

Board of Directors Monthly Meeting

Wednesday, June 25, 2025 | 12:00pm
Board Room at 110 Watervliet Ave.

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, June 25, 2025 | 12:00pm | 110 Watervliet Ave

Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes from Wednesday, May 28, 2025		3
Recognition	Frank & Jayme	
35 Years – Roderick McElroy, Safety & Training Supervisor		
25 Years – Dean Biancaniello, Albany Master Technician		
20 Years – Lori Berkley, STAR Administrative Assistant		
20 Years – Michael Pauldine, Customer Service Representative		
Committee Reports: (Action Items Listed)		
Board Operations Committee (06/11/25)	Jayne Lahut	
Performance Monitoring/Audit Committee (06/18/25)	Peter Wohl	
• Resolution 31 – Approve Contract for Fare Media Purchase		10
• Resolution 32 – Approve Contract for Integrating STAR Payments into Navigator		13
• Resolution 33 – Approve Contract for Joseph L. Bruno Rail Station Security		17
• Resolution 34 – Approve Contract for Harriman East Construction		22
• Resolution 35 – Approve Annual Review of Drug & Alcohol Policy		27
Community & Stakeholder Relations Committee (06/18/25)	David Stackrow	
Strategic & Operational Planning Committee (06/18/25)	Michael Criscione	
• Resolution 36 – Approve Realignment Strategy & August Pick		29
Chief Executive Officer’s Report	Frank Annicaro	32
Board Member Comments	All	
Upcoming Meetings		
August 27, 2025 at 12:00 PM via Microsoft Teams and at 110 Watervliet Ave.		
Adjourn	Jayne Lahut	

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

MINUTES OF WEDNESDAY, MAY 28, 2025, BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, Chair
Michael J. Criscione, Vice-Chair
David M. Stackrow
Jackie McDonough

Jaclyn L. Falotico, Secretary
Denise A. Figueroa, Treasurer
Peter D. Wohl
Patrick M. Lance
Georgeanna M. Nugent

MEMBERS PRESENT REMOTELY

MEMBERS NOT PRESENT

OTHERS PRESENT

Frank Annicaro, CEO
Michael P. Collins, Interim CEO
Amanda Avery, General Counsel
Chris Desany, VP Planning & Infrastructure
Lance Zarcone, VP Operations
Gary Guy, Director of Transportation
Dave Williams, Director of Maintenance
Jonathan Scherzer, Director of Business Dev.
Emily DeVito, Communications Manager
Jeremy Smith, Director of Facilities
Stacy Sansky, Director of Procurement
Patricia Cooper, Director of Finance

Zack Stever, ATU President
Thomas Guggisberg, Director of IT
Rich Cordero, Director of Service Quality
Jaime Kazlo, Director of Communications
Michael Williams, Director of Planning
Kelli Schreivogl, Director of Human Resources
Calvin Young, Manager of Oper. Performance
Sarah Matrose, Internal Audit

CALL TO ORDER - At 12:00 PM, Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE APRIL 30, 2025, BOARD MEETING MINUTES

Motion – Ms. McDonough
Seconded – Ms. Falotico
Carried Unanimously

RECOGNITIONS

Frank Annicaro and Chairman Lahut presented the following awards and members offered their congratulations:
20 Years – Jonathan Carver, Albany Operator

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Committee met on Wednesday, May 14, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

Consent Agenda Item

Resolution 21 – 2025 – Approve Designation of Frank Annicaro to Execute FTA Grants

- It is a requirement by the Federal Transit Administration for the board's authorization designating a signatory for FTA grant awards.
- The Authority hereby approves Frank Annicaro, our CEO, as the person who the Board is naming to execute all FTA grant awards.

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

Administrative Discussion Items

- We previewed the agendas for May's committee meetings and the May Board meeting. It's a busy month for us and the staff and June will be equally busy.
- Lisa Marrello updated the committee on New York State's \$254 billion budget that was adopted earlier this month. The budget increased state operating assistance for a 12th consecutive year with a 5% boost for this fiscal year. Since this is less than CDTA's approved budget, we will have a budget deficit that needs to be addressed in the coming months.
- There's also \$245 million in non-MTA capital funding, so we will be looking to tap into this funding in support of our capital budget.
- Lisa says that with 4 weeks remaining on the State Legislature's schedule, there's the potential for State budget cuts and an extended session to deal with what's happening in Washington.
- Next meeting of the Committee will be on Wednesday, June 11, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

PERFORMANCE MONITORING COMMITTEE - Report from Peter Wohl

Performance Monitoring Committee met on Wednesday, May 21, 2025, at 12:00 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution 22 – 2025 – Approve Fiscal Year 2025 Year-End Audit Draft

- Seth Hennard from Lumsden & McCormick presented the draft year-end audit for FY2025. We received a clean opinion with no findings or weaknesses.
- Lumsden reviewed their approach, along with required communications, and the balance sheet. Their presentation was included in your packets.
- The Authority hereby approves the draft Fiscal Year 2025 Financial Statements and Compliance Summary prepared by Lumsden & McCormick.

