

# **Board of Directors Monthly Meeting**

**Wednesday, December 20, 2023 | 12:00pm  
Board Room at 110 Watervliet Ave.**

# CDTA BOARD OF DIRECTORS MEETING AGENDA

**Wednesday, December 20, 2023 | 12:00pm | Board Room at 110 Watervliet Ave**

<b>Board Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Jayme Lahut	
Approve Minutes of Wednesday, October 25, 2023		3
Approve Minutes of Thursday, November 16, 2023		9
<b>Recognitions</b>	Carm & Jayme	
20 Years – John Rich, Rail Station Facilities Manager		
20 Years – Simeon Kum, Schenectady Supervisor		
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (12/6/23)	Jayme Lahut	
Performance Monitoring/Audit Committee (12/13/23)	Dan Lynch	
• Resolution 43 - Approve Contract for Janitorial Services		10
• Resolution 44 - Approve Contract for Auto Physical Damage Insurance		14
• Resolution 45 - Approve Safety Management System Plan		18
Community & Stakeholder Relations Committee (12/14/23)	David Stackrow	
Strategic & Operational Planning Committee (12/14/23)	Mike Criscione	
• Resolution 46 - Approve FY 2024 Budget Adjustment		20
• Resolution 47 - Approve FY2025 Preliminary Budget		23
<b>Chief Executive Officer’s Report</b>	Carm Basile	28
<b>Board Member Comments</b>	Everyone	
<b>Upcoming Meetings</b>		
Wednesday, January 31, 2024 at 12:00pm in the Board Room at 110 Watervliet Ave		
<b>Adjourn</b>	Jayme Lahut	

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

MINUTES OF WEDNESDAY, OCTOBER 25, 2023 BOARD MEETING

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**MEMBERS PRESENT**

Jayne B. Lahut, Chairman  
Michael J. Criscione, Vice Chairman  
Peter D. Wohl

Georgeanna M. Nugent  
Patrick M. Lance Daniel C. Lynch  
Jaclyn Falotico  
Denise A. Figueroa, Treasurer

**MEMBERS PRESENT REMOTELY**

David M. Stackrow

**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  
Jonathan Scherzer, Director of Business Dev.

Emily DeVito, Communications Manager  
Jeremy Smith, Director of Facilities  
Dave Williams, Director of Maintenance  
Rich Cordero, Director of Service Quality  
Kelli Schreivogl, Director of HR  
Patricia Cooper, Director of Finance  
Thomas Guggisberg, Director of IT  
Zachary Stever, President ATU Local 1321  
Vanessa Fox, Executive Assistant

CALL TO ORDER - At 12:02 p.m., Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE SEPTEMBER 20, 2023 BOARD MEETING MINUTES

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

RECOGNITIONS

Carm Basile and Chairman Lahut presented the following awards and members offered their congratulations:  
30 Years – Michele Gaudet-Heaton, Assistant Manager of Service Planning  
30 Years – Michelina Perez, Albany Operator

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

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

Consent Agenda Items

*Resolution 33 – 2023 - Approve Bylaw Changes*

- The committee has been discussing an update to our corporate bylaws to make them current with our governance structure and consistent with the culture of the company and our focus on DEI initiatives.
- We also needed to update the committee structure to reflect our current governance practices. All of you have a copy of the revised bylaws and the Board Operations Committee recommends their adoption.

- The Authority hereby approves the updated CDTA Bylaws.

Motion – Mr. Wohl

Seconded – Ms. Figueroa

Carried Unanimously

#### Administrative Discussion Items

- We reviewed agendas and activities for the October committee meetings.
- We received an update on our activities to merge Greater Glens Falls Transit District into CDTA. Staff reports that CDTA bus stop signs will be installed in the coming weeks, buses will be branded as CDTA shortly thereafter; employees will be transitioned to the CDTA payroll in late December.
- Lisa Marrello gave an advocacy update. We are meeting with state officials to talk about the work we do and the need for adequate funding. Meetings regarding the state budget and transit funding will continue through the fall and winter months.
- We are set for our Board Retreat on Thursday, November 16 at Million Air (Albany Airport). Mark Aesch will lead us in a discussion about the work we need to do to continue advancing CDTA. Details to follow in the next week or so.
- We received an update on collective bargaining efforts. This work continues and we are hopeful for a resolution in the coming weeks. Details to follow.
- The next meeting of the committee is scheduled for Wednesday, December 6, 2023 at 9:15am via Microsoft Teams and at 110 Watervliet Ave.

#### PERFORMANCE MONITORING COMMITTEE - Report from Dan Lynch

Performance Monitoring Committee met on Wednesday, October 18, 2023 at 12:00 pm at 110 Watervliet Avenue, Albany and via Microsoft Teams.

#### Consent Agenda Items

##### *Resolution 34 – 2023 - Approve Purchase Trolley Vehicles*

- We want to add two Trolleys for additional service opportunities, including expansion into Glens Falls and staff recommends this purchase. We will procure these Trolleys off our contract with Hometown Trolley and delivery is expected in Spring 2024.
- The Authority hereby approves the purchase of two Trolleys from Hometown Trolley, Winnipeg, Canada for a total price of \$404,534.

Motion – Ms. Figueroa

Seconded – Mr. Wohl

Carried Unanimously

##### *Resolution 35 - 2023 – Approve Contract for Information Technology Services*

- We issued a Request for Proposals for Information Technology Services. We received 18 proposals. Staff recommends awards to five firms we can select from based on specific needs (much like panel counsel in the Legal Department).
- The Authority hereby approves five, one-year contracts to CDW-G of IL; Dyntek of Albany; Kyndryl of NY; MGT of FL; and TEK Systems of Latham, not to exceed \$3.1 million over five years.

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

*Resolution 36 - 2023 – Approve Resolution to Accept State Funding*

- We receive FTA funding from programs that require NYSDOT to provide CDTA a 10% match to these funds. NYSDOT also provides two capital programs; Accelerated Transit Capital and the Modernization and Enhancement Program that funds bus purchases.
- The Authority hereby approves accepting \$13,368,714 in State Funding for our 10% match; and 100% of the two NYS Capital Programs.

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

*Resolution 37 - 2023 – Approve Resolution to Accept State Funding for CRTC*

- The Capital Region Transportation Council received a competitive award from the Federal Highway Administration.
- CDTA is CRTC’s “funding pass through agency” for federal and state funds and they need a resolution that allows us to execute an agreement with NYSDOT to accept \$40,300.
- The Authority hereby approves accepting \$40,300 in NYSDOT funding to pass through to CRTC.

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

*Resolution 38 - 2023 – Approve Resolution for Workers’ Compensation Excess Insurance*

- Workers’ Compensation Excess Insurance provides protection against large claims for employee injuries on the job that exceed \$1 million. We are self-insured for the first \$1 million. We received four proposals including a two-year proposal, and staff recommends a contract to the low-cost proposer, Midwest Employers. This policy reduces our annual premium by \$102,000.
- The Authority hereby approves a two-year contract to Midwest Employers Casualty of Chesterfield, MO for \$269,885 per year effective November 10, 2022 through November 10, 2024.

