35 Years – Steve Moquin, Albany Facilities Master Technician		
35 Years – Theodore Rores, Albany Operator		
Committee Reports: (Action Items Listed)		
Board Operations Committee (6/14/23)	Jayme Lahut	
• Rensselaer Rail Station Name		
Performance Monitoring/Audit Committee (6/21/23)	Dan Lynch	
• Resolution 24 - Approve Contract of Commuter Buses		9
• Resolution 25 - Approve Purchase of 40' Buses		12
• Resolution 26 - Approve Contract for RRS Parking Management		14
• Resolution 27 - Approve Contract Extension for WWBRT Design & Construction		19
• Resolution 28 - Approve Contract for On-Call Planning Services		23
• Resolution 29 - Approve Annual Drug & Alcohol Policy		28
Community & Stakeholder Relations Committee (6/22/23)	David Stackrow	
Strategic & Operational Planning Committee (6/22/23)	Mike Criscione	
Chief Executive Officer's Report	Carm Basile	30
Board Member Comments	Everyone	
Upcoming Meetings		
Wednesday, September 20, 2023 at 12:00pm in the Board Room at 110 Watervliet Ave		
Adjourn	Jayme Lahut	

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

MINUTES OF WEDNESDAY, MAY 31, 2023 BOARD MEETING

MEMBERS PRESENT

Michael J. Criscione, Vice Chairman
Georgeanna M. Nugent
Patrick M. Lance
Daniel C. Lynch

Peter D. Wohl
Jaclyn Falotico
David M. Stackrow
Denise A. Figueroa, Treasurer

MEMBER EXCUSED

Jayne B. Lahut, 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
Jonathan Scherzer, Director of Business Dev.

Emily DeVito, Communications Manager
Ross Farrell, Director of Planning
Sarah Matrose, Internal Auditor
Jeremy Smith, Director of Facilities
Steve Wacksman, STAR Superintendent
Dave Williams, Director of Maintenance
Thomas Guggisberg, Director of IT
Vanessa Fox, Executive Assistant
Zachary Stever, President ATU Local 1321
April O'Brien, Paratransit Support Specialist
David Gehrs, Street Amenities Manager

CALL TO ORDER - At 12:00 p.m., Vice Chairman Criscione called the meeting to order and noted a quorum was present.

APPROVAL OF THE APRIL 26, 2023 BOARD MEETING MINUTES

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

RECOGNITIONS

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

- 20 Years – April O'Brien, Paratransit Support Specialist
- 20 Years – David Gehrs, Street Amenities Manager

Board Member Lynch delivered a proclamation on behalf of Albany County. This certificate recognizes CDTA's assistance with transportation during the New York State United Teachers (NYSUT) Conference when the event's transportation fell through last minute.

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Vice Chairman Criscione
Operations Committee met on Wednesday, May 17, 2023 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- John McDonald & Mark Eagan joined us to talk about a community outreach request.
- Lisa Marrello provided us a recap on the state budget and advocacy season. An increase in STOA to 14.6% was confirmed in the state budget. This is an excellent result for us, and we thank the Governor, Legislature, and our local delegation for the support.
- We are advocating for a couple of end-of-session bills. One will make it easier for non-profit operators to acquire car sharing insurance (like Drive), and one to amend the Public Authorities Law to include Warren County as a member of the district.
- We reviewed the agendas and activities for the May meetings.
- We need to fill the vacant Secretary role since Joe Spairana's resignation; Georgie Nugent has agreed to do this. Chairman Lahut asked for a motion to approve Georgie Nugent as Board Secretary for fiscal year 2023-24.

Motion – Ms. Figueroa

Seconded – Mr. Wohl

Carried Unanimously

- The summer meeting schedule was reviewed. The Board will take July and August off, subject to the call of the chair. In September, we will pull the meetings forward one week with the Board meeting to be held on September 20. A schedule is in your packets.
- The next meeting of the committee is scheduled for Wednesday, June 14, 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, May 24, 2023 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Audit Committee

Approve Fiscal Year End 2023 Audit Draft

- Seth Hennard and Liz Krause from Lumsden & McCormick presented the draft FY2023 year-end audit. We received a clean opinion with no findings or weaknesses. Lumsden reviewed their process and approach, along with required communications, and the balance sheet.

Motion – Mr. Lynch

Seconded – Mr. Wohl

Carried Unanimously

Consent Agenda Items

Resolution No. 18 - 2023 – Approve Purchase of Paratransit Vehicles

- This is our annual order of paratransit vehicles, which is part of our fleet replacement program. We have a five-year contract with Shepard Brothers to purchase these vehicles.

- Staff recommends purchasing six vehicles for STAR; they will have upgraded wheelchair lifts, cameras, and the new air purification system. Delivery is expected in early 2024.
- The Authority hereby approves the purchase of six vehicles from Shepard Brothers, Inc. of Canandaigua, NY for a total price of \$838,440.

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

Resolution No. 19 - 2023 – Approve Purchase of Trolley Vehicles

- We need to replace one of our Trolley’s; we have a contract with Hometown Trolley for this. Staff recommends the purchase of one Trolley that is the same make and model of prior purchases. Delivery is expected later this year.
- The Authority hereby approves the purchase of one Trolley from Hometown Trolley of Crandon, Wisconsin for a total price of \$202,267.