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

Resolution 23 – 2025 – Approve Contract for Garage Floor Resurfacing

- It is necessary to replace the trench drains and concrete surface in the Albany division bus storage house.
- The lowest bidder was LeChase Construction Services, LLC. LeChase previously completed the garage expansion Project at 110 Watervliet Avenue, and we are very satisfied with their work. Additional references were checked and were deemed satisfactory.

- The Authority hereby approves a one-year contract for bus storage floor resurfacing and trench drain replacement with LeChase Construction Services, LLC of Schenectady, NY for an amount not to exceed (including contingency) of \$3,589,200.

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

Resolution 24 – 2025 – Approve Contract for Call Center Software Upgrade and Support

- It is necessary to upgrade to the latest version of our call center software and migrate it from on premises to the cloud to provide better performance and integration with Microsoft Teams.
- A sole source renewal is recommended due to the proprietary nature of the system and the vendor's familiarity with CDTA's requirements, also resulting in no net increase in vendors. This allows for an overall 5% year-over-year decrease in maintenance costs.
- The Authority hereby approves a three-year contract with eGroup, of Mount Pleasant, South Carolina for the renewal of a telecommunications support contract and call center software upgrade for a total cost not to exceed \$271,052.

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

Resolution 25 – 2025 – Approve Maintenance Contract for Revenue Collection System

- The existing maintenance and support agreement with SPX-Genfare for our revenue collection system expires in April 2026. Overall, CDTA has been very satisfied with their products and services.
- A sole source renewal is recommended because the Genfare Link system is proprietary, which prevents us from pursuing another means to license, support, and maintain our existing system with another vendor. The pricing represents an average annual increase of 3%.
- The Authority hereby approves a five-year contract with SPX-Genfare of Elk Grove Village, Illinois, for the purchase of software licensing, support, and maintenance for an amount not to exceed \$1,327,679.

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

Resolution 26 – 2025 – Approve Sole Source Contract for AI Shelter Maintenance Project

- Last year we began an artificial intelligence-based program that aims to improve the efficiency of our shelter crews for the maintenance of 3,000+ stop locations.
- We would like to engage in a nine-month follow-up project that (a) delivers a prototype dashboard and data-driven workflow for scheduling bus shelter maintenance, and (b) refines CDTA's custom AI model for detecting shelter conditions (such as garbage, broken glass, graffiti, and snow) captured by on-bus sensors.

- The Authority hereby approves a nine-month sole source contract with CTG UAlbany of Albany, NY, for data analytics and computer vision services in an amount not to exceed \$113,636.

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

Resolution 27 – 2025 – Approve Purchase of Fourteen 40-foot Diesel Buses

- The fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life. In 2022, the Board awarded Gillig, LLC, a five-year contract to purchase 40’ diesel buses, understanding that future purchases will require Board approval.
- Current pricing represents a 5.2% increase in vehicle costs from last year. Gillig notified CDTA that there may be a cost increase due to impending tariffs. Therefore, 10% contingency per vehicle has been added to account for potential tariffs.
- The Authority hereby approves the purchase of 14, 40’ diesel buses from Gillig, LLC, for a total not to exceed \$9,969,172.

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

Resolution 28 – 2025 – Approve Purchase of STAR Buses

- The fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life. In 2022, the Board awarded a five-year contract to purchase paratransit buses from Coach and Equipment with the understanding that future purchases will require Board approval.
- Current pricing represents a 5% increase in vehicle costs from last year. We will add a 10% contingency per vehicle to account for potential tariffs.
- The Authority hereby approves the purchase of six paratransit vehicles from Coach and Equipment Bus Sales of Penn Yan, New York, for a total of not more than \$987,709.

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

Resolution 29 – 2025 – Approves Resolution to Accept State Funding

- CDTA was awarded Innovative Transit Mobility Pilot Program funding for on-demand microtransit service. The funds support 100% of the project cost with no required local match. The total project cost is \$1,000,000.
- The New York State Department of Transportation requires a CDTA Board resolution prior to being reimbursed for expenses incurred as part of this agreement.
- The Authority hereby approves executing an agreement with NYSDOT to accept \$1,000,000 in funding.

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

Administrative Discussion Items

- Patricia Cooper provided the Monthly Management Report for April. Mortgage tax receipts were over budget 31.4% due to Saratoga County, and customer fares were 10.5% under budget for the year. Interest income was \$310k over budget due to improved cash management and favorable interest rates.
- Wages were under budget 5.4%, and workers compensation was over budget by 43.2% due to two lump sum payments. Professional services were 37.3% under budget due to timing.
- Chris Desany gave the non-financial report for March.
- Fixed route ridership was up 5.6%; STAR ridership was up 10%; on-time performance for fixed route service was 71.9%; on-time performance in STAR increased to 77%. We missed 0.08% of all scheduled trips.
- There were 25 preventable accidents and 15 non-preventable accidents.
- Next meeting of the Committee will be on Wednesday, June 18, 2025 at 11 AM via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from David Stackrow
Community and Stakeholder Relations Committee met on Thursday, May 22, 2025, at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer provided an update on our seasonal service offerings. The Saratoga Summer trollies, Lake George trollies, Nature Buses and service to Grafton Lakes State Park will be returning for the summer season.
- The Lake George trolley service kicked off on Memorial Day weekend and will run through October. This service connects Glens Falls, Queensbury, and Lake George Village with two routes. Last year we hit nearly 92-thousand rides between both lines.
- Our popular Nature Bus service also started Memorial Day weekend. This year marked our fifth year of service in Albany. This collaborative project with the Mohawk Hudson Land Conservancy connects thousands of people to natural places in and around Albany. The complimentary service will run for 20 Saturdays through October fourth.
- We will once again operate Saratoga Trolley service to support the Belmont Stakes from June fifth through the eighth. Service will be provided free of charge thanks to a partnership with NYRA and the Saratoga Casino Hotel. Regular summer trolley service will kick off on July 10 and run through September first.