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

*Resolution 39 - 2023 – Approve Resolution for General/Auto Liability Insurance*

- General and Auto Liability Insurance provides protection against claims for injury and damage to people and property caused by our operation. We are self-insured for the first \$2 million, with excess insurance coverage layered at \$8 million and \$5 million, for a total of \$13 million.
- We received one proposal for each layer for a total cost increase of 27%.
- The Authority hereby approves a one-year contract for an \$8 million excess policy to American Alternative Insurance Company of Princeton, NJ; a \$5 million excess policy to Allied World Assurance Company of New York City; and a Non-Certified Acts of Terrorism policy to Lloyds of London of New York City. Total premium cost is \$698,859 effective on November 10, 2022.

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

*Resolution 40 - 2023 – Approve Resolution for Auto/Physical Insurance*

- We are waiting the finale insurance quote and did not have a number at the committee meeting and we still do not have a final number. We do not have a November committee meeting so we are asking for a resolution
- The Authority hereby preapproves the resolution for Auto/Physical Damage insurance when the quote is finalized.

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

Administrative Discussion Items

- Sarah Matrose provided her quarterly report, which is in your packets.
- Mike Collins gave the Monthly Management Report for September. MRT was 10% under budget for the month and 10% for the year; Customer revenue exceeded budget by 9% this month, and 5% over for the year; and RRS revenue is up 12% for the year. Wages continue to be under budget because of manpower issues; Workers' Compensation is 14.5% under budget for the year. We are in a good financial position.
- Chris Desany gave the Non-financial Report for September. Fixed route ridership is up 16% this month, and 18% for the year; STAR ridership is up 8% for the month and 8% for the year; Fixed route on-time performance was at 69%; and STAR on-time performance was at 73%. We missed 0.7% of all scheduled trips. By comparison, other similar size transit properties report missing 5% of their scheduled trips. Preventable accidents were high this month at 29; and non-preventable accidents were at 19.
- Next meeting of the Committee is scheduled for Wednesday, December 13, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Patrick Lance  
Community and Stakeholder Relations Committee met on Thursday, October 19, 2023 at 11:15 am at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer provided a review of our summer services line up. Jon reviewed ridership and reach for the Saratoga Visitors Trolley, Grafton Lakes State Park service, Albany and Schenectady Nature Buses and our Ride the Plaza tours.
- All summer services saw strong ridership with most of the services seeing an increase. The Saratoga Visitors trolley which runs July 13-Labor Day saw nearly 19,000 boardings this year, up 3,000 from the 2022 season.
- Grafton Lakes service has been a staple of summer offerings for the past 30 years. This year nearly 1,500 customers were served. Service operates June-September.
- The Albany and Schenectady Nature buses were popular offerings, connecting the community to free programming at several area nature parks and preserves in both Albany and Schenectady Counties. Both services combined saw ridership of nearly 1,500 customers.

- “Ride the Plaza” trolley tours returned for a second year, offering guided tours of the Empire State Plaza. Three tours were offered every Friday June 30-September 1. Most tours sold out with 500 customers taking advantage of the Capital Region history tour.
- Jaime Kazlo provided the monthly earned media and community engagement report. Last month, CDTA earned 25 media placements in television, newspaper and radio.
- Stories focused on our ridership returning to pre-pandemic levels, a new Universal Access agreement with Beech-Nut in Amsterdam, the launch of our BRT Purple Line, the naming of the Rensselaer Rail Station to the Joseph L. Bruno Rail Station and the unveiling of our two pink buses for breast cancer awareness month.
- CDTA participated in a number of local events to highlight our work in the community Patriot flight transportation, Black Nurses Coalition Breast Cancer Walk, the American Cancer Society Making Strides Walk and the Capital Region Chamber DEI Summit.
- Jaime outlined social media engagement and provided statistics for the last month. We saw our followers holding steady across all of our social media channels. Top posts included “Beech-Nut Joining Universal Access Program” and September service changes.
- Looking ahead, we will host media events for the launch of our third BRT line, the purple line in November and the opening of our new Gateway Mobility Hub in Schenectady.
- Next meeting of the Committee will be on Thursday, December 14, 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, October 19, 2023 at 12:00 am via Microsoft Teams and at 110 Watervliet Avenue.

Consent Agenda Items

*Resolution 41 – 2023 - Approve Resolution to Expand into Warren County*

- We have been discussing the plan to expand our service area into Warren County and merging with the Greater Glens Falls Transit system (GGFT) over the past year. GGFT is a small system that serves primarily a rural population, and it has become increasingly difficult to meet the demands of transit customers in that region. The time is right to effectuate such a merger.
- Staff has been working with stakeholders over the last several months to facilitate this work. One of the requirements is a memorialization of CDTA’s commitment and approval to execute the expansion. A summary of the provisions includes the purpose, assurance that we will meet and legal requirements, and the development of a transition plan.
- The Authority hereby approves the resolution to formalize the Board’s support and approval to expand our service area into Warren County, and to merge with the Greater Glens Falls Transit system.

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

## Administration Discussion Items

### *Washington-Western BRT Project Update*

- Staff provided an update on the Washington Western BRT (Purple Line) project scheduled to launch on November 5. This completes our “40 miles of BRT” vision and is expected to grow ridership along the corridor and improve key connections to education and employment.
- We discussed the existing local service, and what the BRT service will look like after the launch. Capital subprojects include a new intersection at Brevator, the Albany garage expansion, parking accommodations, land acquisitions, a one-mile busway and multi-use path at the University at Albany, a roundabout at Crossgates, a host of new branded stations with amenities, and many pedestrian improvements.
- Technology upgrades include traffic signal priority at 35 new intersections, and three new queue jump lanes. We also discussed the major components of the communications plan.
- Next meeting of the Committee will be on Thursday, December 14, 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 October 2023.

### EXECUTIVE SESSION – 12:47pm – 1:18pm

Motion – Ms. Figueroa

Seconded – Ms. Nugent

Entered into Executive Session

The Board Entered into executive session to discuss further details regarding the Collective Bargaining Agreement. No formal action was taken.

Motion – Mr. Wohl

Seconded – Mr. Lynch

Exited Executive Session

### UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
  - Wednesday, December 20, 2023 at 12:00pm at 110 Watervliet Avenue.

### ADJOURNMENT - 1:20 PM

Motion – Mr. Lynch

Seconded – Mr. Criscione

Carried Unanimously

Respectfully submitted,

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Georgeanna M. Nugent, Secretary

Dated: October 25, 2023

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

**MINUTES OF THURSDAY, NOVEMBER 16, 2023 - SPECIAL BOARD MEETING**

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**MEMBERS PRESENT**

Michael J. Criscione, Vice Chairman  
Georgeanna M. Nugent, Secretary  
Denise A. Figueroa, Treasurer  
David M. Stackrow  
Patrick M. Lance

Daniel C. Lynch  
Peter D. Wohl

**MEMBERS EXCUSED**

Jaelyn Falotico  
Jayme B. Lahut, Chairman

**OTHERS PRESENT**

Carmino N. Basile, Chief Executive Officer  
Amanda Avery, General Counsel  
Michael P. Collins, VP of Finance and Admin  
Chris Desany, VP of Planning & Infrastructure  
Lance Zarcone, VP of Operations  
Jaime Kazlo, Dir. of Corporate Communications  
Vanessa Fox, Executive Assistant

Patricia Cooper, Director of Finance  
David Williams, Director of Maintenance  
Thomas Guggisberg, Director of IT  
Jonathan Scherzer, Director of Marketing  
Jeremy Smith, Director of Facilities  
Stacy Sansky, Director of Procurement  
Gary Guy, Director of Transportation  
Kelli Schreivogl, Director of HR

**CALL TO ORDER**

At 8:46 AM., Vice Chairman Criscione called the meeting to order and noted a quorum was present.