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

Resolution No. 20 - 2023 – Approve Contract for Fareboxes

- We need 22 fareboxes for our Washington/Western BRT buses this fall. A sole source purchase for SPX-Genfare fareboxes is recommended because they are proprietary.
- The Authority hereby approves a contract to SPX-Genfare Corporation of Elk Grove Village, Illinois for an amount not to exceed \$389,796.

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

Resolution No. 21 - 2023 – Approve Contract for Vaults

- The vaults at the Troy Division have reached the end of their useful life and need to be replaced. SPX-Genfare vaulting hardware and software are proprietary and a sole source purchase is necessary.
- The Authority hereby approves a contract to SPX-Genfare Corporation of Elk Grove Village, Illinois for an amount not to exceed \$129,086.

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

Resolution No. 22- 2023 – Approve Contract for Lighting Upgrade

- We are installing new generation LED lighting fixtures at 110 and 85 Watervliet Avenue. Estimated energy savings is \$90,000 per year. This project is sponsored by National Grid and their preferred source contractor is Integra LED.
- The Authority hereby approves a one-year contract to Integra LED of Latham, for an amount not to exceed \$250,000.

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

Resolution No. 23 - 2023 – Approve Contract for Scheduling Services

- We need a professional services firm to help us maximize our fixed route scheduling software, called HASTUS. Courval Scheduling has extensive HASTUS experience and provides assistance/training to the transit industry. They have an exclusive partnership with GIRO and are the holder of sublicensing rights for this software.
- The Authority hereby approves a two-year contract to Courval Scheduling, Inc. of Laval QC, for an amount not to exceed \$270,805.

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

Administrative Discussion Items

- Amanda Avery provided a quarterly review on the Risk Management and Workers' Compensation Self-Insurance Accounts. The Committee determined that both accounts are adequate at this time.
- Mike Collins gave the Monthly Management Report. MRT is 21% under budget to start the year but has been trending up over the past few months. Customer revenue was slightly under budget at -2.4%, but RRS revenue outperformed budget by 19%. Wages were under budget this month because of continuing headcount challenges. Workers' Compensation was under budget by 29% as scheduled loss of use awards are lower than anticipated. We are starting the year off in a good financial position.
- Chris Desany gave the Non-financial Report. Fixed route ridership was up 17% this month; and STAR ridership was up 7% for the month; Fixed route on-time performance was at 74%; and STAR on-time performance was at 80%. Overall, missed trips have trended down for the past few months and are at 254. We had 21 preventable accidents this month; and 20 non-preventable accidents.
- Next meeting of the Committee is scheduled for Wednesday, June 21, 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, May 25, 2023 at 11:15 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer provided an update on our website. Some statistics on our current website. Over the last month the most frequented pages are schedule pages. 90% of the 750,000 monthly visits are made with a mobile device.
- We are refreshing the look of website with an updated look and feel. This will include updated and streamlined content and a more responsive design across multiple devices. Lots more dropdowns for easy maneuvering with a focus on elements that are used most often.
- The updated website is expected to debut, Monday, June 12.

- Jaime Kazlo provided the monthly earned media and community engagement report. Last month, CDTA earned 16 media placements in television and newspaper.
- Stories focused on Warren County Board of Supervisors voting in favor of merging with the Authority, the return of the Nature Bus, Tulip festival transportation options and updates on CDPHP Cycle Season 7.
- We participated in several local events to showcase our company in the community including, the CDPHP Workforce Challenge, Patriot Flight transportation for veterans and a Big Truck Day event in Saratoga.
- Jaime outlined social media engagement and provided some statistics for engagement over the last month. We saw an increase in social media engagement and followers across all social platforms. Top posts included an update on the Purple Line project, CDTA recruitment and our electric car share program (DRIVE).
- Looking ahead, we will launch our summer compliment of services, including the Nature Bus, service to Grafton State Park and the Saratoga trolley. Employees will participate in the PRIDE parade on June 11 by walking in the parade and one of our trolleys will be featured. On June 19, we will celebrate the Juneteenth holiday.
- Next meeting of the Committee will be on Thursday, June 22, 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, May 25, 2023 at 12:00 am via Microsoft Teams and at 110 Watervliet Avenue.

Transit Quick Takes: Operator Work

- Over the last several months we have had extensive discussions about balancing the challenges of operator recruitment, retention, and attendance, with meeting our service commitments to customers. Many of these topics involve the nature of work that operators perform on a day-to-day basis. Gary Guy, Director of Transportation, facilitated a discussion around several of the considerations that go into creating operator schedules and assigning work.
- There are several categories of schedules, including days, nights, splits, weekdays, partial weekends, and entire weekends. The ability to choose schedules is based on seniority and the rules in the collective bargaining agreement.
- Extra list operators have no designated schedule for the duration of the pick and sign up for work daily. This is due to changes in daily absenteeism, special events, training relief, etc.
- Hold down assignments also have no formal, designated schedule, but allow a person to sign up for work on a weekly or monthly basis.
- Vacation floaters work the weeks that other operators take off as vacations.
- Balancing these considerations, coupled with operator shortages is complex. What one employee considers “good”, another may consider “bad”. With experienced staff and supervision, we can minimize the negative impacts on our employees and our customers.

