

## **CDTA COMMITTEE AGENDA**

### **Strategic and Operational Planning Committee**

**Thursday, November 12, 2020 | 11:30 AM | Microsoft Teams Meeting**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Mike Criscione
Ascertain Quorum	Mike Criscione
Agenda Approval	Mike Criscione
Approve Minutes of Thursday, October 22, 2020	Mike Criscione
<b>Consent Agenda Items</b>	
<ul style="list-style-type: none"><li>• Approve Title VI Program*</li></ul>	Chris Desany
<b>Administrative Discussion Items</b>	
<ul style="list-style-type: none"><li>• No Items Scheduled</li></ul>	
<b>Executive Session</b>	
<ul style="list-style-type: none"><li>• No Items Scheduled</li></ul>	

Next Meeting: Thursday, December 17, 2020 at 12:00pm via Microsoft Teams and 110 Watervliet Ave.

Adjourn

*\* Indicates Additional Material Will Be Provided Via Email*

**Capital District Transportation Authority**  
**Strategic and Operational Planning Committee**  
**Meeting Minutes – October 22, 2020 at 12:00pm; via Microsoft Teams**

In Attendance: via MT- Jackie Falotico, Mark Schaeffer; at 110 – Jayme Lahut, Mike Criscione, Dave Stackrow, Pat Lance, Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Jon Scherzer, Phil Parella, Vanessa Salamy; via MT –Sarah Matrose, Jeremy Smith, Lance Zarcone, Ross Farrell, Jaime Watson, Stacy Sansky, Thomas Guggisberg, Rich Cordero

**Meeting Purpose**

Regular monthly meeting of the Strategic and Operational Planning. Committee Chair Mike Criscione noted that a quorum was present. Minutes from the September 24, 2020 meeting were reviewed and approved.

**Consent Agenda Items**

**Approve Disposition of Saratoga Property**

- In 2008, CDTA sought to establish a new operating and maintenance facility for its Saratoga County services. Since the 2011 acquisition of a property to facilitate this expansion, expected ridership increases have not materialized as hoped.
- The property was purchased for \$535,000 and has since been appraised at \$1M. Pyramid Brokerage Company was commissioned to broker the sale of the site. The property was listed on various brokerage sites and local/global MLS services, and the local market was canvassed for potential developers.
- The only offer made comes from Munter Enterprises, in an amount of \$600,000. Munter Enterprises is a construction and real estate development company who is responsible for the development of much of the Grande Park.
- With the current economic climate and pandemic conditions, the pool of potential buyers/developers has shrunk since the appraisal was done. Appraisals are also done through the lens of “highest and best use”, meaning there is an ideal buyer who needs to build an industrial building at the current time of the appraisal.
- The advantages of this buyer is that he knows the property, it would be a cash deal in short time, and he is a developer willing to take a chance on sitting on the property for an extended period of time. Disposition will be done in accordance with the Public Authorities Accountability Act and other applicable laws.
- The disposition of the former Saratoga Bus Garage property for an amount of \$600,000 will be recommended to the board for approval.

**Approve Three BRT Land Acquisitions**

- In October of 2016, the Board approved our land acquisition plan for the River BRT. That plan included an accounting of the parcels required to implement it. After executing the process, we published a Determination and Findings document which included the feedback from the public outreach activities. The Board approved our Determination and Findings in January of 2017, which included authorization to acquire the properties.

- This approach satisfies our Small Starts requirements; however, we want to be conservative and be sure to satisfy our internal guidelines as well. As such, three of the properties acquired were of high enough value that we are looking for an additional resolution to memorialize their approvals: 559 Broadway, 517 Delaware, and 720 South Pearl.
- The acquisition of three River BRT parcels outlined above will be recommended to the board for approval.

### **Administrative Discussion Items**

#### **FY21 Mid-year Budget Review / FY22 Budget Kickoff**

- Mike Collins gave a presentation and facilitated discussion on the status of the budget for the current year, and described the preliminary work done for next year's budget.
- MRT is tracking well at 18% over budget, however RRS revenue is down 76%. STOA payments are coming in at 70%. We have not drawn down on our 5307 and the \$42.7M in CARES money has been exhausted.
- Wages are under budget by 5.6%, however we have not started OGS or BRT service. Fuel consumption is tracking very low, and we are looking into the source of this.
- Developing the budget for next year will be challenging. Predicting Universal Access contract and parking revenue, predicting STOA and federal assistance, right-sizing service, and analyzing additional COVID-related impacts will all be tricky.
- We will be back in December to recommend the preliminary budget submission to PARIS.

#### **Executive Session**

No items scheduled.

#### **Next Meeting**

Thursday, November 12, 2020 at 11:30am via Microsoft Teams and at 110 Watervliet Ave.

## Memorandum

Date: November 12, 2020

To: Strategic and Operational Planning Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Approval of Title VI Policy

### Overview:

The Title VI statute is an FTA regulation to ensure equity when transit systems make major service and operational decisions. As a federal funding recipient, CDTA must comply with Title VI regulations. The purpose of Title VI is to:

- Ensure that the level and quality of transit service is provided in a nondiscriminatory manner;
- Promote full and fair participation in transit decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

CDTA works to ensure that all decisions made under the umbrella of Title VI put our customers on a level playing field and do not unfairly favor or disfavor one demographic over another. The intent of Title VI is consistent with CDTA's goals to ensure that service and fare decisions take into consideration the impact to our customers of all demographics. The requirement to comply with Title VI has existed for many years, and we fully support its goals and objectives. We performed an extensive analysis based on FTA regulations to develop our final plan, which was presented to the public in a Virtual Public Meeting on October 27th. The policy has been provided to you separately for review.

We are required to submit a Board-approved policy to FTA by the end of the calendar year. In summary, the policy contains:

- General requirements, including a copy of Title VI notifications and a report of investigations
- Service monitoring standards that include level and quality of service
- An analysis of our adherence to service monitoring standards (we do comply)
- The definition of a "major service change"
- The definition of a "disparate impact"
- The definition of a "disproportionate burden"
- A Public Participation Plan that describes customer and stakeholder outreach procedures
- A Limited English Proficiency Language Assessment Plan that describes our strategy for addressing customers who do not read, write, or speak English (provided under separate cover from the Title VI Policy document)

### Recommendation

At this time, I am recommending approval of the 2020-2023 Title VI Policy.

Copy: Chief Executive Officer