- Jaime Kazlo provided the Earned Media and Community Relations report. Last month, we earned 15 placements from television, newspaper, and radio with an estimated value of \$17,000.
- Stories included – CDTA’s record ridership for fiscal year 2024, our new CEO Frank Annicaro joining the team and shuttle service to support Albany’s Tulip Festival.
- Looking ahead, we are participating in the annual Heart Walk and Pride Parade on June eighth, and we are gearing up for our annual Operator and Maintenance Roadeo on June 12.
- Next meeting of the Committee will be on Wednesday, June 18, 2025, at 1 PM via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Michael Criscione
The Strategic and Operational Planning Committee met on Thursday, May 22, 2025, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

Consent Agenda Item

Resolution 30 – 2025 – Approve Disposal of Uncle Sam Parcels

- In 2020 we were advancing a project that provided for a transit center at the corner of Fulton and Fourth Streets in Troy next to the Uncle Sam parking garage. To facilitate this project, we acquired multiple parcels at the site.
- Since that time, we placed the project out to bid, responses came in significantly over budget, and the garage itself was torn down and auctioned.
- A new developer has made a request to purchase the adjacent parcels from us. In March we conducted an appraisal for the parcels, the value of which totaled \$143,465.
- The Authority hereby approves the negotiation and sale of the Uncle Sam parcels to the adjacent property owner for \$143,465.

Motion – Ms. Figueroa

Seconded – Mr. Wohl

Carried Unanimously

Administrative Discussion Items

- Mike Williams provided an overview of service levels from 2015-2025. We have always focused on a data-driven service design, with guidance from the TDP. Bus Rapid Transit was a significant focus, as was Universal Access, and expansion into two new counties.
- Between 2015 and 2020, service levels increased gradually, as we focused on on-time performance and a Saratoga restructuring. 2020 brought temporary service reductions due to COVID. However, the last five years have brought several “big ticket” expansions.
- These expansions drive challenges with maintaining operator headcount and keeping the budget in check. As we work with the Board, we will seek to adjust service levels and coverage, adjust FLEX strategy, and improve scheduling and crewing procedures to help close these gaps.

- Next meeting of the Committee will be on Wednesday, June 18, 2025, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER’S REPORT – Frank Annicaro

- The Chief Executive Officer provided his report for May 2025.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, June 25, 2025, at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:33 PM

Motion – Ms. McDonough

Seconded – Mr. Wohl

Carried Unanimously

Respectfully submitted,

Jaclyn L. Falotico, Secretary

Dated: June 25, 2025

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 31 - 2025

Approve Contract for Fare Media Purchase

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

WHEREAS, in 2017, the Authority implemented a competitively-procured fare collection system (Genfare Link) from SPX-Genfare for Navigator programs, which includes card media management and distribution, and

WHEREAS, the existing fare media inventory levels will last approximately one year based on existing demand, and

WHEREAS, due to the proprietary nature of the Genfare Link system, a sole source purchase of fare media is required, and

WHEREAS, due to potential tariff implications, it would be financially prudent and in the best interests of the Authority to purchase an additional quantity of Navigator smart card media to ensure an additional one year of inventory at a competitive price, and

WHEREAS, staff recommends a sole source contract for the purchase of fare media to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$186,250.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a sole source contract for the purchase of fare media to SPX-Genfare of Elk Grove Village, Illinois, for an amount not to exceed \$186,250, 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 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 25th day of June 2025.

Dated: June 25, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Purchase of Fare Media
Committee: Performance Monitoring/Audit
Meeting Date: June 18, 2025

Objective of Purchase or Service:

To purchase Navigator smart card media for regular customers and special partnerships.

Summary of Staff Proposal:

In 2017, CDTA implemented the fare collection system (Genfare Link), which was competitively procured and provided by SPX-Genfare. This system is used throughout the agency for our Navigator programs including card media management and distribution. Our existing fare media inventory levels are enough to sustain us for approximately one year based on the existing demand.

This purchase of fare media ensures we have an *additional* one year of inventory at a competitive price, maintaining our current pricing levels and mitigating any potential future increases due to tariffs. This sole source purchase is based on several important considerations. Most importantly, the Genfare Link system is proprietary, which prevents us from pursuing another means to program, configure, and integrate this fare media with the Genfare Link system through another vendor.

Financial Summary/Cost:

A cost summary is provided below with a breakdown of each media type. We have documentation on file that justifies the cost and confirms fair and reasonable pricing for this purchase that is comparable to pricing from previous years. This will be funded from our operating budget.