- Next meeting of the Committee will be on Thursday, June 22, 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 May 2023.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, June 28, 2023 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:48 PM

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

Respectfully submitted,

Georgeanna M. Nugent, Secretary

Dated: May 31, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 24 - 2023**

Approve Contract for Two Commuter Buses

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

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

WHEREAS, the Capital Improvement plan of the Authority calls for the replacement of two motorcoaches used for the Northway Commuter Service to connect Saratoga County with the City of Albany, and

WHEREAS, the interests of the Authority are best served by “piggybacking” on the existing agreement between the Commonwealth of Virginia and Motor Coach Industries, Inc. (MCI) of Schaumburg, Illinois, and the Commonwealth of Virginia has undertaken to competitively procure the subject equipment in a manner that meets applicable FTA requirements and is willing to assign the purchase option for two motorcoaches to the Authority, and

WHEREAS, the Authority recommends approval of a “piggyback” option to purchase two motorcoaches from MCI with the price per bus at \$881,217, with anticipated delivery in February 2024.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby authorizes the purchase of two motorcoaches from Motor Coach Industries, Inc. of Schaumburg, IL, pursuant to a piggy-backing agreement with the Commonwealth of Virginia for an amount not to exceed \$1,762,435.
2. Authority staff is authorized to enter into an agreement with MCI for the actual purchase of the two vehicles.
3. The Chief Executive Officer is hereby authorized to execute the necessary documents.
4. The source of funds for this purchase is the FY2024 Capital Plan.
5. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on June 28, 2023.

Dated: June 28, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Motorcoaches
Committee: Performance Monitoring/Audit
Meeting Date: June 21, 2023

Objective of Purchase or Service:

Each year we replace 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 12 years/500,000 miles.

Summary of Staff Proposal:

CDTA is utilizing a “piggyback” option to purchase commuter buses from the Commonwealth of Virginia contract. Using a piggyback procurement allows CDTA to save time and money for small quantity purchases. We use this style bus for our Commuter Services.

A Request for Proposals (RFP) was issued by the Commonwealth of Virginia for motorcoaches. The FTA allows for piggyback purchases that meet specified criteria. Staff has documentation on file to justify the procurement method. We requested options from this contract for coach style buses to operate our commuter service. CDTA will execute our own agreement with MCI for the actual purchase.

Upon Board approval and contract execution, a purchase order will be issued for two vehicles with anticipated delivery for February 2024.

Financial Summary/Cost:

The vehicle price per bus is \$881,217. This purchase will be funded through our Capital Plan.

Proposed Action:

I recommend the purchase of two motorcoaches from MCI for an amount not to exceed \$1,762,435.

Manager:

David Williams, Director of Maintenance

**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:

\$1,762,435 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) – **Commonwealth of VA**
 Professional Services (Over \$25,000) Sole or Single Source (Non-Competitive)

6. SELECTION CRITERION USED:

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

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
Number of DBE Subcontractors _____

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Motor Coach Industries, Inc
1700 E Gulf Road Suite 300
Schaumburg, IL 60173

8. SOURCE OF FUNDS: FY24 Capital Plan

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: June 21, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 25 - 2023**

Approve Purchase of Eighteen 40-foot Transit Buses

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

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

WHEREAS, after a competitive procurement, and by way of resolution 01-2022, the Authority has entered into a five-year bus purchase contract with Gillig, LLC of Livermore, California (“Gillig”) and

WHEREAS, the Authority’s fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life, requiring the purchase of replacement vehicles, and

WHEREAS, the Authority now desires to purchase eighteen (18) forty-foot BRT-Styled diesel buses with operator barriers, air filtration systems and Motorola radios for an amount not to exceed \$10,977,314, with anticipated delivery in late summer 2024.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby authorizes the purchase of eighteen (18) forty-foot buses from Gillig for a total cost not to exceed \$10,977,314, subject to compliance with the contract documents.
2. The Chief Executive Officer is hereby authorized to execute all associated documents.
3. The source of funds will be from the Operating Budget.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 28th day of June, 2023.

Dated: June 28, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of 40-foot buses
Committee: Performance Monitoring/Audit
Meeting Date: June 21, 2023

Objective of Purchase or Service:

The current fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life.

Summary of Staff Proposal:

Last year, the Board awarded a five-year contract to purchase forty-foot diesel buses to Gillig, LLC with the understanding that future purchases will require Board approval. We recommend the purchase of ten 40' diesel buses and eight 40' BRT-Styled diesel buses. This purchase is consistent with our purchasing plans and service needs, which aims to balance fleet age and maintenance requirements, while providing predictable costs for purchase and annual maintenance expenses.

These vehicles will come with operator barriers and air filtration systems as well as Motorola radios. The quoted price includes \$6,356 per bus for delivery.

The price represents a 10% increase in vehicle costs, which is double the increase allowed in the contract. Gillig has provided documentation to show the cost of raw materials has increased by over 14%.

Upon Board approval a purchase order will be issued immediately with delivery anticipated for late summer of 2024.

Financial Summary/Cost:

Description	Unit Cost	Quantity	Extended Cost
Base Bus	\$584,288	10	\$5,842,880
BRT Style Base Bus	\$624,684	8	\$4,997,472
Extended Warranty	\$7,609	18	\$136,962
TOTAL COST:			\$10,977,314

Proposed Action:

I recommend the purchase of 18, 40' diesel buses from Gillig, LLC for an amount not to exceed \$10,977,314.

