

Board of Directors Monthly Meeting

**Wednesday, May 29, 2024 | 12:00pm
Board Room at 110 Watervliet Ave.**

**CDTA BOARD OF DIRECTORS
MEETING AGENDA**

Wednesday, May 29, 2024 | 12:00pm | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Jayme Lahut	
Approve Minutes of Wednesday, April 24, 2024		3
Recognitions	Carm & Jayme	
20 Years – Scott Marcantel, STAR Supervisor		
30 Years – Gary Guy, Director of Transportation		
45 Years – Donald Brooks, Sr., Schenectady Master Technician		
Committee Reports: (Action Items Listed)		
Board Operations Committee (5/15/24)	Jayme Lahut	
Performance Monitoring/Audit Committee (5/22/24)	Peter Wohl	
• Approve FY2024 Year-End Audit Draft		8
• Approve Contract for Insurance Broker Services		9
• Approve Contract for Driver Barriers		14
• Approve Trolley Purchase		17
• Approve Paratransit Bus Purchase		19
• Approve Contract for Fuel		21
Community & Stakeholder Relations Committee (5/23/24)	David Stackrow	
Strategic & Operational Planning Committee (5/23/24)	Mike Criscione	
Chief Executive Officer’s Report	Carm Basile	24
Board Member Comments	Everyone	
Executive Session	Jayme Lahut	
Litigation Matter		
Upcoming Meetings		
Wednesday, June 26, 2024 at 12:00pm in the Board Room at 110 Watervliet Ave		
Adjourn	Jayme Lahut	

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

MINUTES OF WEDNESDAY, APRIL 24, 2024 BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, Chairman
Michael J. Criscione, Vice Chairman
Denise A. Figueroa, Treasurer

Patrick M. Lance
David M. Stackrow
Jaclyn Falotico
Jackie McDonough

MEMBERS PRESENT REMOTELY

Georgeanna M. Nugent, Secretary

MEMBERS NOT PRESENT

Peter D. Wohl

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 Comms
Gary Guy, Director of Transportation
Dave Williams, Director of Maintenance
Jack Grogan, Director of Risk Management
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
Thomas Guggisberg, Director of IT
Joe Landy, Superintendent of Troy
Steve Wacksman, Superintendent of Albany
Mike Williams, Director of Service Planning
Vanessa Fox, Executive Assistant

CALL TO ORDER - At 11:59 AM, Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE MARCH 27, 2024 BOARD MEETING MINUTES

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

RECOGNITIONS

Carm Basile and Chairman Lahut presented the following awards and members offered their congratulations:
25 Years – John St. Leger, Troy Operator
30 Years – Terry Walco, Jr, Inventory Manager

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Committee met on Wednesday, April 10, 2024 at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- We reviewed agendas for the April meetings.
- Lisa Marrello joined us and provided a detailed report on the state budget process. She talked with us about the competing factors that were at work and some of the issues that the leaders were facing.
- At the time, leaders in the Senate and Assembly were negotiating the details and items that were included in the final state budget that was approved this past weekend.
- The budget provides a significant increase in state operating assistance for us and a lined-out amount for the assumption of services in Warren County.
- Lisa noted that this was the same process we followed when we added Montgomery County. It took work to get this done and we now have both counties lined-out separately as we move forward.

- As we discussed in the committee on several occasions, I have talked with board members regarding offices and committee assignments to see if anyone wanted to change their focus area.
- It looks like everyone is satisfied with where they are and what they are focused on. Having said that, there did not seem to be a reason or a need to form a nominating committee.

Consent Agenda Item

Resolution 07 – 2024 – Approve Slate of Officers

- At least for this year, the board operations will serve as de facto nominating committee, and a slate of officers for fiscal year 2024-2025 was presented:

For Treasurer, Denise Figueroa is nominated.
 For Secretary – Georgie Nugent is nominated.
 For Vice Chair – Mike Criscione is nominated.
 For Chair – Jayme Lahut is nominated.

- The Authority hereby approves the slate of officers for 2024-2025.

Motion – Ms. McDonough

Seconded – Ms. Falotico

Carried Unanimously

- Chairman Lahut thanked everyone for the work they do. Together, we have built a great organization that keeps moving forward with lots of success.
- The next meeting of the committee is scheduled for Wednesday, May 15, 2024 at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Peter Wohl

Performance Monitoring Committee met on Wednesday, April 17, 2024 at 12:00 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Item

Resolution 08– 2024 – Approve Contract for Mobility Hub Infrastructure

- We issued an Invitation for Bid for construction of mobility hubs at Liberty Square (Troy), Manning Boulevard (Albany), and 80 Broadway in Menands. We received three bids and staff recommends award to the low bidder, Carver Construction.
- Carver has a good track record; and we were pleased with the work they did at our Gateway Mobility Hub in Schenectady. This award includes underground infrastructure, electrical, paving, and traffic control work.
- The Authority hereby approves a contract to Carver Construction of Coeymans, for a total value of \$3,567,774, which includes a standard 20% contingency.