Card Media Type	Quantity	Unit Price	Cost
DesFire Full Fare	25,000	\$2.57	\$64,250
LUCC Frequent Rider	20,000	\$0.28	\$ 5,600
LUCC Blank	90,000	\$0.28	\$25,200
LUCC 2 Ride	230,000	\$0.28	\$64,400
LUCC Day Pass	90,000	\$0.28	\$25,200
Freight			\$1,600
Total			\$186,250

Proposed Action:

I am requesting that a contract be awarded to SPX-Genfare of Elk Grove Village, Illinois for the purchase of fare media for an amount not to exceed \$186,250.

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:

\$186,250 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: 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 18, 2025

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 32 - 2025

Approve Sole Source Contract for Integrating STAR Payments into Navigator

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

WHEREAS, since 1996, the Authority has utilized “Trapeze PASS” for paratransit trip scheduling software, and

WHEREAS, to improve the experience of paratransit customers and to ensure the accuracy of our paratransit information, it is in the best interests of the Authority to integrate the Trapeze PASS application into the Authority’s existing Navigator fare collection system, and

WHEREAS, the Trapeze PASS system is proprietary in nature, requiring a sole source purchase of integration services, and

WHEREAS, the Authority has evaluated the quote of Trapeze Group to provide integration services and related project management and has determined that the price of \$254,341 is fair and reasonable.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards a sole source contract for Trapeze PASS integration services to Trapeze Group at a contract amount not to exceed \$254,341, subject to the vendor’s 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 shall be from the Innovative Mobility Initiative 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 the 25th day of June, 2025.

Dated: June 25, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Approve Contract for Integrating STAR Payments into Navigator
Committee: Performance Monitoring/Audit
Meeting Date: June 18, 2025

Objective of Purchase or Service:

To purchase software development services to support Navigator fare payments for STAR customers.

Summary of Staff Proposal:

Since 1996, CDTA has been successfully utilizing the enterprise software application Trapeze PASS, for paratransit scheduling, client management, certifications, dispatching, and related reporting and compliance adherence. Over the years, several upgrades and enhancements have been deployed to improve upon the original software. Most recently in 2017, Trapeze PASS was upgraded with several new features including adding new mobile data terminals (tablets) for real time ride updates, a new web based booking portal, SMS/Email notifications, and other back office reporting improvements.

This purchase is for services to integrate Trapeze PASS with CDTA's Navigator fare collection system (Genfare Link) to allow STAR customers to pay for rides using their Navigator account (the current process is manual). The scope for this purchase includes professional services to develop the application programming interface, and accompanying project management, training, and programming services. The result will be a fully integrated payment interface between Trapeze PASS and Genfare Link to ensure accurate, up-to-date, and reliable account payment balances within both systems.

This sole source purchase is based on several important considerations. Most importantly, the Trapeze PASS system is proprietary, which prevents us from pursuing another means to license, support, and maintain this new feature with another vendor.

Financial Summary/Cost:

A cost summary is provided below. We have documentation on file that justifies the cost and confirms fair and reasonable pricing for this purchase. This will be funded with the Innovative Mobility Initiative grant.

Description	Cost
Initial Implementation Design Services	\$9,703
Software Licenses	\$57,307
Implementation Services	\$123,790
Custom Development	\$49,105
Project Management	\$2,975
90 Day Warranty	Included
Year 1 Maintenance	\$11,461
Total:	\$254,341

Proposed Action:

I am requesting that a one-year contract be awarded to Trapeze Software Group, Inc. of Mississauga, Ontario, Canada for the purchase of software development services for an amount not to exceed \$254,341.

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:

\$254,341 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: Trapeze Group

5060 Spectrum Way

Mississauga, ON Canada L4W 5N6

8. SOURCE OF FUNDS: Innovative Mobility Initiative 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 18, 2025

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 33 - 2025

Awarding Contract for Joseph L. Bruno Rail Station Security

WHEREAS, the Capital District Transportation Authority and its subsidiaries (the “Authority”) are authorized by Public Authorities Law section 1306 to enter into contracts for the purchase of goods and services to meet its transportation objectives, and

WHEREAS, The Authority issued an IFB for security guard services at the Joseph L. Bruno Rail Station, and eight bids were received, and

WHEREAS, the lowest responsible and responsive bid was submitted by the incumbent provider, FBY Security Services Inc. of Brooklyn, NY, with a fixed hourly rate for services as set forth in the bid, with the total amount not to exceed \$711,750.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards a three-year security guard contract with two optional one-year renewals to FBY Security Services of Brooklyn, NY, for a total amount not to exceed \$711,750, 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 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 25th day of June, 2025.

Dated: June 25, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Joseph L. Bruno Rail Station Security
Committee: Performance Monitoring/Audit
Meeting Date: June 18, 2025

Objective of Purchase or Service:

Uniformed security guards are used at the Joseph L. Bruno Rail Station to maintain safety and security of customers, employees, and the facility. The current contract for security services expires in August.

Summary of Staff Proposal:

An Invitation For Bid (IFB) was issued for security services at the station. The requirements included security services on all floors and throughout the property from 4:00PM to 5:00AM.

Thirty vendors downloaded the IFB. Eight bids were received.