**BOARD OPERATIONS COMMITTEE**

**Consent Agenda Items**

*Resolution No. 42 – 2023 – Approve Collective Bargaining Agreement*

- After numerous collective bargaining sessions between management and the representatives of the union, the parties have agreed as to the terms of four new collective bargaining agreements. They have already been ratified and will expire in June 2027.
  
- The Authority hereby approves the bargaining agreements.

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

**UPCOMING MEETINGS**

- Subject to the call of the Chair, Vice Chairman Criscione announced the following meeting date:
  - Wednesday, December 20, 2023 at 12:00pm at 110 Watervliet Avenue.

**ADJOURNMENT - 9:00 AM**

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

Respectfully submitted,

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Georgeanna M. Nugent, Secretary

Dated: November 16, 2023

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
CDTA FACILITIES, INC.  
RESOLUTION No. 43 - 2023**

Approve Contract for Janitorial Services

**WHEREAS**, Public Authorities Law section 1307(5) empowers CDTA to maintain and repair its facilities, and

**WHEREAS**, to provide a safe, comfortable and clean workplace in our buildings, an Invitation for Bids was issued for janitorial services at 110 and 85 Watervliet Avenue, resulting in the submission of five responsible and responsive bids, the lowest of which was \$65,880 for an annual cost, and

**WHEREAS**, Complete Building Solutions (CBSI) was the lowest bidder and staff is satisfied with their work at the Rensselaer and Saratoga Train Stations, and

**WHEREAS**, Authority staff recommends awarding a three-year contract to Complete Building Solutions of Guilderland, NY, for janitorial services at 110 and 85 Watervliet Avenue for a three-year total contract amount of \$197,640.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby awards a three-year contract for janitorial services at 110 and 85 Watervliet Avenue to Complete Building Solutions of Guilderland, New York, for a three-year total contract amount of \$197,640, subject to the bidder's compliance with the terms and conditions of the contract.
2. The source of funds will be from the FY2024-2027 Operating Budgets.
3. The Chief Executive Officer is hereby authorized to execute the necessary documents.
4. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 20th day of December, 2023.

Dated: December 20, 2023

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Georgeanna M. Nugent, Secretary

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Contract Award for Janitorial Services at 110 & 85 Watervliet Avenue  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** December 13, 2023

### **Objective of Purchase or Service:**

To enter a contract with Complete Building Solutions, Inc. to perform Janitorial Services at 110 Watervliet Avenue and 85 Watervliet Avenue.

### **Summary of Staff Proposal:**

Providing a safe, comfortable, and clean workplace is a priority at CDTA. To provide the highest level of cleanliness in our buildings it is necessary to engage a firm that specializes in janitorial services. The current contract for janitorial services at 85 and 110 Watervliet Avenue is set to expire, and a new contract is required.

An Invitation for Bids (IFB) was issued for janitorial services that outlined daily and seasonal cleaning obligations as well as special considerations for each location. The requirements included, but were not limited to:

- Emptying trash, cleaning windows, dusting, performing wipe downs, mopping, stripping, burnishing, scrubbing, vacuuming, sanitizing, and removing graffiti
- Addressing identified areas including entrances, vestibules, bathrooms, stairwells, offices, break rooms, conference rooms and locker rooms
- Preventative maintenance where appropriate

A total of 35 firms downloaded the IFB and five responsible bids were submitted. Complete Building Solutions (CBSI) was the low bidder. CBSI is the incumbent for janitorial services at the Rensselaer and Saratoga Train Stations and we are satisfied with their work.

### **Financial Summary/Cost:**

The base bid for year one is \$65,880. The cost is covered by internal operational funds specifically allocated to these tasks.

### **Proposed Action:**

I am requesting that a 3-year contract be awarded to Complete Building Solutions (CBSI), of Guilderland, NY, for janitorial services at 85 & 110 Watervliet Avenue in an amount of \$197,640.

### **Manager:**

Jeremy Smith, Director of Facilities

Copy: Vice President of Planning and Infrastructure





# Bid Summary



Contract Name: **Janitorial Services for 110 & 85**

Contract No: **CDTA FAC 220-2000**

Date/Time of Opening: **November 27, 2023 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: Complete Building Solutions, Inc. Address: PO Box 32 Guilderland, NY 12084 Contact: John J Arduini Email: cbsi28@aol.com Phone: 518.857.6791	Base Bid Year 1: \$65,880	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: \$26.90	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit \$\$.35/SF		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Daigle Cleaning Systems, Inc. Address: 20 Center Street Albany, NY 12204 Contact: Carlos Lopez Email: carlos@daigleclean.com Phone: 518.768.4881	Base Bid Year 1: \$142,000	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: \$50	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit \$.307/SF		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Environmental Service Systems, LLC Address: 2 Interstate Ave Albany, NY 12205 Contact: Scott Petersen Email: spetersen@environmentalservice.net Phone: 518.449.8240	Base Bid Year 1: <b>Not Responsive</b>	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: <b>Not Responsive</b>	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit Not Responsive		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Trained 2 Go Services, LLC Address: 67 Emmet Street Albany, NY 12204 Contact: Caron S Harris Sr Email: trained2goservicesllc@gmail.com Phone: 518.460.1440	Base Bid Year 1: \$160,000	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: \$76.92	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit 0.35/SF		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Busy Bees N&K Cleaning Services, LLC Address: 141 Second Ave Rensselaer, NY 12144 Contact: Nyallah Willis Email: busybees1322@yahoo.com Phone: 518.229.6961	Base Bid Year 1: <b>Not Responsive</b>	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: <b>Not Responsive</b>	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit <b>Not Responsive</b>		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Rayben Enterprises, Inc. dba Green Facility Solution Address: 31 Railroad Ave Albany, NY 12205 Contact: Raymond Walker Email: rwalker@gfs31.com Phone: 518.426.7643	Base Bid Year 1: \$117,877.85	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: \$21.54	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit \$2.85/SF		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: SJ Services Address: 235 Newbury Street Danvers, MA 01923 Contact: Daniel Shea Email: danielshea@sj-services.com Phone: 351.201.9276	Base Bid Year 1: \$87,384	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: \$29	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit \$2/SF		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile 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. 44 - 2023**

Approve Contract for Auto Physical Damage Insurance

**WHEREAS**, the Capital District Transportation Authority (“Authority”) is exposed to various risks of loss associated with its property and transit operations, and

**WHEREAS**, New York Public Authorities Law section 1306 (15) empowers the Authority to insure its property or operations as the Authority may deem advisable, and

**WHEREAS**, the Authority, by Resolution No. 19-2007 has embarked upon a strategy of contracted insurance brokerage services where the broker shops the coverage, and

**WHEREAS**, the Authority currently operates a fleet of vehicles with an estimated value of Ninety-Five Million Dollars (\$95,000,000.00), and now desires to insure these vehicles at a per occurrence insurance limit of Sixty Million Dollars (\$60,000,000) with deductibles ranging from Two Thousand Five Hundred Dollars (\$2,500.00) for service vehicles to Twenty Thousand Dollars (\$20,000.00) for buses, and