Manager:

David Williams, Director of Maintenance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 26 - 2023**

Approve Contract for Parking Management Services at the RRS

WHEREAS, New York Public Authorities law section 1306(8) authorizes the Capital District Transportation Authority (“Authority”) to employ contractors to provide management or technical services; and

WHEREAS, the safe and efficient operation of the Rensselaer Rail Station requires certain expertise in parking management, above and beyond that which presently exists among Authority staff; and

WHEREAS, Authority has solicited and obtained competing proposals from professional parking managers and determined that the superior proposal has been submitted by incumbent, Republic Parking of Chattanooga, TN; and

WHEREAS, staff recommends a three-year contract with two optional one-year renewals be awarded to Republic Parking of Chattanooga, TN, for parking management services at the Rensselaer Rail Station for a total five-year cost estimated not to exceed \$2,420,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year contract with two optional one-year renewals for professional parking management at the Rensselaer Rail Station to Republic Parking of Chattanooga, TN, for a total five-year cost estimated not to exceed \$2,420,000, subject to compliance with the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds will be from the Operating Budget.
4. This Resolution shall take effective 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 28th day of June, 2023.

Dated: June 28, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Contract for Parking Management Services
Committee: Performance Monitoring/Audit
Meeting Date: June 21, 2023

Objective of Purchase or Service:

To award a contract for parking management services at the Rensselaer Rail Station.

Summary of Staff Proposal:

To provide for the volume of customers using the Rensselaer Rail Station, we operate a parking system that accommodates 638 garage spaces, 626 surface spaces and generates over \$1.7M in annual revenue. We have maintained a contract with an outside vendor to manage parking services since the station opened in 2002.

The current parking management contract expires in 2023. A scope of work was developed, and a Request for Proposals (RFP) was issued. The scope included:

- On-site operations management, including revenue collection, technical assistance, customer support and wayfinding, complaint processing, lost-and-found support, etc.
- Staffing for ticket booths
- Facility inspections based on predetermined schedules
- Basic maintenance of relevant areas
- Reporting and compliance with auditing practices and requirements

The RFP was downloaded 29 times and four proposals were received. A team consisting of members of the Facilities, Information Technology, and Finance Departments reviewed and scored the proposals.

Republic Parking was identified as the frontrunner. Republic has been in business for almost 60 years and is part of the REEF Technology Parking Network. REEF is the largest parking operator in North America with 4,500 locations and 15,000 employees. Republic is our incumbent, and staff has been satisfied with the work performed.

Financial Summary/Cost:

The contract is based on the cost of operating the system, plus a management fee. The total cost will be determined each year based on the amount of staffing and associated pay rates. The total costs for five years are estimated not to exceed \$2,420,000 and is funded by our operating budget.

Proposed Action:

I recommend that three-year contract with two optional one-year extensions be awarded to Republic Parking of Chattanooga, TN for the management of the parking operation at the Rensselaer Rail Station.

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:**
\$2,420,000 (NTE) 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 # 29 or Advertised
Number of Proposals/Bids Received # 4

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:** Republic Parking
633 Chestnut Street, Suite 2000
Chattanooga, TN 37450

8. **SOURCE OF FUNDS:** Operating Budget

9. **COMPLIANCE WITH STATE AND FEDERAL RULES:**
Non-Collusion Affidavit of Bidder (Yes, No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations (Yes, No, N/A)
Disclosure of Contacts (only RFPs) (Yes, No, N/A)
Certification with FTA’s Bus Testing Requirements (Yes, No, N/A)

10. **RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:**
Stacy Sansky, Director of Procurement DATED: June 21, 2023

Cummulative Scorecard CDTA FAC 213-2000 RRS Parking Management

	ProPark-Hartford, CT	Platinum Parking- Cleveland, OH	Republic Parking- Chattanooga, TN	Laz Parking- New York, NY
Management Fee (45points)	160	162	164	162
Experience (50 points)	175	158	180	171
D/M/WBE or SDVOB (5 points)	0	0	12	0
TOTAL	335	320	356	333

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 27 - 2023**

Approve Contract Extension for WWBRT Design & Construction

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

WHEREAS, the Authority is empowered by N.Y. Public Authorities Law section 1306 (7) to retain or employ engineers and private consultants, and chooses to utilize such consultants to engage in the necessary study and design to advance such repairs and improvements, and

WHEREAS, the Authority is in the process of constructing the Washington/Western and River Corridor Bus Rapid Transit (“BRT”) lines, and

WHEREAS, in 2015, a competitive procurement resulted in the award designating Creighton Manning Engineering, LLP (“CME”) for the design and construction of the BRT projects, and in 2020 a sole source contract was awarded to Creighton Manning Engineering, LLP for a two-year term with three optional one-year renewals, and

WHEREAS, the Authority has been satisfied with the work of CME and now desires an extension award for the continuation of work on the BRT project to cover the period up to the anticipated 2023 Fall rollout and additional BRT-related services, and

WHEREAS, the Authority recommends a two-year contract extension with two additional optional one-year extensions to Creighton Manning Engineering, LLP of Albany, NY, for Washington/Western BRT design and engineering services for a total amount not to exceed \$6,225,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a two-year contract extension with two additional optional one-year extensions to Creighton Manning Engineering, LLP of Albany, New York, for Washington/Western BRT design and engineering services at a total cost not to exceed \$6,225,000, subject to compliance with the terms and conditions of the proposal and contract documents.
2. The Chief Executive Officer is hereby authorized to execute the contract documents.
3. The source of funds will be from the Washington/Western BRT Grant.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 28th day of June, 2023.

Dated: June 28, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Contract Extension for WWBRT Design and Construction
Committee: Performance Monitoring/Audit
Meeting Date: June 21, 2023

Objective of Purchase or Service:

We have completed the rollout of the River BRT and are in the final stages of the Washington/Western BRT launch. These projects require significant engineering, design, construction, and inspection work. As conditions and priorities change, there is also a need for *ongoing* design modifications and adjustments.