The lowest bidder was FBY Security Services Inc. FBY is the incumbent provider, and staff is pleased with their work. FBY is a New York State Certified Minority Business Enterprise (MBE).

Financial Summary/Cost:

The bid for the work is \$29.29/hr. for 13 hours per day, 365 days per year. This contract is paid by the annual operations budget for the rail station and represents a 2.3% price increase from the current rate.

Proposed Action:

I recommend awarding a three-year contract with two one-year options for security services at the Joseph L. Bruno Rail Station to FBY Security Services Inc. of Brooklyn, NY for an amount not to exceed \$711,750.

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:

\$711,750 (Not to Exceed)

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 # 30 or **Advertised**
Number of Proposals/Bids Received # 8

Attach Summary of Bids/Proposals

7. Disadvantaged/Minority Women's Business Enterprise (D/MWBE) involvement

Are there known D/MWBEs that provide this good or service?	<u>Yes</u>	No	
Number of D/MWBEs bidding/proposing	<u>3</u>		
D/MWBE Certification on file?	<u>Yes</u>	No	Not Applicable
Was contract awarded to a D/MWBE?	<u>Yes</u>	No	
Number of D/MWBE Subcontractors	<u>0</u>		

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: **FBY Security Services, Inc.**
2792 Ocean Ave Suite-LL
Brooklyn, NY 11229

8. SOURCE OF FUNDS: **Operating Funds for Rail Station**

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: **June 18, 2025**



Bid Summary



Contract Name: Uniformed Security Guard Services at JLB Rail

Contract No: CDTA FAC 171-2000

Date/Time of
Opening:

May 29, 2025 1:00PM

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Anderson Security Services, LLC Address: 292 Washington Ave Ext Suite 111A Albany, NY 12203 Contact: Staesha Anderson Email: anderson5182019@yahoo.com Phone: 518.285.9398	Hourly Rate for 1 Uniformed Security Guard: \$29.50		1 2 3 4 5	DBE __ MBE x WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: 724 Security, LLC Address: 14362 230 Pl Laurelton, NY 11413 Contact: Tinuoye Peters Email: info@724securitycorp.com Phone: 347.278.4805	Hourly Rate for 1 Uniformed Security Guard: \$46.00		1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: FBY Security Services, Inc Address: 2792 Ocean Ave Suite-LL Brooklyn, NY 11229 Contact: Babatunde Fadairo Email: info@fbysecuritysvs.com Phone: 833.329.7233	Hourly Rate for 1 Uniformed Security Guard: \$29.29		1 2 3 4 5	DBE __ MBE x WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Agilis Security Services, LLC Address: 2555 Sedwick Ave Bronx, NY 10468 Contact: Johan Rosario Email: jr@agilissecurityservices.com Phone: 305.731.3103	Hourly Rate for 1 Uniformed Security Guard: \$34.00		1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: R&D Strategies Security Company, LLC Address: 55 East Grassy Sprain Rd Suite 203 Yonkers, NY 10710 Contact: Jayson Domenech Email: rdsecurity@advisewellconsulting.com Phone: 917.963.9319	Hourly Rate for 1 Uniformed Security Guard: \$44.50		1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Pinnacle Security Patrol, Inc. Address: 224-17 Merrick Blvd Laurelton, NY 11413 Contact: Olusegun Olouju Email: pinnaclesecuritypatrol@gmail.com Phone: 718.926.8852	Hourly Rate for 1 Uniformed Security Guard: \$37.50		1 2 3 4 5	DBE x __ MBE x WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Sleenga, LLC Address: 300 W 128th Street Unit 604 New York, NY 10027 Contact: Josee Septimus-Aghedo Email: sleenga@yahoo.com Phone: 212.470.0378	Hourly Rate for 1 Uniformed Security Guard: \$36		1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Aron Security Inc dba Arrow Security Address: 300 West Main Street Smithtown, NY 11787 Contact: Scott Sturgess	Hourly Rate for 1 Uniformed Security Guard: \$31.19		1 2 3	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __

Email: ssturgess@arrowsecurity.com Phone: 631.263.8561			4 5	<table border="1"> <tr> <td>DBE</td> <td>MBE</td> <td>WBE</td> <td>SDVOB</td> </tr> <tr> <td>__</td> <td>__</td> <td>__</td> <td>__</td> </tr> </table>	DBE	MBE	WBE	SDVOB	__	__	__	__
DBE	MBE	WBE	SDVOB									
__	__	__	__									
I, Frank Annicaro, Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____										

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 34 - 2025

Awarding Contract for Harriman East Construction

WHEREAS, Public Authorities Law section 1307 empowers the Authority to improve its programs and facilities, and

WHEREAS, the Capital District Transportation Authority (“Authority”) has previously approved and undertaken the development of the Washington Western Bus Rapid Transit line (“WWBRT”), and

WHEREAS, the construction of the Harriman East Purple line bus stations is one of the final pieces of work in building the WWBRT line, and

WHEREAS, an IFB was issued outlining the construction of the sitework, resulting in the submission of three bids, and

WHEREAS, the lowest responsible and responsive bid was submitted by Callanan Industries, Inc. of Albany, NY, the contractor responsible for the construction of the Blue Line BRT, and staff is very pleased with their work, and

WHEREAS, staff recommends awarding a one-year contract for the construction of the Harriman East Purple Line BRT Stations to Callanan Industries, Inc. of Albany, NY, for a contract amount of \$1,138,608, plus a 20% contingency, for a total cost not to exceed \$1,366,330.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards a one-year construction contract for the Harriman East Purple BRT Stations to Callanan Industries, Inc. of Albany, NY, for a total amount not to exceed \$1,366,330, including 20% contingency, subject to the contractor’s compliance with the contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds is from the WWBRT Small Starts 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 the 25th day of June, 2025.