Motion – Ms. Falotico

Seconded – Ms. Figueroa

Carried Unanimously

Resolution 09 – 2024 – Approve Contract for Fare Collection Equipment

- The Public Authorities Law requires an annual review of our investment policy. Our policy explains how we invest, monitor, and report on investments. The policy was reviewed by our investment manager (Graypoint); General Counsel; and our external auditor (Lumsden & McCormick) for compliance. No changes were recommended.

- The Authority hereby approves the 2024 Investment Policy.

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

Administrative Discussion Items

- Mike Collins provided the Monthly Management Report; this was also the year-end report. MRT ended the year 5% below budget (\$11 million), mainly due to high interest rates and a slowed housing market. Customer fares exceeded budget by 11%, setting a CDTA record for fare revenue at \$21 million. Much of the increase comes from our popular Universal Access program.
- The facility revenue line finished the year 16% over budget (\$3.5 million), exceeding pre-pandemic levels for the first time. Wages were 4% under budget, mostly due to the manpower challenges we have been battling. The other benefits line was 38% over budget because of the one-time \$2.5 million lump sum payment we made to the employee pension plan as part of collective bargaining.
- Purchased Transportation ended the year 3% over budget; STAR continues to have manpower issues resulting in more outsourced trips. We ended the year in a good budget position with revenue exceeding budget projections by 2% and expenses under budget by a little more than 1%.
- Carm gave the year-end non-financial report. Fixed route ridership finished the year with 16.5 million customers. This was one of our highest ridership totals in the last 20 years. Overall, ridership was up 20% from last year. Missed trips have been level and we continue to work to maximize the efficiency of services to correspond to employee levels. There were 270 preventable accidents compared to 238 last year. We have talked about this several time in committee – lots of things going on, but most of this is driven by the constant influx of new employees who need time to develop and acclimate to the challenges of operating large vehicles.
- Next meeting of the Committee is scheduled for Wednesday, May 22, 2024 at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Dave Stackrow Community and Stakeholder Relations Committee met on Thursday, April 18, 2024 at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer provided an update on seasonal services. We will offer the Saratoga Summer Trolley, Lake George Trolley, Nature Buses and service to Grafton Lakes State Park.
- We will operate Saratoga Trolley service to support the Belmont Stakes from June 6-9. Service will be provided free of charge thanks to a partnership with NYRA and the Saratoga Casino Hotel.
- We will celebrate the 30th anniversary of the Lake George trolley with a kickoff celebration in May. This service part of our merger with Greater Glens Falls Transit in January. Service will run through October.
- Jaime Kazlo provided the Earned Media and Community Relations report. Last month, we earned 10 placements in television, newspaper, and radio with an estimated value of \$10,000. Stories included - introduction of the TransDash performance monitoring system, launch of Season 8 for CDPHP Cycle!, our donation of a bus engine to Questar 3 BOCES, and a feature article in the Albany Business Review on how BRT lines are helping to transform the region.
- We provided transportation for veterans for the first Patriot Flight of the year, supported the Dr. King Career Fair in Albany and provided service for the funeral of fallen soldier Casey Frankoski of Rensselaer.

- We continue to see increases in followers across our social media channels. We talked about what people find interesting – a top post was a throwback picture of an Orion bus that we operated from the mid-late 1980’s. Looking ahead, we will host our annual employee awards celebration on Saturday and will field a team in the CDPHP workforce challenge on May 16.
- Next meeting of the Committee will be on Thursday, May 23, 2024 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, April 18, 2024 at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

Administration Discussion Items

June 2024 Service Changes

- Mike Williams provided an update on the June 2024 service changes. We typically make service modifications 3-4 times per year that are based on improving efficiency, aligning service with demand, and making adjustments to seasonal services.
- Some of the productivity adjustments include reducing the peak frequency of the #22 due to the Blue Line absorbing some ridership; run time adjustments to the #450 to improve on-time performance; and piloting a new #605 on weekends, which combines the #354 and the #602.
- College/school seasonal changes include adjusting the #12, suspending the #111, and reducing the #114, #910, #224, #286, and #452. They also including suspending the middle and high school trippers for the summer. Most of this service returns in the fall.
- Other changes include adding the nature bus, service to Grafton, and the Saratoga and Lake George trolleys.

Change Orders

- Jeremy Smith provided a review of change orders, how we use them, and a summary of the change orders executed during the last three major capital projects. A change order is a common industry term for an amendment to a contract that changes the scope of work. There are several types, but we typically use lump sum (quantifiable work scope adjustments) and unitary cost (based on unit cost schedule of values provided with original bid) change orders.
- For the Gateway project, there were ≈ \$61,000 in change orders that included additional piping, full-depth pavement construction, drainage, and bus pads.
- For the Alumni Drive project, there were ≈ \$1.5M in change orders of various types that included adding a loading dock, a high-temp water line replacement, and multiple gas line replacements.
- For the stations improvement project, there were ≈1.6M in change orders that included additional paving at Brevator, additional paving/striping/signaling/drainage at Crossgates, and bus pads at most stations.

