



CDTA COMMITTEE AGENDA

Board Operations Committee

Wednesday, June 12, 2019 at 7:45 AM at 110 Watervliet Avenue, Albany

Committee Item	Responsibility
Call to Order	Jayne Lahut
Ascertain Quorum	Jayne Lahut
Agenda Approval	Jayne Lahut
Approve Minutes of May 20, 2019	Jayne Lahut
Consent Agenda Items	
<ul style="list-style-type: none">No Items Scheduled	
Administrative Discussion Items	
<ul style="list-style-type: none">Review of June Committee AgendasCEO/Company Work Plan 2019-20Troy Transit Center	Senior Team Carm Basile Carm Basile
Governance/Policy Issue Discussion Items	
<ul style="list-style-type: none">No Items Scheduled	
Executive Session	
<ul style="list-style-type: none">Assessment of System Safety & Security*	Bob Sears
Adjourn	Jayne Lahut

Next Meeting: Thursday June 27, 2019 at 9:15am at 110 Watervliet Ave., Albany

** Indicates Material (Or Additional Material) Will Be Provided at Meeting*

**Capital District Transportation Authority
Board Operations Committee
Meeting Minutes – May 20, 2019 at 7:45am; 110 Watervliet Avenue, Albany**

In Attendance: Mike Criscione, Jayme Lahut, Jackie Falotico (via phone), Carm Basile, Amanda Avery, Chris Desany, Mike Collins, Jaime Watson (via phone), Vanessa Salamy, Lisa Marrello – Jackson Lewis

Meeting Purpose

Regular meeting of the Board Operations Committee. Chairman Lahut noted that a quorum was present. Minutes from the April 8, 2019 meeting were reviewed and approved.

Consent Agenda Items

No items scheduled.

Administrative Discussion Items

- Lisa Marrello provided an update on advocacy activities for the past 30 days. As the legislature nears the end of session, she expects a good deal of activity and will continue to keep us informed.
- Carm provided a close out report for last year's company work plan. We talked at length about activities for the next 12-16 months and the challenge of keeping our agenda moving forward amidst the many projects we have before us. Carm will provide a more refined plan at the June meeting.
- Mike Collins gave us an update on a Wellness Center that is being considered here at CDTA. We are partnering with CDPHP on this to improve the overall health and well-being of our employees.
- Lastly, we discussed the Uncle Sam Transit Center and its status as it advances through the eminent domain process.

Executive Session

No items scheduled.

Next Meeting

Wednesday, June 12, 2019 at 7:45am at 110 Watervliet Avenue, Albany

Memorandum

June 12, 2019

To: Chairman, Board of Directors
Members, Board Operations

From: Chief Executive Officer

Subject: Work Plan

I am providing a refined draft of a work plan for the next 12-14 months. It shows more detail on the initiatives and projects that we reviewed last month. This includes BRT, expanded services, STAR, new technology and a continued focus on governance and solidifying our financial condition.

It goes without saying that I will continue to spend a large amount of time externally, with stakeholders, elected officials and business leaders making the case for more mobility, improved access to transportation options and more reliable funding mechanisms.

We have scheduled a series of “deeper dives” in the Board Operations committee to keep us all updated on the issues, projects and opportunities on our agenda. This will also help us to prioritize what we are doing and when we do it. Related to that, I have incorporated a thought starter on strategic planning. Jayme Lahut and I have talked about and agreed that we need to move the company towards a process of planning and organizing what we do. That requires a large commitment of time and resources. We can discuss this as part of our deeper dive series.

Let me know if you any questions.

Capital District Transportation Authority

DRAFT - Chief Executive Officer Work Plan (2019-2020)

Overview – there is a lot going on at CDTA with opportunities and challenges in front of us. We want to be bigger and better and our communities are asking more from us. We have developed the concept of mobility manager and the region is buying in. This work plan is an outline of our activities for the next 12-14 months. It is flexible so that it can be modified as appropriate. The senior staff will work with board committees to prioritize activities and insure a common focus.

Performance Targets

Grow Ridership by 1%; Grow Riders/Hour by 1%; Improve On-Time Performance by 2%

Technology

Advance the technology we have while adding systems and software where required. This is happening as we continue to install and use the many features in our CAD/AVL system.

- Implement GIRO Bid
- Implement INIT Yard Management System
- Begin to measure and report on Key Performance Indicators

Accept delivery and operate 4 New Flyer electric buses by September 1, 2019

- Initiate pilot to measure operating characteristics and to identify key operating statistics.

Expand the Mobility Menu

Microtransit

- Develop operating/branding plan for Microtransit Service
- Purchase vehicles, train operators/dispatch employees; begin service by November 2019

Bikes

- Incorporate CDPHP *Cycle!* into at least 6 Universal Access agreements.

STAR

- Review service and operations; develop baseline operating profile and cost analysis
- Provide primer discussion for the CDTA Board of Directors (by September 2019)
- Identify key performance indicators to measure effectiveness (by December 2019)
- Develop/issue Request for Proposal for paratransit services (by September 2019)

Regional Taxi Oversight Taxi

- Coordinate the adoption of a common ordinance in 6 communities by December 2019
- Develop and introduce regional fare structure by April 2020

Electric Scooters

- Monitor legislation to legalize scooters and e-bikes
- Develop draft operating and branding plan

People and Human Capital Expansion

Implement CDPHP Wellness Center at CDTA by December 2019

Implement Internal Communication Plan by August 1, 2019

Add Employee Recruitment Capacity in HR by September 2019

Service Development and Customer Satisfaction

Implement new Albany Service Plan by June 2020

- Requires service, branding and customer interaction plan

Integrate Montgomery County into CDTA Service Area by April 2020

- Requires development of service, marketing and branding plans

Begin BRT service on Blue Line River Corridor by November 2020

- Coordinate construction of stations, infrastructure, delivery of buses with service development and outreach

Advance Purple Line BRT for third submission to CIG status by December 2019

- Requires plans to be at 50% design and development of Project Management Plan

Facility Development

Implement RRS Law Enforcement Plan by April 2020

Make Go/No Go Decision on building Transit Center in Troy by September 2019

Issue bids for construction of new/improved transit center at Crossgates Mall by October 2019

Issue bids for expansion of Troy Garage by December 2019

Issue bids for expansion of Schenectady Garage by April 2020

Make decision on construction of Transit Center in downtown Schenectady by December 2019.

Deep dive report on downtown Albany Intermodal Center by December 2020.

Financial/Governance

Improve Board Member Orientation process

Further Implement/Refine High Impact Governance Model

Develop Customer Revenue Paper

Work with Board Planning Committee to consider Parking Rate Increase at RRS (April 2020)

Advocacy, Community and Image Development

For Statewide 5-year Capital Plan

For Statewide Multi-Year Operating Plan

50 Years – plan for the celebration of 50-year anniversary (February 2020)

Deeper Dive – organize a series of meetings of Board Operations (or committee of the whole) to talk about CDTA initiatives, areas where change is happening, or performance requires a deeper dive than provided at committee meetings. Deep dives may be a precursor to strategic planning.

Strategic – working with the board/committees, determine the feasibility of a strategic planning process for CDTA. This would help to set priorities, focus time/resources, and ensure that we work towards common goals and intended outcomes. This requires buy-in at all levels of the company. We will need professional assistance to do this.

Updated: June 6, 2019