Creighton Manning was awarded a competitively procured contract in 2015 for work on both BRTs. A new contract was approved in 2020 to finish River and start WWBRT. Creighton and their team of sub-consultants (IBI, HDR, Hite,) have supported us with the WWBRT design, construction, and implementation activities. Creighton has been a trusted partner to us for many years. To finish the WWBRT by soliciting a new engineering firm would not be cost or time effective.

Original budget and schedule projections were adequate to complete the work required for a Spring 2023 rollout (completing Creighton's work). Additional effort is needed to cover the period up to the anticipated 2023 Fall rollout (6-9 months longer than anticipated). We have also identified additional BRT-related tasks to carry out under this contract. These tasks are consistent with the scope of services upon which the contract is based. This includes:

- Post-design changes, and construction inspection of the Gardenway
- The roundabout at Crossgates
- Post-design changes for stations and work at Brevator
- Design, and construction of further improvements including Harriman station and busway

We specified a scope and requested cost structure for this work. Approval of this contract extension and budget is not a guarantee of work. Task items will be approved on a case-by-case basis as projects develop.

Summary of Staff Proposal:

Creighton and their team have been important in the delivery of both the RCBRT and WWBRT. This contract extension allows us to complete the WWBRT project and add new features.

Financial Summary/Cost:

The estimate to complete the work is \$4,155,000, and none of the additional tasks are guaranteed. We would also include an option for an additional \$2,100,000 in services should the Harriman Busway and east station be advanced. These costs are *under* budget for what was allocated on the design/professional services line in the Small Starts grant used to fund them.

Proposed Action:

I recommend a two-year contract extension with two, one-year extensions to Creighton Manning of Albany, NY for Washington/Western BRT design and engineering services. This contract value is for a total not to exceed \$6,225,000.

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:

\$6,225,000 (NTE) 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 0
DBE Certification on file? Yes No **Not Applicable**
Was contract awarded to a DBE? Yes **No**
Number of DBE Subcontractors _____

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

8. SOURCE OF FUNDS: **WWBRT Grant**

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: **June 21, 2023**

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 28 - 2023**

Approve Contracts for On-Call Planning Services

WHEREAS, the Capital District Transportation Authority (the “Authority”) is charged with the continuance, development, and improvement of transportation facilities and services, requiring certain professional services, and

WHEREAS, the Authority is empowered by N.Y. Public Authorities Law section 1306 (7) to employ or retain on-call planning services vendors that will allow the Authority to use pre-approved firms with subject matter expertise to quickly engage in planning tasks and produce results in a timely manner, and

WHEREAS, the on-call planning services vendors will assist in Service Planning/Strategic Planning/Capital Planning and Traffic Signal Analysis & Information Technology Services, and

WHEREAS, the Authority has solicited and evaluated multiple responsive proposals for such services, and has determined that the best proposals and qualifications were submitted by the following eight firms: Service Planning/Strategic Planning: (1) FHI Studio, (2) Sam Schwartz Engineering; Capital Planning and Design: (3) MJ Engineering & Land Surveying, (4) Bergmann Architects, (5) CHA Companies, (6) Creighton Manning Engineering; and Traffic Signal Analysis & Information Technology Services: (7) Arcadis IBI Group, and (8) Kittelson & Associates; with seven firms the Authority already has experience with, and

WHEREAS, staff recommends awarding a three-year contract with two optional one-year extensions to the eight abovementioned firms for on-call planning services with each contract not to exceed \$150,000 per year.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards three-year contracts with two optional one-year extensions for on-call planning services to the following eight firms: (1) FHI Studio, (2) Sam Schwartz Engineering, (3) MJ Engineering & Land Surveying, (4) Bergmann Architects, (5) CHA Companies, (6) Creighton Manning Engineering, (7) Arcadis IBI Group and (8) Kittelson & Associates, with each contract not to exceed \$150,000 per year.
2. The Chief Executive Officer is authorized to execute the necessary documents.
3. The source of funds will be from the Capital and Operating Budgets.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 28th day of June, 2023.

Dated: June 28, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Contract Award for On-Call Planning Services
Committee: Performance Monitoring/Audit
Meeting Date: June 21, 2023

Objective of Purchase or Service:

To provide on-call planning services to assist CDTA in following areas:

- Service Planning/Strategic Planning/Capital Planning
- Traffic Signal Analysis & Information Technology Services

Summary of Staff Proposal:

With the growth of our service area, and ridership, we continue to undertake new projects and work to enhance our network. An on-call planning services contract will allow us to use pre-approved firms with subject matter expertise to quickly engage in planning tasks and produce results in a timely manner. This is similar to what we do with panel counsel in the Legal Department, and term engineers in the Facilities Department.

A scope was developed and a Request For Proposals (RFP) was issued. The scope included:

- Bus Route and Stop Planning
- Ridership and Performance Data Analysis and Estimation
- Traffic Analysis and Demand Modeling
- Environmental Review – NEPA / SEQR; Site Survey
- Conceptual Design, Engineering, Engineering /Design and Cost Estimation
- Traffic Signal Timing

We received 20 proposals. Staff from the Planning and Information Technology Departments reviewed proposals based on firm experience, qualifications of personnel, references, and D/MWBE participation. Of the submissions, eight firms were deemed the most qualified. All received strong references from other transit agencies and municipal partners. We recommend awarding a contract to the following firms:

Service Planning / Strategic Planning

1. FHI Studio*
2. Sam Schwartz Engineering*

Capital Planning & Design

3. MJ Engineering & Land Surveying*
4. Bergmann Architects*
5. CHA Companies*
6. Creighton Manning Engineering*

Traffic Signal Analysis & Information Technology Services

7. Arcadis IBI Group*
8. Kittelson & Associates

* Firm with whom we already have experience

Financial Summary/Cost:

Scopes of work awarded on each contract will not exceed \$150,000/year and will be funded through a combination of our capital and operating budgets.