West Facility Update

- Carm Basile and Chris Desany provided an update on advancing the development of a west facility. We reviewed the overall purpose for initiating the project, including a background on the site selection process to date.
- Next meeting of the Committee will be on Thursday, May 23, 2024 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 April 2024.

EXECUTIVE SESSION

Entered Executive Session: 12:30 pm

Motion – Mr. Stackrow

Seconded – Ms. Figueroa

- An update regarding a Litigation Settlement was discussed and the board moved to come out of executive session to take formal action.
- A real estate matter was also discussed but required no formal action from the board.

Exited Executive Session: 12:52 pm

Motion – Ms. Falotico

Seconded – Ms. Figueroa

Carried Unanimously

Resolution No. 10 – 2024 – Approve Litigation Settlement

- After extensive review and discussion, it is found to be in the best interests of the Authority to authorize and approve the settlement of said claim for the total sum of \$75,000.
- The Authority hereby authorizes the settlement of claim L18-38643, subject to execution of the associated documents and compliance therewith.

Motion – Ms. Figueroa

Seconded – Ms. Falotico

Carried Unanimously

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, May 29, 2024 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:57 PM

Motion – Ms. McDonough

Seconded – Mr. Criscione

Carried Unanimously

Respectfully submitted,

Georgeanna M. Nugent, Secretary

Dated: April 24, 2024

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION NO. 11 - 2024**

Approval of the Draft Financial and Compliance Report for FY2024

WHEREAS, pursuant to Public Authorities Law § 1305-a, the Capital District Transportation Authority (the “Authority”) is required to issue reports describing its financial condition; and

WHEREAS, pursuant to Public Authorities Law § 1306, the Authority is empowered to retain auditors to formulate financial and compliance reports; and

WHEREAS, the Performance Monitoring and Audit Committee has reviewed and recommended the approval of the Draft Financial and Compliance Report by Lumsden & McCormick, LLP, external auditors, dated March 31, 2024 for fiscal year April 1, 2023 through March 31, 2024.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves the Draft Financial and Compliance Report by Lumsden & McCormick, LLP, external auditors, dated March 31, 2024 for fiscal year April 1, 2023 through March 31, 2024.
2. The Authority hereby authorizes the filing of the Draft Financial and Compliance Report dated March 31, 2024 for fiscal year April 1, 2023 through March 31, 2024 with the appropriate governmental entities.
3. 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 29th day of May, 2024.

Dated: May 29, 2024

Georgeanna M. Nugent, Secretary

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 12 - 2024**

Approve Contract for Insurance Broker Services

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

WHEREAS, NY Public Authorities Law section 1306 (15) empowers the Authority to insure its property or operations as the Authority may deem advisable and procure other insurance products in order to provide competitive employee benefits, and

WHEREAS, after issuance of a competitive request for proposals, the Authority has evaluated four responsive proposals for insurance brokerage services for commercial lines and employee benefit administration, and has determined splitting the broker services to two firms is in the best interests of the Authority, and

WHEREAS, that the best proposal and qualifications for commercial insurance were presented by NFP Corp. (formerly Rose & Keirnan) of New York, NY, at an annual cost of \$105,000, and the best proposal for employee benefits services was presented by Arthur J. Gallagher & Co. of Latham, NY, at an annual cost of \$65,000, and

WHEREAS, the Authority now recommends awarding a three-year contract with two one-year renewal options for commercial insurance to NFP Corp. of New York, NY, for a total three-year cost of \$315,000; and awarding a three-year contract with two one-year renewal options for employee benefits services to Arthur J. Gallagher & Co. of Latham, NY, for a total three-year cost of \$195,000.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a three-year contract with two one-year options for commercial insurance to NFP Corp. of New York, NY, with a total three-year cost of \$315,000, subject to compliance with the contract documents.
2. The Authority hereby awards a three-year contract with two one-year options for employee benefits services to Arthur J. Gallagher & Co., of Latham, NY, with a total three-year cost of \$195,000, subject to compliance with the contract documents.
3. The Chief Executive Officer shall have the authority to execute the contract documents.
4. The source of funds shall be from the Operating Budget.
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 29th day of May, 2024.

Dated: May 29, 2024

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Insurance Broker
Committee: Performance Monitoring/Audit
Meeting Date: May 22, 2024

Objective of Purchase or Service:

To provide Insurance Brokerage Services for Commercial lines and Employee Benefit Administration.