**WHEREAS**, in October of 2023, the Authority Board provided prior authorization for staff to accept a proposal for Auto Physical Damage insurance to prevent a lapse in coverage due to timing issues beyond the Authority’s control, and

**WHEREAS**, two proposals with two insurance layers were received, one from incumbent Lexington Insurance and one from Starr Surplus Lines of New York, that together will provide a total of \$60 million per occurrence in coverage; and

**WHEREAS**, Lexington Insurance of Boston, MA, will provide a \$25 million per occurrence limit, at an annual premium cost of \$301,482; and

**WHEREAS**, Starr Surplus Lines Insurance Company of New York NY, will provide a \$35 million limit above Lexington’s \$25 million limit, at an annual premium cost of \$160,812.50; and

**WHEREAS**, as the result of the efforts to shop the desired coverage levels, it has been determined that it is in the best interests of the Authority to now retroactively approve the above-mentioned insurance, as proposed in Resolution 40-2023, with an annual total cost of \$462,295.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby approves a one-year contract for auto physical damage insurance for the policy period effective November 10, 2023 to Lexington Insurance Company of Boston, MA, for \$25 million coverage, for a total annual premium of \$301,482, subject to compliance with the terms and conditions of the contract.
2. The Authority hereby approves a one-year contract for auto physical damage insurance for the policy period effective November 10, 2023 to Starr Surplus Lines Insurance Company of New York, NY, for \$35 million coverage above the initial \$25 million coverage, for a total annual premium of \$160,812.50, subject to compliance with the terms and conditions of the contract.
3. Authority Staff is authorized to execute all necessary documents.
4. The source of funds shall be from the FY2024/25 Operating Budgets.
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 the 20th day of December, 2023.

Dated: December 20, 2023

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Georgeanna M. Nugent, Secretary

## CAPITAL DISTRICT TRANSPORTATION AUTHORITY AGENDA ACTION PROPOSAL

**Subject:** Auto Physical Damage Insurance  
**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** October 18, 2023

**Objective of Purchase or Service:** Auto Physical Damage provides insurance for vehicles in the event of fire, theft, vandalism, collision and natural perils and is rated and priced based on the dollar value of our fleet. The current value of our fleet is about \$95 million with our fleet garaged at four separate locations. We currently have a \$30,000,000 per occurrence limit with deductibles ranging from \$2,500 dollars for service vehicles to \$20,000 for buses.

**Summary of Staff Proposal:** NFP Corp (our broker, formally Rose & Kiernan, Inc) approached several markets and received one proposal from our incumbent, Lexington Insurance, and a new carrier - Star Surplus Lines. Exhibit A summarizes the program components.

Due to an increase in fleet value from \$78 million to \$95 million, it is recommended that we increase our insurance limit to \$60 million, which is what the fleet value is in the Albany division.

We received two proposals with two insurance layers that will provide \$60 million in coverage. Lexington Insurance proposed a 17% decrease to the rate per \$100 of value, from \$0.35 to 0.29. Lexington's occurrence limit is \$25 million for a premium of \$301,482, which reflects the rate decrease, but also includes the increase in fleet value. Starr Surplus Lines quoted a \$35 million limit above Lexington's lead layer of \$25 million limit for \$160,812.

**Finance Summary and Source of Funds:** The one-year cost of the Auto Physical Damage Insurance is \$462,295 and it is budgeted in our annual operating budget.

### **Proposed Action:**

I recommend the following one-year contracts to:

- 1) Lexington Insurance Company of 99 High Street, 23<sup>rd</sup> Floor - Boston, MA for the first \$25 million layer for Auto Physical Damage coverage for \$301,482 effective November 10, 2023.
- 2) Starr Surplus Lines Insurance Company of 399 Park Avenue – New York, NY for the excess \$35 million layer of Auto Physical Damage coverage for \$160,812.50 effective November 10, 2023

### **Project Manager:**

Jack Grogan, Director of Risk Management

**EXHIBIT A**  
**Auto Physical Damage Insurance**

**2023-24 Lexington Insurance Program**  
(Insurance Rating A – Non-Admitted)

<b>Program Components</b>	<b>Insurance Coverage</b>
Per Occurrence Limit	\$25,000,000
Loss per Vehicle	\$935,000
Service Vehicle Deductible	\$2,500
Bus Deductible	\$20,000
Rate per \$100 of Value	\$0.3937
<b>Premium</b>	<b>\$301,482</b>

**2023-24 Starr Surplus Lines Insurance Company (Part two)**  
(Insurance Rating A – Non-Admitted)

<b>Program Components</b>	<b>Insurance Coverage</b>
Excess Property Limit	\$35,000,000 Excess of \$25,000,000
<b>Premium</b>	<b>\$160,812</b>

<b>Total Premium = \$462,295</b>
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**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 45 - 2023**

Approve Annual Safety Management System Plan

**WHEREAS**, the Capital District Transportation Authority (Authority) is a recipient of federal funds for assistance with capital and operating expenses, and

**WHEREAS**, the Federal Transit Administration (FTA) requires that all public transit agencies have a Safety Management System Plan (SMS) which must be approved by the Board on an annual basis, and

**WHEREAS**, the SMS is a formal process to communicate and manage safety from the leadership level of the Authority to all employees, and the contents of the SMS will help enhance our commitment to safety and meet the standards set by the FTA, and

**WHEREAS**, the Safety Committee has reviewed the 2023 SMS plan updates and Authority staff now recommends approval of the 2023 SMS plan in accordance with FTA requirements.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby approves and adopts the 2023 SMS plan in accordance with FTA requirements.
2. 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 20th day of December, 2023.

Dated: December 20, 2023

\_\_\_\_\_  
Georgeanna M.Nugent, Secretary

## **Capital District Transportation Authority Agenda Action Sheet**

**Subject:** Resolution to approve the Safety Management System Plan  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** December 13, 2023

**Objective of Purchase or Service:**

The Federal Transit Administration (FTA) requires a Board resolution to approve the annual Safety Management System (SMS) Plan.

**Summary of Staff Proposal:**

The SMS is an organization-wide, data driven approach to mitigate risk. The plan includes Key Performance Targets, such as the Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion and Communication.

The plan is updated throughout the year to ensure it remains comprehensive, collaborative, and compliant. The updates have been reviewed and approved by the Safety Committee.

Improvements made to the plan since the last adoption include the following highlights:

- Established minimum baseline standards to improve reporting of transit worker assaults
- Implemented an Ambassador Program
- Implemented risk mitigation measures regarding Bus-to-Person collisions
- Safety Committee continues to identify and proactively address safety hazards, issues and employee concerns

Next steps include:

- Evaluate bus operator training simulator
- Incorporate video mirror technology for fleet
- Video mirror crash avoidance pilot
- Integrate “Live” operator refresher training

**Financial Summary and Source of Funds:**

None at this time.

**Proposed Action:**

I recommend the approval of the SMS plan in accordance with FTA requirements. A copy of the plan is included in the packet.