Proposed Action:

I recommend that three-year contracts with two optional one-year extensions be awarded to each of the aforementioned firms for on-call planning services.

Manager:

Megan Quirk, Senior Planner for Capital Planning & Design

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

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

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

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

___ One-Shot Deal: Complete scope and fixed value
X 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:**

\$150,000 per year per scope of work/contract fixed estimated (circle one)

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

X 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) X Request for Proposals (RFP)
___ Professional Services (Over \$25,000) ___ Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 42 or Advertised
Number of Proposals/Bids Received # 20

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 6
DMWBE Certification on file? Yes No Not Applicable
Number of DMWBE Subcontractors 3 DBE, 3MBE, 4 WBE, 1 SDVOB

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** See Action Item -8 Firms

8. **SOURCE OF FUNDS:** Operating or Capital Budget depending on amount and type of project

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

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

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

Stacy Sansky, Director of Procurement DATED: June 21, 2023

Scorecard CDTA PLAN 18-11000 On Call Planners

	JMT of New York, Inc Latham, NY	CHA Companies Albany, NY	Creighton Manning Engineering Albany, NY	FourSquare ITP Washington, DC	Transportation Management & Design, Inc Carlsbad, CA	FHI Studio Hartford, CT	Karp Strategies New York, NY	Bergmann Architects, Engineers, Planners Albany, NY	Arcadis IBI Group Binghamton, NY	Kittelson & Associates Boston, MA
Cumulative	210.75	258	264	207	174	276	186	255	241.5	246
Average	70	86	88	69	58	92	62	85	81	82

	MJ Engineering & Land Surveying, PC Clifton Park, NY	Jack M Reilly & Associates Latham, NY	Sowinski Sullivan Sparta, NJ	WSP Troy, NY	Arup US, Inc New York, NY	Stantec Consulting Services, Inc Albany, NY	Fisher Associates Syracuse, NY	Weston & Sampson Albany, NY	Sam Schwartz New York, NY	BFJ Planning New York, NY
Cumulative	255	168	207	186	198	174	192	204	267	222
Average	85	56	69	62	66	58	64	68	89	74

- = Selected that did not require interview
- = Selected after interview
- = Not selected after interview
- = Not selected and did not require interview

**Firms selected over average of 80 points*

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Resolution No.: 29 - 2023

Approve Drug & Alcohol Policy

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

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

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

WHEREAS, upon review, the Authority recommends a regulatory change with regard to cannabis use for non-safety-sensitive employees and an administrative change to the Drug and Alcohol Policy, as revised and attached hereto.

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

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 28th day of June, 2023.

Dated: June 28, 2023

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Drug & Alcohol Policy
Committee: Performance Monitoring/Audit
Meeting Date: June 21, 2023

Objective of Purchase or Service:

An annual review of our Drug and Alcohol Policy is required by the Federal Transit Administration. This policy contains language outlining how our program works, what standards employees are held to, and the consequences associated with violating the policy. The types of tests that CDTA conducts include Pre-Employment, Random, Post Accident, Return to Work and Reasonable Suspicion. The five classes of drugs that we currently screen for are: Marijuana, Cocaine, Opiates, Amphetamines and Methamphetamines.

The policy must be available to all employees, both safety-sensitive and non-safety sensitive. It ensures that all regulations are current to maintain compliance with the Federal Transit Administration.

Summary of Staff Proposal:

Regulatory Change

According to Labor Law 201-D, cannabis used in accordance with New York State law is a legal consumable product. As such, employers are prohibited from discriminating against employees based on the employee's use of cannabis outside of the workplace, outside of work hours, and without use of the employer's equipment or property.

All *non-safety sensitive* employees being drug tested during the pre-employment process, cannot be penalized if their test comes back positive for cannabis.

We have updated the policy to include this language.

Administrative Change

Appendix C: SAP – Substance Abuse Provider

Deleted information for Amanda Keller and replaced with the following:

Winell J. Soures, Capital EAP

(518) 462.6531 Ext 110

Financial Summary/Cost:

No Impact

Proposed Action

I recommend approval of the 2023-2024 Drug and Alcohol Policy

Manager:

Kelli Schreivogl, Director of Human Resources



Memorandum

June 28, 2023

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for June

Overview

It is officially summer, and our region is on full display with its natural beauty, exciting events and annual offerings filling our collective calendars. Although we will all take time to relax and recharge, summer offers no slowdown for CDTA, as we continue to grow our business footprint, services and mobility offerings. Our company is in third gear looking for more success and connections for customers and partners.

We are excited to offer more services with wider spans and better frequencies. This has been a CDTA calling card as our service design team focuses on providing services that people can rely on. The improvements that we launched earlier this week focus on what customers want and need most – reliable and convenient service with buses that come frequently, connect to other buses and operate late into the evening and on weekends. Designing services this way gives customers choices and easy connections. We have not provided this level of expansion for more than three years as we rebounded and rebuilt our network through the pandemic. With ridership approaching 100% of what it was before the pandemic, the timing is perfect to implement this improvement package.