Summary of Staff Proposal:

We issued an RFP for broker services that includes two components; commercial insurance and employee benefit services. Commercial insurance is for General & Auto Liability, Auto Physical Damage and Property. Employee benefit services includes health, dental, and vision plans for our employees and retirees. It also includes administration of a Health Reimbursement Account and management of flex spending accounts including unreimbursed medical and dependent care. We have used one broker for both services for more than 20 years - NFP (formerly Rose & Keirnan) to provide both services.

We received four proposals and reviewed them in detail. We formed a team to do this and to interview the firms and their principals. Based on this work, we recommend splitting the broker services to two firms. We recommend keeping NFP for commercial insurance and awarding employee benefits services to Gallagher. The interview team feels that Gallagher can provide our employees with a high level of service and guidance for our benefit plans. This includes in person support and “live” telephone support M-F from 8:00am – 9:00pm. Gallagher is a large firm with a strong local presence in the Capital Region.

NFP’s strong suit is Commercial Lines insurance. As one of the largest broker firms in the country, they have access to all major insurance companies for quality and pricing. The interview team rated them as the best broker to provide these services.

Financial Summary/Cost:

The annual cost for Gallagher’s services is \$65,000 per year. They will receive commissions from our health insurance carriers based on our activity.

The annual cost for NFP’s services is \$105,000, and it will be funded in our operating budget.

Proposed Action:

Awarding a three-year contract with two one-year options for Commercial insurance to NFP of New York, NY for \$315,000. Recommend awarding a three-year contract with two one-year options for Employee Benefits Services to Gallagher of Latham for \$195,000.

Manager:

Michael Collins, VP of Finance & Administration

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

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

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

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

One-Shot Deal: Complete scope and fixed value
 x Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. **CONTRACT VALUE:**

\$315,000 (minimum value over initial 3 year term) fixed estimated (circle one)

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

X Request for Proposals (RFP) Invitation for Bids (IFB) Other

5. **TYPE OF PROCEDURE USED (check one):**

Micro Purchases (Purchases up to \$2,499.00) Small Purchases (\$25,000 up to \$100,000)
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000) X Request for Proposals (RFP)
 Professional Services (Over \$25,000) Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 18 or Advertised
Number of Proposals/Bids Received # 4

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>0</u>	

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** NFP Corp (NY), LLC.
200 Park Ave
New York, NY 10166

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

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)	(<u>Yes</u> , No, N/A)
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: May 22, 2024

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:**

\$195,000 (minimum value over initial 3 year term) 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 # 18 or Advertised
Number of Proposals/Bids Received # 4

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>0</u>	

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Arthur J. Gallagher & Co.
30 Century Hill Drive, Suite 200
Latham, NY 12110

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, <u>N/A</u>)

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

Stacy Sansky, Director of Procurement DATED: May 22, 2024

Insurance Broker Proposals

Commerical Lines Insurance Cummulative Scoresheet

Criteria	Marsh/McLennan	NFP	Marshall/Sterling	Gallagher
Price 180 Points	145	160	180	145
Program Approach 200 points	173	188	128	177
D/M WBE/SDVOB 20 Points	0	0	0	20
TOTAL	318	348	308	342

Insurance Broker Proposals

Employee Benefit Services Cummulative Scoresheet

Criteria	Marsh/McLennan	NFP	Marshall/Sterling	Gallagher
Price 180 Points	162	150	180	160
Program Approach 200 Points	165	135	160	193
D/M WBE/SDVOB 20 Points	0	0	0	20
TOTAL 400 Points	327	285	340	373

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 13 - 2024**

Approve Contract for Driver Barriers

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

WHEREAS, the Authority is authorized by Public Authorities Law section 1306 to enter into contracts for the purchase of goods and services to meet its transportation objectives, and

WHEREAS, the COVID-19 pandemic necessitated the emergency procurement of protective driver barriers to be installed in the Authority’s revenue vehicles, and

WHEREAS, some barriers have developed visibility-reducing scratches and imperfections and replacement barriers are recommended, and it is in the best interests of the Authority to purchase barriers from the same manufacturer for fleet consistency and reduced installation and maintenance costs, and

WHEREAS, in 2020, Transit Guard of Pagosa Springs, Colorado, provided the driver barriers and staff now recommends a sole source purchase of sixty (60) replacement barriers be awarded to Transit Guard for an amount not to exceed \$115,460, which is fair and reasonable, and

WHEREAS, the Authority recommends a sole source protective barrier contract be awarded to Transit Guard of Pagosa Springs, CO, for a total cost not to exceed \$115,460.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a sole source protective bus driver barrier contract to Transit Guard of Pagosa Springs, CO, for a total cost not to exceed \$115,460, subject to compliance with all contract terms and requirements.
2. The Chief Executive Officer is hereby authorized to execute the necessary contract documents.
3. The source of funds for this purchase will be from the FY2025 Capital Plan.
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 29th day of May, 2024.