**Manager:**

Rich Nasso, Superintendent of Safety & Training

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 46 - 2023**

Approve FY2024 Budget Adjustment

**WHEREAS**, the Capital District Transportation Authority (the “Authority”) is required by Public Authorities law sections 1305-a and 1306 to prepare and file an annual budget; and

**WHEREAS**, by way of Resolution 09-2023, the Authority adopted the FY2024 Operating Budget, and

**WHEREAS**, since the adoption of the FY2024 Operating Budget, positive changes in revenue have necessitated modification of the overall budget amount, and

**WHEREAS**, the Authority now desires to adjust the FY2024 Operating Budget to account for a \$3.8 million increase in STOA, making the following changes:

- Reduce Mortgage Recording Tax (MRT) by \$900,000 to reflect current market conditions and actual budget performance.
- Increase the STOA line by \$3.8 million to \$59 million.
- Increase the Wage line by \$1.8 million to recognize new labor rates.
- Increase Purchased Transportation by \$1.2 million to \$12 million. This increase is primarily due to STAR ridership increases and outsourcing more work.

**WHEREAS**, staff recommends a \$2.9 million budget adjustment to increase the FY2024 operating budget to \$128,979,121.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby approves and adopts the adjusted FY2024 Operating Budget of \$128,979,121, as attached.
2. 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 20th day of December, 2023.

Dated: December 20, 2023

\_\_\_\_\_  
Georgeanna M. Nugent, Secretary

# Capital District Transportation Authority Agenda Action Sheet

**Subject:** FY2024 Budget Adjustment  
**Committee:** Strategic and Operational Planning Committee  
**Meeting Date:** December 14, 2023

**Objective of Purchase or Service:**

Adjust the FY2024 operating budget to recognize additional State Operating Assistance (STOA) approved by the state during the current fiscal year.

**Summary of Staff Proposal:**

Our FY2024 operating budget is \$126 million, and it was approved in March. An adjustment is required because New York State increased our STOA after our budget was approved.

STOA was increased an additional 7% (\$3.8 million) over our estimate and we propose to make the following budget changes;

- Reduce Mortgage Recording Tax (MRT) by \$900,000 to reflect current market conditions and actual budget performance.
- Increase the STOA line by \$3.8 million to \$59 million.
- Increase the wage line by \$1.8 million to recognize the new labor rates.
- Increase Purchase Transportation \$1.2 million to \$12 million. This increase is primarily due to STAR ridership increases and outsourcing more work.

The budget changes are summarized on the attached document.

**Financial Summary/Cost:**

The overall budget impact is a \$2.9 million increase (2.3%) to the FY2024 operating budget. The revised operating budget is now \$128,979,121.

**Proposed Action:**

I recommend a \$2.9 million budget adjustment to increase the FY2024 operating budget to \$128,979,121.

**Manager:**

Mike Collins, Vice President of Finance & Administration

**Capital District Transportation Authority  
FY2024 Operating Budget Adjustment  
December 6, 2023**

<b>Revenue Item</b>	<b>FY2024 Budget</b>	<b>Adjustment Amount</b>	<b>Adjusted Budget</b>	<b>% Change</b>
Mortgage Tax	\$12,550,000	-\$900,000	\$11,650,000	-7.2%
Customer Revenue	\$18,924,456	\$0	\$18,924,456	0.0%
Advertising	\$1,720,827	\$0	\$1,720,827	0.0%
RRS and Facilities Income	\$3,012,908	\$0	\$3,012,908	0.0%
Other	\$158,500	\$0	\$158,500	0.0%
Federal Assistance	\$29,905,923	\$0	\$29,905,923	0.0%
State Operating Assistance	\$55,302,797	\$3,858,703	\$59,161,500	7.0%
State Operating Assistance - NX	\$400,000	\$0	\$400,000	0.0%
County Assistance	\$1,917,001	\$0	\$1,917,001	0.0%
Grants	\$2,128,006	\$0	\$2,128,006	0.0%
<b>Total Revenue</b>	<b>\$126,020,418</b>	<b>\$2,958,703</b>	<b>\$128,979,121</b>	<b>2.3%</b>
<b>Expense Item</b>	<b>FY2024 Budget</b>	<b>FY2024 Adjustment</b>	<b>Adjusted Budget</b>	<b>% change</b>
Wages	\$59,912,759	\$1,758,703	\$61,671,462	2.9%
Payroll Taxes	\$4,203,904	\$0	\$4,203,904	0.0%
Health Benefits	\$12,750,871	\$0	\$12,750,871	0.0%
Workers' Comp	\$2,986,718	\$0	\$2,986,718	0.0%
Other Benefits	\$4,865,487	\$0	\$4,865,487	0.0%
Professional Services	\$6,125,162	\$0	\$6,125,162	0.0%
Materials and Supplies	\$1,994,023	\$0	\$1,994,023	0.0%
Miscellaneous	\$974,853	\$0	\$974,853	0.0%
Maintenance Services	\$4,271,804	\$0	\$4,271,804	0.0%
Purchased Transportation	\$10,865,995	\$1,200,000	\$12,065,995	11.0%
Utilities	\$1,653,210	\$0	\$1,653,210	0.0%
Fuel	\$7,635,007	\$0	\$7,635,007	0.0%
Parts Tires Oil	\$6,278,025	\$0	\$6,278,025	0.0%
General Insurance	\$1,102,600	\$0	\$1,102,600	0.0%
Claims	\$400,000	\$0	\$400,000	0.0%
<b>Total Expenses</b>	<b>\$126,020,418</b>	<b>\$2,958,703</b>	<b>\$128,979,121</b>	<b>2.3%</b>
<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION NO. 47 - 2023**

Approve the Preliminary Operating & Capital Budgets for FY2025

**WHEREAS**, the Capital District Transportation Authority (the “Authority”) is required by Public Authorities law sections 1305-a and 1306 to prepare and file an annual budget; and

**WHEREAS**, the proposed preliminary Operating Budget for the Capital District Transportation Authority for fiscal year 2024-2025 provides for estimated revenue and assistance with projected expenses of \$134,575,247, and the Five-Year Capital Plan of \$288,685,441, that has been presented and reviewed (a copy of which is attached to this and made part of this resolution); and

**WHEREAS**, after review and discussion, the adoption of the proposed fiscal year 2024-2025 preliminary Operating Budget and Five-Year Capital Plan has been recommended by the CDTA Strategic and Operational Planning Committee;

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Authority hereby approves and adopts the preliminary Operating Budget and Five-Year Capital Plan for fiscal year 2024-2025 a copy of which is attached to and made part of this resolution.
2. 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 20th day of December, 2023.

Dated: December 20, 2023

\_\_\_\_\_  
Georgeanna M. Nugent, Secretary

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Preliminary Operating & Capital Budgets for FY2025  
**Committee:** Strategic and Operational Planning Committee  
**Meeting Date:** December 14, 2023

### **Objective of Purchase or Service:**

We are required by the state to provide a preliminary operating budget and five-year capital plan by December 31, 2023.

### **Summary of Staff Proposal:**

This is a first look at our budgets for FY2025 and it contains a number of revenue and expense estimates to begin the process. Over the next few months, we will have several opportunities for discussions as we move towards a final budget on April 1, 2024.

### *Operating Budget*

The preliminary operating budget is projected to be \$134.5 million, a \$5.6 million increase (4.3%) over the current fiscal year. More than half the increase (\$2.9 million) is for wages. This year we are budgeting a full year of service for the BRT Purple Line; we have added Glens Falls Transit; and there is a contractual wage increase of 3.25% in June.