Our staff is working on additional service improvements for the fall, leading to the launch of our third Bus Rapid Transit line. The Purple Line BRT will include our first dedicated bus way, a roundabout at Crossgates Mall and lots of new stations with customer amenities and upgrades. When the Purple Line is operational, we will have built a 40-mile network of Bus Rapid Transit service, a remarkable accomplishment that we should all be proud of.

As we improve services and work to be more effective, ridership continues to rebound. For the first two months of the fiscal year, we saw 2.6 million boardings on CDTA buses. That is 21% more than the same period last year, and nearly 100% of what it was before the pandemic began three years ago. Although the ridership profile is a little different than it was three years ago, it is great to see a continuous rise in boardings, development of new Universal Accounts to support ridership (and revenue), and a steady stream of requests for more service, more options, and better connections. Our staff is balancing the demand for service with the human resource realities that exist here and with every employer in the Capital Region. Great work by everyone involved in the CDTA success story.

Work continues towards the merger of 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. More than 50% of the bus operators involved in the seasonal trolley services are CDTA bus operators and the

majority of the maintenance services are provided by CDTA personal. This is a good way for us to ease into the operation of their system components.

We are working with our partners at the Federal Transit Administration and the State of New York on grants, operating assistance, and other financial matters. To keep us moving forward, we are developing a transition plan to begin community and stakeholder relations activities, which will introduce the CDTA brand to Warren County. We anticipate that this work will be substantially complete by the end of 2023.

After an expected delay, CDPHP*Cycle!* is off and running for Season 7. Over the past week about 100 bikes, all pedal assisted e-bikes have hit the streets. Over the next few weeks, more new bikes will be added to racks throughout our six-county service area. Once that is complete, older, non-pedal assist bikes will hit the streets, complete with new software (referred to as brains), quickly bringing the cycle network to more than 500 bikes. The new bikes have been well received by customers as we continue to expand and modernize this program. Hats off to Lindsey Bradt and her team for their flexibility and work to get *Cycle* off and running!

As construction continues, the Gateway Mobility Hub is taking shape. This is our first Hub, and it will be a center for mobility activity and complimentary to the multifaceted development efforts that are taking place in downtown Schenectady. When it is complete in a few months, it will offer covered, heated waiting areas for customers using the 10 bus routes that will serve the Hub. It will also be home to CDPHP *Cycle!* bikes and *Drive* cars. Appropriate lighting, landscaping, wayfinding signage and security enhancements are included in the Hub design.

For almost a year, the senior leadership team has been involved in Diversity, Equity and Inclusion efforts. This project has no set deadlines as we realize that this work never ends. The first phase of this work was intended to raise awareness levels to what DEI is, how it impacts our organization, the people who work here and the people who will work here. We are learning about what shapes our culture and how it affects what people do and how they do it. While that has been happening, our partners at Tangible Development are guiding organizational assessment work. This involves surveying employees, including them in focus groups, and discussion teams. This will give us a look at what people think about CDTA, our levels of inclusion and how equitable our workplace is. The data gathering part of this work is complete and Tangible staff is working on a report, which is expected in the next month. We are also part of APTA's Racial Equity Pilot program. This helps us understand what others in our industry are doing and how this work applies to CDTA. More to follow on this important work.

Our negotiating team continues collective bargaining discussions with the Amalgamated Transit Union, Local 1321 team. The sides have agreed on a number of things, and they are working toward a comprehensive package that can be advanced to the board and to the ATU membership. The current contract expired on June 12 and both sides are committed to working towards an agreement, regardless of how long it takes.

A few weeks ago, about 100 retired CDTA employees returned to CDTA to have lunch and catch up with each other. We put a twist into the event by holding it in the new, expanded garage area at 110 Watervliet Avenue. We gave the retirees a look at the things we added to the facility, what it will result in, and how we plan to move forward. It was with great pride that we welcomed them back to CDTA. Thank you to everyone who made this possible, especially Jaime Kazlo, Emily DeVito and Vanessa Salamy who transformed the garage into a great event venue.

Performance Measures

Key Performance indicators that drive our company are included in monthly reports. These reports are thoroughly reviewed and discussed in our committee meetings. Data is for May, and it is compared to data from May 2022.

System ridership continues to be strong with corresponding revenue from customers (and Universal Access accounts). Ridership is up more than 20% from last year. Operating, maintenance and safety statistics are positive across the board. We have introduced a stronger website and support that with a focused social media presence, which is monitored by the Community and Stakeholder Relations committee.

Although they have slowed, Mortgage Recording Tax receipts have crept up slowly for the past few months. Wages continue to be under budget, but we expect increases as a result of collective bargaining. Although our struggle with head counts is likely to balance that; less people on the payroll and the workforce churn impacts wage and benefit expenses. The liability claims line is up due to a couple of large settlements. Highlights for the month of May include:

Revenue:

- Operating revenue was 7% under budget.
- MRT was \$878,000, 16% under budget.
- Customer revenue was \$1.53 million, 2% under budget (we increased this line by 30% in this year's budget).
- Facility revenue was \$254,000, 1% over budget.

Expenses:

- Total expenses were 5% under budget.
- Salaries and wages were 4% under budget.
- Purchased transportation was 7% over budget.

Ridership Statistics:

- Total ridership was 1.34 million; 24% higher than last May.
- STAR ridership was 30,150; 14% higher than last May.
- FLEX ridership was 8,780; 34% higher than last May.
- NX ridership was 6,050; 2% higher than last May.