Dated: May 29, 2024

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Purchase Driver Barriers
Committee: Performance Monitoring/Audit
Meeting Date: May 22, 2024

Objective of Purchase or Service:

To increase safety for CDTA bus operators.

Summary of Staff Proposal:

Bus operator barriers were purchased August 2020 to protect operators and customers during the COVID-19 pandemic. Some barriers have developed visibility-reducing scratches and imperfections. A sole source purchase of 60 replacement barriers is recommended.

The cost for this purchase is fair and reasonable (less than a 1% price increase from original purchase). The barriers are identical to what we already use allowing for fleet consistency. It streamlines the number of parts in stock, and it eliminates the need for additional operator training or installation by mechanics.

Another important safety feature related to this procurement is the purchase of latches that allows an operator to lock the barrier for additional safety enhancements. These latches are purchased from a different vendor and the cost is under the Board approval threshold. We have ordered enough latches for all buses.

Upon Board approval, a contract will be issued, with barrier delivery anticipated for October 2024.

Financial Summary/Cost:

Description	Unit Cost	Quantity	Extended Cost
Driver Barrier	\$1,860	60	\$113,460
Delivery			\$2,000
TOTAL COST:			\$115,460

This purchase is funded through the FY2025 Capital Plan.

Proposed Action:

I recommend the purchase of driver barriers and from Transit Guard of Pagosa Springs, CO for an amount not to exceed \$115,460.

Manager:

David Williams, Director of Maintenance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 14 - 2024**

Approve Trolley Purchase

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

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

WHEREAS, in 2019 a five-year trolley purchase contract was awarded to Hometown Manufacturing, and

WHEREAS, the Authority proposes to add two trolleys to its current fleet to allow for additional service opportunities next year, and

WHEREAS, staff recommends the purchase of two (2) trolleys from this contract at a cost not to exceed \$202,267 per trolley, for a total cost of \$404,534, with delivery anticipated in February 2025.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby approves the purchase of two (2) trolleys from Hometown Manufacturing of Crandon, WI, at a cost not to exceed \$404,534, subject to compliance with all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary contract documents.
3. The source of funds for this purchase will be from the FY2025 Capital Plan.
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 29th day of May, 2024.

Dated: May 29, 2024

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Trolley Vehicles
Committee: Performance Monitoring/Audit
Meeting Date: May 22, 2024

Objective of Purchase or Service:

Our current fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life. This purchase is for trolley vehicles. The life cycle of a trolley is 7 years/200,000 miles.

Summary of Staff Proposal:

In 2019, the Board awarded a five-year contract to Hometown Manufacturing trolleys. This trolley is the same make and model from previous purchases to maintain a consistent look and feel and minimize parts inventory. The Villager Style Trolley features vintage-style seats with oak slats, a 7.3L gas-powered engine, and seating for 30 passengers, including two wheelchair positions. These vehicles are equipped with cameras, air purification systems, and wheelchair securement systems. The quoted price is \$202,266 per trolley, which is the same cost as last year.

This purchase is consistent with our purchasing plans and service needs, which balance fleet age and maintenance requirements and provide predictable costs for maintenance expenses.

Delivery is anticipated for February 2025.

Financial Summary/Cost:

The cost for two trolley's is \$202,267 and it will be funded through the FY2025 Capital Plan.

Proposed Action:

Purchase of two trolley vehicles from Hometown Manufacturing of Crandon, Wisconsin for an amount not to exceed \$404,534.

Manager:

David Williams, Director of Maintenance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 15 - 2024**

Approve Paratransit Bus Purchase

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

WHEREAS, the Capital Improvement plan of the Authority calls for the replacement of paratransit buses which have reached the end of their useful lives, and

WHEREAS, by way of Resolution 03-2022, the Authority awarded a competitively-bid paratransit bus contract to Coach & Equipment Bus Sales of Penn Yan, New York, and

WHEREAS, the Authority now desires to authorize the purchase of four (4) paratransit vehicles to replace paratransit vehicles which have reached the end of their useful life, and

WHEREAS, the price per vehicle is \$142,526, for an amount not to exceed \$570,104, with delivery anticipated in April 2025.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby authorizes the purchase of four (4) paratransit vehicles from Coach & Equipment Bus Sales of Penn Yan, New York, for a total cost not to exceed \$570,104, 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 for this purchase shall be from the FY2025 Capital Plan.
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 29th day of May, 2024.

Dated: May 29, 2024

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Paratransit Buses
Committee: Performance Monitoring/Audit
Meeting Date: May 22, 2024

Objective of Purchase or Service:

Our current fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life. This purchase is for paratransit vehicles. The life cycle of a paratransit vehicle is 5 years/150,000 miles.