Other expense increases include health care, and pension contributions. We estimate a 5% increase (\$640,000) for health insurance. This may change based on final health care rates. Our new contract includes a pension contribution increase and increases for tools and uniforms.

We project a 3% increase to Purchase Transportation, but challenges remain as STAR grows and we struggle with adequate manpower levels. We are estimating a 3.4% increase in fuel costs.

We are not changing Mortgage Recording Tax (MRT) projections because of high interest rates. Customer revenue continues to outperform projections and we are estimating revenue to increase 5% next year. Revenue at the Rail Station is doing well, and we are projecting an 11% increase.

State operating assistance (STOA) is a concern. Based on a projected state budget deficit, it is unclear at this time how the deficit will affect our funding. With that said, we are projecting a 7% increase (includes Glens Falls) to show a balanced budget, although this increase will likely not happen.

### *Capital Plan*

The attached five-year capital plan provides a summary of our projects. The plan is focused on the first year and we prioritize funding accordingly. The “out” years are mostly unfunded as we look for available funding opportunities. The plan consists of several reoccurring projects such as the annual fleet replacement program, information technology enhancements, and our shelter program. The first year also includes the start of a multi-year plan to address the condition of our facilities including the addition of the Glens Falls facility.

Longer term projects include piloting zero emission vehicles (other than electric) and perhaps even other power sources that are not yet available. Developing partnerships, like Plug Power, allows for opportunities to be in the forefront of new technologies to power vehicles.

We continue to develop plans to electrify parts of our facilities and buses with the LOW/NO grant and move forward with a West Facility Design.

*Summary*

We are in a good financial position to improve our system, to make it safer and more attractive. Although we face financial challenges, we are in a good position to advocate for sustained operating assistance. We continue to work with our lobbyist and the New York Public Transit Association to encourage increased state funding.

**Financial Summary/Cost:**

We project the FY2025 operating budget to be \$134,575,247 and the five-year capital plan to be \$288,685,441.

**Proposed Action:**

I recommend that the preliminary FY2025 operating budget of \$134,575,247 and the five-year capital plan of \$288,685,441 be approved to meet our New York State statutory requirement.

**Manager:**

Mike Collins, Vice President of Finance & Administration

**Capital District Transportation Authority  
FY2025 Operating Budget  
December 7, 2023**

Revenue Item	FY2024 Budget	Budget to Budget Change	FY2025 Budget	% Change
Mortgage Tax	\$11,650,000	\$0	\$11,650,000	0.0%
Customer Revenue	\$18,924,456	\$1,000,000	\$19,924,456	5.3%
Advertising	\$1,720,827	\$0	\$1,720,827	0.0%
RRS and Facilities Income	\$3,012,908	\$350,000	\$3,362,908	11.6%
Other	\$158,500	\$0	\$158,500	0.0%
Federal Assistance	\$29,905,923	\$0	\$29,905,923	0.0%
State Operating Assistance	\$59,161,500	\$4,246,126.00	\$63,407,626	7.2%
State Operating Assistance - NX	\$400,000	\$0	\$400,000	0.0%
County Assistance	\$1,917,001	\$0	\$1,917,001	0.0%
Grants	\$2,128,006	\$0	\$2,128,006	0.0%
<b>Total Revenue</b>	<b>\$128,979,121</b>	<b>\$5,596,126</b>	<b>\$134,575,247</b>	<b>4.3%</b>
Expense Item	FY2024 Budget	Budget to Budget Change	FY2025 Budget	% Change
Wages	\$61,671,462	\$2,902,624	\$64,574,086	6.0%
Payroll Taxes	\$4,203,904	\$168,156	\$4,372,061	4.0%
Health Benefits	\$12,750,871	\$637,544	\$13,388,414	5.0%
Workers' Comp	\$2,986,718	\$0	\$2,986,718	0.0%
Other Benefits	\$4,865,487	\$250,000	\$5,115,487	5.1%
Professional Services	\$6,125,162	\$376,258	\$6,501,420	6.1%
Materials and Supplies	\$1,994,023	\$59,821	\$2,053,844	3.0%
Miscellaneous	\$974,853	\$77,988	\$1,052,841	8.0%
Maintenance Services	\$4,271,804	\$128,154	\$4,399,958	3.0%
Purchased Transportation	\$12,065,995	\$361,980	\$12,427,975	3.0%
Utilities	\$1,653,210	\$0	\$1,653,210	0.0%
Fuel	\$7,635,007	\$260,000	\$7,895,007	3.4%
Parts Tires Oil	\$6,278,025	\$188,341	\$6,466,366	3.0%
General Insurance	\$1,102,600	\$110,260	\$1,212,860	10.0%
Claims	\$400,000	\$75,000	\$475,000	18.8%
<b>Total Expenses</b>	<b>\$128,979,121</b>	<b>\$5,596,126</b>	<b>\$134,575,247</b>	<b>4.3%</b>
<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**Capital District Transportation Authority**

FY2025 Capital Plan Draft

December 7, 2023

Project Name	Purpose	Type	2025	2026	2027	2028	2029	Total
LOW/NO electrification and buses	System Improvement	Facilities	\$10,956,941	\$10,980,000	\$0	\$0	\$0	\$21,936,941
Electrification Make Ready	System Improvement	Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Street Amenities (Shelter Program)	State of Good Repair	Facilities	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Facilities Maintenance and Engineering	State of Good Repair	Facilities	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
Buildings State of Good Repair	State of Good Repair	Facilities	\$1,050,000	\$700,000	\$500,000	\$300,000	\$300,000	\$2,850,000
Mobility Hubs - Manning Blvd	System Improvement	Facilities	\$550,000	\$0	\$0	\$0	\$0	\$550,000
RRS Enhancements	State of Good Repair	Facilities	\$580,000	\$300,000	\$300,000	\$300,000	\$3,000,000	\$4,480,000
Maintenance Training Room	System Improvement	Facilities	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Downtown Albany Intermodal	System Improvement	Facilities	\$0	\$0	\$10,000,000	\$15,000,000	\$0	\$25,000,000
West Facility Design	System Improvement	Facilities	\$1,500,000	\$6,000,000	\$0	\$0	\$0	\$7,500,000
Glens Falls Capital Investments	System Improvement	Facilities/IT	\$2,500,000	\$2,500,000	\$500,000	\$500,000	\$300,000	\$6,300,000
West Facility Construction	System Improvement	Facilities	\$0	\$0	\$25,000,000	\$50,000,000	\$25,000,000	\$100,000,000
Information Technology	Normal Replacement	IT	\$500,000	\$600,000	\$600,000	\$600,000	\$600,000	\$2,900,000
Mid-Sized Infrastructure	System Improvement	Planning	\$550,000	\$500,000	\$250,000	\$250,000	\$250,000	\$1,800,000
Transit Development Plan/Route Restructuring	System Improvement	Planning	\$500,000	\$500,000	\$0	\$0		\$1,000,000
Gateway Mobility Hub & Red Line Upgrade	System Improvement	Planning	\$4,800,000	\$453,500	\$0	\$0		\$5,253,500
Fleet Financing 2022	Normal Replacement	Rolling Stock	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$7,775,000
Bus Replacement Program - Rolling Stock	Normal Replacement	Rolling Stock	\$11,000,000	\$6,600,000	\$13,800,000	\$14,400,000	\$13,800,000	\$59,600,000
NX Commuter Bus Replacement	Normal Replacement	Rolling Stock	\$0	\$0	\$0	\$1,200,000	\$0	\$1,200,000
Flex Vehicles	System Improvement	Rolling Stock	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
STAR Buses	Normal Replacement	Rolling Stock	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,000,000
Non-Revenue Vehicles	Normal Replacement	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Trolleys	System Improvement	Rolling Stock	\$215,000	\$215,000	\$430,000	\$430,000	\$0	\$1,290,000
Mid-Life Hybrid Replacement/Engine Overhaul	State of Good Repair	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Alternate Fuel Vehicle Pilot	System Improvement	Rolling Stock	\$1,500,000	\$2,000,000	\$0	\$0		\$3,500,000
Zero Emission Bus Replacement Program	System Improvement	Rolling Stock	\$0	\$0	\$4,000,000	\$10,000,000	\$10,000,000	\$24,000,000
<b>Total Expense</b>			<b>\$40,506,941</b>	<b>\$35,153,500</b>	<b>\$59,185,000</b>	<b>\$96,785,000</b>	<b>\$57,055,000</b>	<b>\$288,685,441</b>