Dated: June 25, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Harriman East Station Construction
Committee: Performance Monitoring/Audit
Meeting Date: June 18, 2025

Objective of Purchase or Service:

This project is one of the final pieces of work in building the Washington Western Bus Rapid Transit (WWBRT) line. Several WWBRT projects have been completed including the UAlbany busway, Crossgates roundabout, Brevator roadway configuration, and twelve other uniquely branded BRT stations.

Summary of Staff Proposal:

An Invitation For Bid (IFB) was issued for constructing the Harriman East Purple Line BRT bus stations located on the Harriman Campus loop roads. The scope of services included clearing and grading the roadway and sidewalks, building additional ADA sidewalks and crossings, installing shelter and bus pads, and installing shelters and pylons. An alternate bid was provided for potential work at Colonial/Eileen and Western Avenues.

Twenty-four vendors downloaded the IFB. Three bids were received.

The lowest bidder was Callanan Industries Inc. Callanan is the contractor that built the Blue Line BRT and staff is very pleased with their work. References were checked and found satisfactory.

Based on the bids received, we have determined to move forward with the base bid only from Callanan Industries Inc.

Financial Summary/Cost:

The base bid for the work is \$1,138,608. This contract is paid by the WWBRT Small Starts grant.

Proposed Action:

I recommend awarding a one-year contract for the construction of the Harriman East Purple Line BRT Stations to Callanan Industries, Inc. of Albany, NY an amount \$1,138,608 with a 20% contingency for a total not to exceed amount of \$1,366,330.

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:

\$1,366,330 (Not to Exceed)

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 # 24 or **Advertised**
Number of Proposals/Bids Received # 3

Attach Summary of Bids/Proposals

7. Disadvantaged/Minority Women's Business Enterprise (D/MWBE) involvement

Are there known D/MWBEs that provide this good or service?	Yes	<u>No</u>
Number of D/MWBEs bidding/proposing		<u>0</u>
D/MWBE Certification on file?	Yes	No <u>Not Applicable</u>
Was contract awarded to a D/MWBE?	Yes	<u>No</u>
Number of D/MWBE Subcontractors		<u>3 (1WBE, 2DBE)</u>

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: **Callanan Industries, Inc.**
PO Box 15097
Albany, NY 12212

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

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: **June 18, 2025**



Bid Summary



Contract Name: **n Infrastructure Improvements (Harriman East)**

Contract No: **CDTA FAC 231-2000**

Date/Time of
Opening:

June 4, 2025 1:00PM EST

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Callanan Industries, Inc. Address: PO Box 15097 Albany, NY 12212 Contact: Buck Hellwig Email: estimating@callanan.com Phone: 518.374.2222	Base Bid: \$1,138,608.10 Base Bid Plus Alternate 1: \$1,375,704.45	Alternate 1: \$237,096.31	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Carver Construction, Inc. Address: 26 Corporate Circle Albany, NY 12203 Contact: Nick Laraway Email: estimating@carvercompanies.com Phone: 518.355.6034	Base Bid: \$1,208,174 Base Bid Plus Alternate 1: \$1,517,174	Alternate 1: \$309,000	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: James H Maloy, Inc. Address: PO Box 11016 Loudonville, NY 12211 Contact: Peter J Maloy Email: pmaloy@jhmalo.com Phone: 518.438.7881	Base Bid: \$1,350,000 Base Bid Plus Alternate 1: \$1,583,000	Alternate 1:	1 Stilsing Electric 2 Access Safety 3 4 5	DBE __ MBE __ WBE __ x SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Frank Annicaro, Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Resolution NO. 35 - 2025

Approve Annual Drug and 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, there are no regulatory changes or administrative changes as attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the 2025-2026 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 25th day of June, 2025.

Dated: June 25, 2025

Jaclyn L. Falotico, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Approve Drug & Alcohol Policy
Committee: Performance Monitoring/Audit
Meeting Date: June 18, 2025

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 requires 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 Changes:
At this time, there are no regulatory changes.
- Administrative Changes:
At this time, there are no administrative changes.