Summary of Staff Proposal:

In 2022, the Board awarded a five-year contract to Coach and Equipment for the purchase of paratransit vehicles. We need to purchase four gas powered paratransit buses. These vehicles carry up to four wheelchair passengers and 12 ambulatory passengers. This purchase is consistent with our purchasing plans and service needs, which balances fleet age and maintenance requirements, and provide predictable costs for maintenance expenses.

These vehicles are equipped with cameras, air purification systems, and wheelchair securement systems. The quoted cost is \$142,526 per vehicle.

The price represents a 5% increase from last year.

Delivery is anticipated for April 2025.

Financial Summary/Cost:

Total cost for 4 vehicles is \$570,104 and it will be funded through the FY2025 Capital Plan.

Proposed Action:

Purchase four vehicles for our paratransit service from Coach and Equipment Bus Sales of Penn Yan, New York for an amount not to exceed \$570,104.

Manager:

David Williams, Director of Maintenance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 16 - 2024**

Approve Contract for Diesel Fuel

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

WHEREAS, the Authority is authorized to make purchases and enter into contracts providing for purchases designed to provide the necessary fuel for its omnibus transportation operations, and

WHEREAS, the purchase of fuel comprises a significant portion of the Authority’s annual budget, rendering it in the best interests of the Authority to enter into fixed-price fuel contracts to promote fiscal stability and to compensate for the volatile nature of the fuel market, and

WHEREAS, the Authority has closely monitored pricing for the purchase and delivery of diesel fuel, and

WHEREAS, on May 15, 2024 the Authority entered into an agreement with Mirabito Energy Products of Binghamton, NY, to pay \$2.69/gallon for diesel fuel from September 2025 to August 2026, and

WHEREAS, Mirabito Energy Products, the incumbent provider of fuel, has always provided competitive pricing and superior service to the Authority, and

WHEREAS, the Authority recommends awarding a sole-source twelve-month fuel contract to Mirabito Energy Products of Binghamton, New York, commencing on September 1, 2025 through August 2026, for a minimum contract value of \$6.2 million.

NOW, THEREFORE, BE IT RESOLVED:

1. The Authority hereby awards a sole source twelve-month fuel contract for purchase and delivery of diesel fuel at a price of \$2.69/gal, with a minimum value of \$6.2 million, subject to acceptance and satisfaction of all contract terms and requirements.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds shall be the FY2026 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 29th day of May, 2024.

Dated: May 29, 2024

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Contract for Diesel Fuel to Mirabito Energy Products
Committee: Performance Monitoring/Audit
Meeting Date: May 22, 2024

Objective of Purchase or Service:

To provide Ultra-Low Sulfur Diesel (ULSD) for the fixed route fleet.

Summary of Staff Proposal:

Several years ago, the board gave staff authority to purchase fuel from our supplier without the traditional competitive bid process. A competitive bid process can take up to six weeks before the price is known. During this time, market pricing can change significantly, especially for a commodity like fuel, producing unfavorable pricing.

To improve our ability to get better pricing, we receive daily pricing from Mirabito, our vendor for this product. When we identify a competitive price, we make the purchase on the day pricing meets our goals.

Our goal is to ensure budget predictability and to pay the lowest possible price. On May 15, 2024, we entered into an agreement with Mirabito to pay \$2.69 per gallon for diesel fuel from September 2025 to August 2026. A recent summary of fuel prices is provided below:

June – December 2023	\$3.05/gallon
January – August 2024	\$2.78/gallon
September 24 – August 2025	\$2.75/gallon
September 2025-August 2026	\$2.69/gallon

Financial Summary/Cost:

The price of a twelve-month contract from September 2024 through August 2025 for 2.3 million gallons of diesel fuel is \$6.2 million.

Proposed Action:

I recommend award of a twelve-month diesel fuel contract, starting on September 1, 2025 to Mirabito Energy Products of Binghamton, NY for a minimum value of \$6,200,000.

Manager:

Mike Collins, Vice President of Finance and Administration

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

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

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

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

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. **CONTRACT VALUE:**

\$6.2M (Minimum Value) 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	<u>No</u>
Number of DBEs bidding/proposing	<u>0</u>	
DBE Certification on file?	Yes	No <u>Not Applicable</u>
Number of DBE Subcontractors	<u>0</u>	

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Mirabito Energy Products
49 Court Street
Binghamton, NY 13902

8. **SOURCE OF FUNDS:** FY26 Operating Budget

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)	(<u>Yes</u> , No, N/A)
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: May 22, 2024



Memorandum

May 29, 2024

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for May

Overview

As spring turns into summer, we look forward to the wonderful things that the Capital Region has to offer – activities, events, and opportunities for people to connect with. As the region’s mobility manager, our company has become synonymous with connections and opportunity. We look forward to the excitement of summer, the attractiveness of regional destinations and the opportunities for us to highlight everything that is good about CDTA - our services, our programs, our people, and the work that we do.