## Memorandum

December 20, 2023

To: Chairman of the Board  
Board Members

From: Chief Executive Officer

Subject: CEO Report for December

### Overview

As we celebrate the holiday season with family and friends, we wish the best to the people who make CDTA great – our employees, our customers and a community of stakeholders, partners, and friends. This extended team is what makes CDTA so unique and special, and we are thankful for the support and encouragement we receive throughout the region.

The holidays and the end of a calendar year gives us time to reflect on our work, to take stock in what we have done, and to think about ways for CDTA to be even better. Never being satisfied with the status quo and constantly being curious about our work provides us with opportunities to consider new ways of doing business. This curiosity is what led us to pursue innovative services and programs like a regional bike share program, a regional car sharing program, an ultra-successful Universal Access program, and a network of Bus Rapid Transit services, to name a few. As we begin 2024, we will challenge ourselves to find new ways to improve the customer experience and deliver more value and better mobility to connect our communities.

Our innovation was on full display last week as we opened the Gateway Mobility Hub in downtown Schenectady. The mobility hub is strategically located at the base of State Street adjacent to new developments that include residential, commercial and entertainment venues. It is adjacent to Schenectady County Community College, their residential units, and their students. The Hub will provide an improved experience for our customers and our bus operators. It will serve as an important reminder of the role that CDTA and our menu of services play in the economic development process in downtown Schenectady and throughout the Capital Region. Thank you to our partners at Schenectady Metroplex, the city, and the county for their assistance in the development of our first Mobility Hub.

The Gateway Mobility Hub features the BRT Red Line, which has been in operation since April 2011. The Red Line connects Schenectady with Niskayuna, Colonie and Albany and it is the workhorse service on one of the region's busiest travel corridors. In its 12 years of operation, there have been more than 30 million boardings on the BRT Red line. Since that time, we have added two BRT lines to the system, completing a 40-mile network of premium service that connects people and economic opportunity throughout the region. The BRT Purple Line, which opened last month has received rave reviews from customers and community partners who comment on the incredible look and feel of the new BRT service.

Our Bus Rapid Transit network and our growing Universal Access program are leading a surge in system ridership. Through November, there have been more than 10 million boardings on vehicles throughout the CDTA system. At this pace, we expect to finish this fiscal year with

close to 16 million customer boardings. That is more boardings than before the pandemic began, and it will be one of our highest annual ridership counts in the last 15 years. The increase in ridership goes hand in hand with excellent scores from customers, impressive community value ratings and the positive economic benefit connections that we are seeing on TransDash reports. Both our financial and non-financial reports have been consistently positive for months, and they are indicative of the success we want to achieve for our company. This reflects outstanding work by the people of CDTA, all 750 of them – they are the ones who deliver outstanding services and programs to our community – I am grateful for them and proud of the work they do.

Our work to merge the Greater Glens Falls Transit system into CDTA continues. For the most part, the mechanics of the merger are complete – bus stop signs have been installed, buses have been branded in CDTA colors and most back of the house systems have been modified to our structure and system requirements. This work will continue for the next few weeks. On January 1, 2024, the active employees at GGRT will be absorbed into CDTA and become our employees. We are pleased that we could provide a pathway for each person who wanted to remain with us and become a CDTA employee.

Our staff is working on outreach efforts that are serving to introduce ourselves to the Warren County community and to develop partners and partnership opportunities. A few weeks ago, we held an open meeting at the Crandall Library in downtown Glens Falls and welcomed customers, elected officials, community leaders and others. We were encouraged by the outstanding turnout, more than a full house. We provided those in attendance with information about our transition plan and listened to customers who had a lengthy list of suggestions for ways to make services better. We will hold similar meetings in the coming weeks to learn more about the community, our new customers, and the connection options that are appropriate for us to pursue.

Over the past couple of weeks, the working mechanisms of our new Collective Bargaining Agreement have been put into place. This includes new wage rates for employee across the spectrum of jobs at CDTA, a retroactive payment dating back to the end of the last contract in June, increased pension contributions from both the company and our employees, along with corresponding adjustments to our payroll and financial systems. We have also made the required lump sum payment to the Pension Plan that was agreed to as part of the CBA. I appreciate the work of our finance team, especially the payroll group for doing this work promptly and completely. I am also thankful for the work that all employees do at CDTA and know that these increases and improvements are well deserved and necessary to keep CDTA moving forward.

Over the past few weeks, CDTA employees have been active in activities to support our community and especially to help those who need it most. From Toys for Tots to a Morning of Kindness, to the United Way giving campaign, our community spirit has been on full display. Although these events are centered on the holiday season, CDTA employees do so much more than I can list in this report. They volunteer, they coach, they lead, they give, and they participate in activities throughout the year. They are the fabric of our community.

It was also nice to see and hear holiday music at the Joseph L. Bruno Rail Station last week. Thank you to the Columbia High School musical department for providing holiday travelers with a special performance of holiday music. They are a talented group, and we are pleased that they could be with us to extend the holiday spirit. They will be performing once again on Friday, December 22 to help bring the holiday spirit alive during a busy travel season at the rail station. All of these activities are the ingredients for the CDTA recipe for success. Thank you to everyone who does their part to make CDTA work.

## **Performance Measures**

Key Performance indicators that drive our company are included in monthly reports. These reports are reviewed at CDTA committee meetings. Data for this report covers November, and it is compared to data from November 2022.

Our monthly reports illustrate the strength of our company. We evaluate performance in operations, in finance and in our interactions with customers and community stakeholders. In these areas, we perform very well, and we are leaders in the transit industry. In everything we do, we seek to provide quality and value to our customers and to our growing community. This requires a strong focus from our staff and our employees – they are the core of everything we do.

Total operating revenue for November was strong. Customer fares again exceeded budget; for the year we are 4.5% ahead of projections. Advertising revenue was \$250,000 over budget this month because of an overage payment from Lamar Transit Advertising. The payment reflects their sales, which exceeded the guarantee provided for in their contract with CDTA.