Financial Summary/Cost:

No Impact

Proposed Action:

I recommend approval of the 2025-2026 Drug and Alcohol Policy

Manager:

Kelli Schreivogl, Director of Human Resources

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION NO. 36 - 2025

Approval of Realignment Strategy and August Pick

WHEREAS, the Capital District Transportation Authority (the “Authority”) is authorized by New York Public Authorities Law Section 1305 to formulate action plans and make any necessary amendments, including modification of routes and schedules, and

WHEREAS, the Authority currently operates a system of fixed route and flexible services in the Authority’s service area, and

WHEREAS, the temporary funding associated with the Federal COVID-19 relief has ended, resulting in budgetary challenges, and

WHEREAS, principles of financial stewardship now require the Authority to improve operational efficiencies to align resources with long-term sustainability goals, and

WHEREAS, the Authority is now initiating a comprehensive service realignment plan, which will revolve around the effective and efficient deployment of mobility services, and

WHEREAS, the current version of the realignment plan involves a series of service consolidations over the next twelve months, including adjustments to service levels (frequency and span) and coverage (geography), along with integration of FLEX on-demand service, and

WHEREAS, the realignment plan is scheduled to begin with service changes implemented during the August pick of work.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The Authority adopts the service realignment plan, as attached.
2. The Authority shall implement the service changes during the August pick of work.
3. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 25th day of June, 2025.

Dated: June 25, 2025

Jaclyn L. Falotico, Secretary

Memorandum

June 18, 2025

To: Strategic and Operational Planning Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approval of Realignment Strategy and August Pick

Background

Over the past five years, CDTA has experienced record setting ridership and incredible growth in our service offerings. We have built on the successes of our first BRT, built two additional BRT lines to round out our 40-mile plan, and have expanded into two new counties. However, as costs increase and Federal COVID-19 relief funding comes to an end, we are entering a new phase of financial stewardship that requires careful planning and strategic adjustments. The expiration of this temporary funding source presents budgetary challenges, compelling us to reassess our current operations and align our resources with long-term sustainability goals. In response, we are initiating a comprehensive realignment plan that will guide both our budget and service delivery decisions moving forward.

This realignment effort will focus on improving operational efficiencies, eliminating redundancies, and strategically deploying mobility services where they are most effective and needed. We will do all this, while at the same time monitoring the quality of the customer experience *and* the employee experience. These actions are not only necessary but also aligned with the priorities outlined in our forthcoming Transit Development Plan (TDP). Through this process, we remain committed to delivering high-quality, equitable transit services while ensuring fiscal responsibility and resilience for the future.

Details

The current version of the plan involves consolidating services over the next twelve months. These changes include adjustments to service levels (frequency and span), coverage (geography), and integration of mobility on demand (FLEX) where it makes sense.

This will begin with the August service changes (pick), the details of which are as follows:

Resumption of summer service reductions

- 12 Weekday Reduce mid-day frequency from 15 to 20
- 12 Saturday Reduce early morning frequency from 20 to 30
- 114 Weekday Reduce mid-day frequency from 20 to 30
- 910 Weekday Incremental reductions to frequency throughout the day
- 910 Saturday Incremental reductions to frequency throughout the day
- 910 Sunday Reduce headway from 15 minutes to 20 minutes all day

Service Level and Coverage Changes

- 10 All Eliminate deviations into Stuyvesant Plaza

- 10 Weekday Reduce peak frequency from 20 to 25
- 10 Weekday Reduce mid-day frequency from 25 to 35
- 10 Weekday Reduce night frequency from 25 to 50
- 10 Saturday Reduce frequency from 30 to 45
- 10 Saturday End service span at 11:15pm instead of 12:15am
- 10 Sunday Reduce frequency from 30 to 45
- 10 Sunday End service span at 10:00pm instead of 11:00pm
- 87 Weekday Reduce mid-day frequency from 20 to 30
- 87 Weekday Reduce peak frequency from 15 to 20
- 87 Saturday Reduce frequency from 20 to 30
- 87 Sunday Reduce frequency from 25 to 40
- 233 Weekday Eliminate trip extensions to Nassau
- 519 Weekday Eliminate route
- 713 Establish route
- 405 Eliminate route

Proposed Action

I am recommending approval of the budget and service realignment strategy, beginning with the August service changes.



Memorandum

June 25, 2025

To: Chairman of the Board
Board Members

From: Frank Annicaro, Chief Executive Officer

Subject: CEO Report for May 2025

I am privileged to present the CEO report for this period. As you will find, I continue to immerse myself internally and externally, gaining an understanding of CDTA, the communities we serve, and our current priorities, initiatives, and challenges as I map out the next course for the organization.

May 2025 Performance Summary:

Revenue:

- Customer fares continue to trend under budget, 8% under budget for May, and 9.21% under budget YTD.
- MRT is 17.61% over budget in May and 24.52% YTD.
- New York State Operating Assistance is under budget 3.78% YTD due to the variance between our 9% budgeted projection and the actual 4.88% enacted in the final state budget.

Expense:

- Wages are 5.4% under budget YTD.
- Professional services are 11.6% under budget YTD due to timing.
- Purchased transportation is 10.2% over budget.
- Materials and supplies are over budget by 13.6% due to several significant engine component failures.
- Utilities are 30.5% under budget YTD as spring months trend lower than average.

Overall, YTD we remain in a satisfactory but guarded budget position as we continue through this fiscal year and approach the upcoming fiscal challenges into fiscal year 2027.