With almost two months of our fiscal year in the books, our operating and financial indexes continue to be good, highlighting our success and our value to the Capital Region community. It is the combination of increases in ridership, better funding, and innovative programs alongside of great ratings from customers and community leaders that sets us apart from others in the transit industry and in the public sector.

As we discussed in last week’s committee meetings – these results come from the execution of a well-developed plan. Almost 15 years ago we set out to be different, to be innovative, and to be a regional thought leader. Thanks to the dedication of our board of directors, our staff, and our employees, we have achieved most of what we set out to do. CDTA is consistently recognized as a bright star in our community. More important, we are respected and are called on regularly to be part of projects, issues, and considerations about economic and community development. We sit at the regional decision-making table and our opinions, suggestions and what we do matter to a wide audience of people and partners.

Respect levels have increased as we developed and opened three Bus Rapid Transit lines. Our network of BRT services is the most recognizable advancement for us during the past 15 years. At the same time, the work we have done to nurture our Universal Access program has led it to become a regional calling card for us. Seldom is there a discussion about CDTA where BRT or UA are not focal points and innovations that others want to be part of. These are entry points for us, and they are meaningful elements of our business portfolio.

We cannot overlook the value of our board establishing a committee to oversee and review community and stakeholder relations activities. This is a clear sign of the importance of this work, its meaning to the board, and its impact on CDTA and our community. The establishment of our Community and Stakeholder Outreach committee provides a meaningful framework for staff to develop and report on forward-facing activities of the company. It gives the board an opportunity to have a voice in stakeholder outreach, community initiatives and our work to

develop the company brand, image, and reputation. It is no coincidence that our brand is stronger and more recognizable throughout the Capital Region community.

System ridership and customer revenue continue to be outstanding, driven by our attractive route network and Universal Access agreements. Most of our UA partnerships are developed as multi-year agreements. This provides predictability and convenience for our partners and allows us to develop and deliver services that support UA customers. When UA agreements are renewed, we add appropriate value for our partners and ensure a constant revenue source for CDTA. This is fueling increased customer revenue, and it is providing a deep foundation for CDTA to expand and grow.

Last year, we opened our first Mobility Hub in downtown Schenectady. The Gateway Hub brings together our family of mobility services along with a package of customer features. We are following this with the construction of two more hubs, one in the Little Italy section of Troy and another at St. Peter's Hospital on Manning Boulevard in Albany. These hubs, which will be smaller than the Gateway Hub, will be constructed along busy streets in growing urban neighborhoods. They will be focal points for mobility and will connect CDTA services to the surrounding communities. We expect both hubs to have short construction times and they should be completed by the fall.

We continue to work towards the purchase of the Daily Gazette building in Schenectady. We have completed required appraisals and preliminary environmental reviews and expect to schedule a closing in the coming weeks. The building and property are directly adjacent to our Schenectady facility on Maxon Road. As we have discussed, the Gazette building is well suited for our needs and offers us options and possibilities. We expect to engage our consulting teams in the development of a multi-phased plan for the development of the building's potential. This is another exciting and unique opportunity for CDTA, our employees and the community.

Our growing family of seasonal services kicked-off this past weekend as the Lake George trolley began operation. We assumed responsibility for this service as part of our work to merge Greater Glens Falls Transit into CDTA. The trolley connects Glens Falls and Queensbury with Lake George and provides an effortless way to get around the village with some trips traveling to Bolton Landing. The Lake George trolley runs seven days a week until early fall. We will begin the operation of our Saratoga trolley service on Belmont weekend, marking an early start for this popular service. Nature Bus operations have begun, and other seasonal services will come online in the next few weeks. CDPHP *Cycle!* is fully operational with over 600 bikes deployed throughout the six counties of our expanded service area. This full complement of mobility options is proof-positive of the diversification of our services and the options we provide to the community. More movement, more mobility, and more excitement from CDTA, deepening our brand, and moving the region forward.

Staff provided an update on our Transit Development Plan at the Strategic and Operational Planning committee meeting last week. The TDP provides a comprehensive look at our entire service operation. It categorizes services, documents what works and illustrates ways to make service work better. It is a complement to our Strategic Plan, and it will guide the work we do to develop our network and make it more attractive to customers and our community. There will continue to be opportunities for the community to provide suggestions about our services. We will have continued conversations about the TDP, and the committee will help to direct this important initiative.

Performance Measures

Key Performance indicators are reviewed at committee meetings. Data for these reports covers the month of April and it is compared to April 2023. This is the first month of our new fiscal year and we are off to a great start; our financial and operational situation continues to be exceptionally good, and we are moving forward with full confidence.

Ridership on our system continues to surge, followed closely by customer revenue. We are leading the state in this regard and most of this is fueled by our ultra-successful Universal Access program, which now totals 50 partners. Operating, safety and maintenance statistics are all good. For now, more growth is limited only by the difficulties we are having in hiring and retaining qualified people.