Maintenance/Transportation Statistics:

- We missed less than 1% of all trips (trip cuts).
- There were 40 accidents with 18 categorized as preventable.
- Scheduled maintenance work was at 83%.
- On time performance for fixed route service was 71%. STAR operated within our 10-minute scheduling window 79% of the time.

Customer Service:

- Our call center processed 149 comments. There were 73 comments about STAR service.
- There were 803,000 page views at www.cdda.org.

Activity Report

CDTA outreach takes many forms and there is no cookie cutter road map to follow. Our staff is constantly working to develop partnerships, to meet new people and engage them in discussions about what we do, how we do it and how we can help them. As evidenced by our community value report, our messages are being received and we have a solid foundation to build from.

- On Thursday, June 1, Jaime Kazlo and I traveled to Rochester to attend a retirement ceremony for Bill Carpenter. Bill was CEO at RGRTA for 11 years and president of NYPTA for the past 6 years. He was an APTA board member and past president of the National Bus Coalition. Bill did a great job advocating for transit and he is a good friend.
- On Thursday, June 1, Jaime Kazlo and I returned from Rochester to attend the St. Rose Community of Excellence event at the college. The school recognized Assemblymember Pat Fahy, Dominic Purnomo and Doctor James Reed for their work in the community.
- On Friday, June 2, we held an event to kick off Alzheimer Awareness month and highlight CDTA's participation in this worthwhile effort. Many of our bus operators and maintenance personnel wore purple shirts throughout the weekend. Good job by Emily DeVito to organize this.
- On Friday, June 9, we held our annual retiree lunch at CDTA. Close to 100 retirees got a look at our expanded garage, new bus washers, articulated bus bays and other improvements we have made to the facility. Everyone had a great time and we received lots of feedback; it was nice to have Pat Lance and Dan Lynch with us.
- On Tuesday, June 13, I met with staff from Tangible Development to preview their data collection from surveys and focus groups at CDTA. This is part of their organizational DEI assessment work. We expect a draft report in about six weeks.
- On Tuesday, June 13, I attended the United Way's annual awards program at the EPOC Center in Troy (RPI). I was very honored to introduce Brian Barr as the newest member of the Capital Region Philanthropy Hall of Fame. It was great to have Jayme Lahut, Justin Gregaydis, Mandy Harrington, Jaime Kazlo, Emily DeVito and Vanessa Salamy with us. CDTA has one of the United Way's most successful workplace giving campaigns – another team effort.
- On Thursday, June 15, Jaime Kazlo and I attended a meeting sponsored by the American Heart Association at CDPHP. I have been asked to be part of the Heart Ball's Executive Leadership Team.
- On Thursday, June 15, Jon Scherzer and I met with staff from The Routing Company to talk about development of a demand responsive shuttle service between Rensselaer Rail Station and downtown Albany. This will be branded as *FLEX*.
- On Thursday, June 16, I attended the Capital Region Chamber of Commerce annual dinner at the Capital Center in downtown Albany. Great to have Mike Collins, Jaime Kazlo, Jon Scherzer, Pat Lance and his wife Jeanne at our table. Nice to see Mike

Criscione and his wife Eileen and Dan Lynch and his wife Erin at the event, which drew nearly 1200 people.

- On Friday, June 17, Jayme Lahut and I participated in an event to announce the Schenectady Nature Bus. About a dozen excited partners assembled at Collins Park in Scotia for the announcement. We seem to have found a recipe for success with our Nature Buses.
- On Wednesday, June 21, I chaired a meeting of the United Way Board of Directors. We were hosted at Hudson Valley Community College by President Roger Ramsammy. The board approved the agency budget for the coming year and reviewed a new giving strategy proposal.
- On Wednesday, June 21, I attended a meeting of the Christian Brothers Academy Board of Trustees. I was nominated to another three-year term and was elected as secretary for the Board of Trustees.
- On Thursday, June 22, Jon Scherzer and I caught up with Mark Aesch from TransPro. We talked about the work we are doing, the community value survey that they recently completed on our behalf, and the next steps in the development of TransDash – a national value-based dashboard.
- On Thursday, June 22, I joined senior staff in a meeting with the Tangible Development team. We talked about the draft organizational assessment report and the calendar for rolling it out to various levels throughout the company. The DEI work we are doing is an important part of our workplace improvement efforts.
- On Friday, June 23, I attended the Albany Business Review’s Diversity, Equity and Inclusion lunch at the Hilton Garden Inn in Troy. We had a full table of staff members who have been involved in our DEI work.
- On Friday, June 23, my wife Sheila and I joined Jaime Kazlo, Emily DeVito and Vanessa Salamy at the annual Red White and Blue event at Saratoga National Golf Club. This is one of the American Cancer Society’s largest fundraisers with 500 people attending.
- On Tuesday, June 27, I attended the Downtown Albany Business Improvement District annual meeting and awards ceremony at 66 South Pearl Street. I was honored to receive the James DiNapoli award for partnership and development of downtown Albany. Thank you to our staff and board members for attending.

Final Thoughts

As we get ready to enjoy summer in the Capital Region, more service, new territory and more opportunities to build and refine our great brand are on the horizon. This is done each and every day by the entire CDTA team. I am proud of this work and thankful to the board, staff and everyone who wears CDTA blue – have a great summer!

CDTA Provides Mobility Solutions that Connect the Region’s Communities