Ridership:

- Total ridership for May 2025 was 1.61 million, on par with May 2024.
- STAR ridership was 33,161; 5% higher than May 2024.
- FLEX ridership was 10,084; 17% less than May 2024
- NX ridership was 14,812; 10 % less than May 2024

Operations (Maintenance/Transportation):

- We missed .1% of all trips.
- There were 49 accidents in total, with 19 categorized as preventable.
- On time performance for fixed route service was 70.67%. STAR operated within our 10-minute scheduling window 79% of the time.
- Scheduled maintenance work was 79.6%.
- On Time Preventative Maintenance Inspections (PMI) 97%
- Mean Distance Between Service Interruptions (MDBSI) 13.226
- Employee days worked 91.9% (Availability)

Customer Experience:

- Our call center processed 292 comments. There were 87 comments about STAR service.
- Fixed Route Complaints 196, “Other” 9.
- There were 783,832 page views at www.cdfa.org.
- April 2025 Customer Satisfaction Survey 78%, the highest since September 2023.

CEO Summary:

Notable activity since my last report is as follows:

May 29, 2025

I attended the NYPTA Board of Directors Meeting with Director of Communications Jaime Kazlo and Vice President of Finance & Administration Mike Collins.

June 02, 2025

I met with Miguel Velasquez, Regional Transit Service (RTS) CEO in Rochester, to make formal introductions and establish communication, dialogue, and continuity.

June 03, 2025

I met with Greg Kilmer, Commissioner of Broome County Transportation, to make formal introductions and establish communication, dialogue, and continuity.

I attended the 27th Annual Junior Achievement CEG Regional Business Hall of Fame Awards with several CDTA staff members.

June 04, 2025

I attended and spoke at the Joseph L. Bruno Rail Station Historical Panel News Conference. This event was done in partnership with the Hart Cluett Museum and featured 175 years of public transit in our region.

June 04 & 09, 2025

I visited the State Capitol accompanied by Mike Collins and Lisa Marrello of Park Strategies, making introductions to elected officials, which included: Assemblyman John McDonald, Assemblywoman Carrie Woener, Senator Jacob Ashby, Senator James Tedesco, Assemblywoman Gabrielle Romero, Senator Pat Fahy, Senator Jeremy Cooney, and Assemblymember Phil Steck

June 05, 2025

I attended CDTA's Annual Retiree Luncheon held at the Italian American Community Center. We were proud to have in attendance Board member and retiree Pat Lance and past CDTA CEO's Dennis Fitzgerald and Carm Basile among the many retirees who truly enjoy and appreciate this event.

June 06, 2025

I met with Troy Mayor Carmella Mantello and her Deputy Mayor. This was a chance for us to formally meet and discuss ways that we can continue to work together. Jaime Kazlo accompanied me.

June 10, 2025

I met with James Morrell, Director of Transportation for NFTA and President of NYPTA to make formal introductions and establish communication, dialogue, and continuity.

June 11, 2025

I visited CDPHP corporate headquarters and met with President and CEO Brian O'Grady as part of my introductions to area leaders. Jaime Kazlo accompanied me.

I attended the Adirondack/Greater Glens Falls Transportation Council Meeting in Fort Edward.

June 12, 2025

I attended the CDTA Bus Roadeo held in Albany. This event is always a fun way for employees to come together to watch friendly competition between our operators and maintenance employees. Thank you to our HR and Safety teams for organizing this event.

I met with Carmine Fiore, Regional Sales Manager for New Flyer Industries. This was my first time meeting with Carmine in my new role as CEO.

June 13, 2025

I met with Bus Operator Mace Phillips of Schenectady Division upon a welcome message I received from Operator Mace on our employee app Blink.

June 16, 2025

I accompanied FLEX Operator Michele Phillips on her route upon an invitation received from her on Blink.

June 17, 2025

I accompanied STAR Operator Sherri Archambault on her route upon an invitation received on Blink.

June 18, 2025

I accompanied Chairman Jayme Lahut and members of the CDTA staff at the Albany PAL Breakfast of Champions ceremony, where our Director of Marketing and Business Development, Jonathan Scherzer, was honored.

June 20, 2025

I met with Congressman Paul Tonko as I continue to make formal introductions with our elected leaders. We talked about several regional and national topics related to transit. I was accompanied by Jaime Kazlo.

June 23, 2025

I met with Albany Fire Chief Joseph Gregory, as I continue to meet and make introductions with area leaders. I visited the Albany Fire House and met several members of service.

I met Saratoga Mayor John Safford at his office in Saratoga Springs. This was a chance for us to formally meet and discuss ways that we can continue to work together. Jaime Kazlo accompanied me.

June 24, 2025

I met with Senator Schumer's Deputy State Director, Steve Mann. Steve visited CDTA to introduce himself and discuss how we can continue partnering with Senator Schumer in support of the Capital Region and New York State.

I attended the Center for Economic Growth Leadership Board Meeting.

Priorities/Management Focus Areas:

- Multifaceted, measured approach in balancing the 2026 CDTA Financial Budget and the 2027 CDTA fiscal year challenges ahead.
- Developing a strategy for the most effective and efficient use of the "West Facility" and advance planning accordingly.
- Continuing the work in progress to define the organizational core values of CDTA, define success outcome goals in alignment with respective KPIs and performance management priorities.
- Establishment of working groups to innovate and improve micro-mobility services, employee recognition and morale, work force development, and succession planning programs
- Re-organization of senior staff structure in preparation for retirements and a performance management-based approach across CDTA under this CEO's leadership.