Mortgage Recording Tax was 12% under budget for the month; it is 11% under for the year. Wages were 5% under budget. Moving forward, these figures will normalize with the budget adjustment approved by the board. Most other budget lines are trending as expected. We are focused on the Purchased Transportation line, which has been consistently over budget. This is due to surging ridership in STAR and trips being outsourced. Highlights for November include:

### **Revenue:**

- Operating revenue was 2% over budget.
- MRT was \$919,000, 12% below budget.
- Customer revenue was \$1.6 million, 2% over budget.
- Facility revenue was \$276,000, 10% over budget.

### **Expenses:**

- Total expenses were 1% over budget.
- Salaries and wages were 5% under budget.
- Purchased transportation was 15% over budget.

### **Ridership Statistics:**

- Total ridership was 1.4 million; 20% higher than last November.
- STAR ridership was 29,500; 9% higher than last November.
- FLEX ridership was 11,200; 32% higher than last November.
- NX ridership was 6,125; 1% lower than last November.

### **Maintenance/Transportation Statistics:**

- We missed .4% of all trips (trip cuts were 350; last November there were 355).
- There were 39 accidents with 22 categorized as preventable.
- Scheduled maintenance work was at 82%.
- On time performance for fixed route service was 71%. STAR operated within our 10-minute scheduling window 74% of the time.

### **Customer Service:**

- Our call center processed 224 comments. There were 66 comments about STAR service.
- There were 819,000 page views at [www.cdta.org](http://www.cdta.org).

## Activity Report

The following activities are just a few of the things we all do to make CDTA top-of-mind in the Capital Region. Lots of people, lots of time, and lots of work to make it all happen.

- On Monday, November 27, we hosted Jack Reilly's RPI transportation economics class. Jack was our long time Deputy Director of Planning and has been a faculty member at RPI since he retired from CDTA. I enjoyed talking with the students about the work we do at CDTA.
- On Tuesday, November 28, I joined the NYPTA team in a meeting with Senator Liz Krueger. This was another in a series of meetings we are having with state leaders regarding legislation on a transition to zero emission vehicles. Draft legislation calls for mandates on how this will be done, when it will be done, and how a transition would be structured. NYPTA is lobbying against mandates, favoring a collaborative transition.
- On Tuesday, November 28, I was interviewed by staff from the Urban Institute regarding our Bus Rapid Transit network and how it was funded. The Institute is researching the development of transit networks and their impact on community development.
- On Wednesday, November 29, I joined the NYPTA team in a meeting with staff from Assemblymember Fahy's office. We talked about the green transit legislation.
- On Wednesday, November 29, I joined the NYPTA team in a meeting with Assemblymember John McDonald. We talked about zero emission legislation and the practical impact on CDTA, our facilities and our capital budget.
- On Wednesday, November 29, I met with Dan Katz and Tim Nichols from Hayden AI. Hayden provides a software platform that monitors, tracks and can enforce parking violations. This is being used in large cities to clear bus-only lanes and bus stops.
- On Thursday, November 30, Lisa Marrello and I met with Governor Hochul's executive transportation staff. We provided an update on CDTA projects, detailed our ridership gains, talked about the success of our Universal Access program and our expansion into Warren County. We also talked about finances and the need for more STOA.
- On Thursday, November 30, I attended a meeting of the Regional Development Coordinating Council at the offices of the Capital Region Chamber. We talked about infrastructure issues and projects that are going on throughout the region.
- On Monday, December 4, I met with 8 new CDTA employees as they began their CDTA career. We talked about the work we do and the role they will play in our success. Lots of enthusiasm about what lies ahead. They will be ready to drive by mid-January.
- On Monday, December 4, I joined members of our staff to listen to a presentation by a consulting group regarding human trafficking. We have participated in this work that identifies transit as one of the places where trafficking occurs. We are working with the group on ways to improve bus operator awareness and ways for us to communicate through proper channels.

- On Wednesday, December 6, I attended a meeting of the TransDash working group. There are nearly a dozen transit systems that are members of TransDash, all providing data to support the dashboard, benchmarking, and a story line for the transit industry.
- On Thursday, December 7, I attended a meeting of the CRTC Policy Board (formerly CDTC). The Thruway Authority provided an update on their capital projects, The board acted on several TIP amendments and regional agencies provided activity updates.
- On Friday, December 8, I met with the NYPTA leadership team to talk about advocacy work for the next few months, including a transit awareness day in February. This will be a day of advocacy for our industry at the state capitol.
- On Monday, December 11, I joined the NYPTA team in a meeting with the Senate Counsel staff to talk about green transit/zero emissions legislation.
- On Monday, December 11, I attended a community meeting at the Crandall Library in Glens Falls. I was joined by our staff members as we gave the community an introduction to CDTA and our plans for the next several months as we merge GGFT into CDTA. We were pleased to have about 50 people in attendance - a mix of customers, elected and community leaders. A good first step for us.
- On Tuesday, December 12, Lance Zarcone, Dave Williams and I had breakfast with Bob and Steve Brown. We meet with them several times during the year to talk about operational and customer service issues with NX and TX services.
- On Tuesday, December 12, we hosted a media event to open the Gateway Mobility Hub in Schenectady. We were joined by partners who helped to bring this project to completion and provide a great addition to downtown Schenectady. Jayme Lahut, who was instrumental in getting this project to the finish line, provided board comments and it was great to have Pat Lance with us.
- On Wednesday, December 13, I attended a board of directors meeting of the United Way. We heard an external audit report, received an update on giving campaigns, and reviewed our strategic planning efforts.
- On Wednesday, December 13, I joined the NYPTA team in a meeting with Senator Jeremy Clooney to talk about green transit/zero emissions legislation.
- On Thursday, December 14, I joined the NYPTA team in a meeting with the Assembly Central staff to about green transit/zero emissions legislation.
- On Thursday, December 14, Jaime Kazlo and I attended the Capital Region Chamber's holiday reception at the Desmond Hotel and Conference Center.
- On Friday, December 15, I attended the WGDJ holiday breakfast at the Century House in Latham.
- On Friday, December 15, I listened to holiday music at the Joseph L. Bruno Station. The Columbia High School band did a great job.

- On Monday, December 18, I attended a meeting of the Town of Colonie IDA/LDC board. I am a member of these boards, and we heard several updates on projects that will bring housing and commercial developments to the town.
- On Tuesday, December 19, I met with Kara Haraden who is leading the effort to build an Aquatic Center in Schenectady County.
- On Tuesday, December 19, I met with Colonie Town Supervisor Peter Crummey. We talked about IDA/LDC activities (I am a member of the IDA/LDC); we also talked about CDTA services in the town.

### **Final Thoughts**

As we close out 2023, I can't help but reflect on what a great year it has been for CDTA. We kicked off the year by launching our electric car share program *DRIVE* and closed it out by cutting the ribbon on our Mobility Hub in Schenectady. There were many highlights sprinkled in between from introducing e-bikes as part of CDPHP Cycle! to our growing Universal Access partnerships. And the crown jewel of the year, introducing our third Bus Rapid Transit line to the community and completing 40 miles of BRT in the Capital Region.

To say I'm proud of what CDTA has accomplished over the last 12 months is an understatement. This comes about due to the vision of our Board of Directors, the commitment from our employees and the foundation built by our supportive retirees. I hope everyone enjoys the magic of the holiday season with family and friends. Looking forward to a bright and bold 2024!

***CDTA Provides Mobility Solutions that Connect the Region's Communities***