Total expenses are spot-on budget for April. Mortgage Tax receipts were down significantly for the month, and we expect ebbs and flow with this revenue source all year long. Impressive results with customer revenue continue as Universal Access agreements fuel system ridership. We expect success for the UA program to continue as we negotiate renewals throughout the year. We are planning some operational changes in STAR, which will drive more service in house, reducing the number of trips we outsource. This will be a gradual process to ensure that we do not negatively impact the quality of service for customers.

Revenue:

- Operating revenue was 2% under budget.
- MRT receipts were \$731,000, 30% under budget.
- Customer revenue was \$1.73 million, 3% over budget.
- Facility revenue was \$313,000, 9% over budget.

Expenses:

- Total expenses were at budget; 1% under budget for the FY.
- Salaries and wages were 3% over budget.
- Maintenance services was 32% under budget.
- Purchased transportation was 4% over budget.

Ridership Statistics:

- Total ridership was 1.5 million; 21% more than last April.
- STAR ridership was 30,400; 9% more than last April.
- FLEX ridership was 12,070; 36% more than last April.
- NX ridership was 6,925; 20% more than last April.

Maintenance/Transportation Statistics:

- We missed .5% of all trips.
- There were 28 accidents with 21 categorized as preventable.
- Scheduled maintenance work was at 85%.
- On time performance for fixed route service was 72%. STAR operated within our 10-minute scheduling window 78% of the time.

Customer Service:

- Our call center processed 224 comments. There were 58 comments about STAR service.
- There were 739,000 page views at www.cdfa.org.

Activity Report

This has been an incredibly busy period for all of us at CDTA. We are engaged with the community to develop our services and to be a partner whenever needed. The following is a summary for some of our outreach work.

- On Wednesday, April 24, I attended Discover Albany's annual meeting. I have served as a board member for many years and now have an emeritus seat. I was honored to accept the first annual Matt Peter award on behalf of CDTA. The Matt Peter award spotlights an organization that works to improve the community. Great to have Jayme Lahut, Pat Lance, Jaime Kazlo and Jon Scherzer at this event.
- On Thursday, April 25, I met with Schenectady City Council member Carmel Patrick and Father Dominic Isopo to talk about relocation of BRT stations in front of the St. Luke's campus. We agreed that the relocation will be reasonable and convenient for the St. Luke's community; we will continue to work with them to improve access to our services.
- On Thursday, April 25, I met with Colonie Town Supervisor Peter Crummey to talk about our work in the town. We recently announced a Universal Access agreement at Wellness Way, which includes town support, and we are working to develop more service options in the northern part of town.
- On Friday, April 26, Jaime Kazlo, Jon Scherzer and I attended Life Paths' Third Age awards at Wolferts Roost. Life Path, which was formerly Albany Senior Services, honors individuals who are in the third quarter of their lives and continue to do great work in our community.
- On Saturday, April 27, my wife Sheila and I attended the CDTA Awards dinner at the Desmond Hotel. The event was a great celebration of CDTA, our employees and our accomplishments. Great to have so many of our staff in attendance along with Dave Stackrow and his wife Karen, Pat Lance and his wife Jeanne, and Peter Wohl.
- On Monday, April 29, I spoke about our plans to purchase the Daily Gazette building with Jim Gagliardi from WGY radio. The interview played for several days across the WGY family of stations.
- On Tuesday, April 30, my wife Sheila and I attended an open house at Fusco Personnel Associates. Fusco is celebrating 30 years in business; they do a good deal of work for CDTA.
- On Thursday, May 2, I attended the Rensselaer Chamber of Commerce's annual dinner at Franklin Plaza in Troy. Good to have Jaime Kazlo, Denise Figueroa, Pat Lance and his wife Jeanne at the event.
- On Monday, May 6, I welcomed 9 new bus operators to CDTA. As they began their training program, we talked about the work they will do and how they will contribute to the success of CDTA. We also talked about the career paths available to them. If all goes well, they will be ready for service in June.

- On Tuesday, May 7, I participated in a National Grid senior leadership retreat at the Gideon Punam in Saratoga Springs. I was a part of a live podcast with GRID's New York President Rudy Wynter and was part of a panel discussion about issues facing companies as we move towards zero emissions. Jaime Kazlo accompanied me.
- On Wednesday, May 8, I attended a meeting of the United Way Executive Committee. We heard staff reports on the organization's finances, along with development activities. We also received an update on the sale of our building at 1 United Way in Guilderland.
- On Wednesday, May 8, I attended a meeting of the New York Public Transit Association board of directors. We talked about our work to advocate for increases in state operating assistance. We discussed our fall conference agenda that will be in Buffalo, along with educational programs that are underway or in development.
- On Friday, May 10, I attended the Capital Region Chamber's Women of Excellence event at the Albany Marriott. Lots of impressive achievements by the women who were honored. The CDTA table of professional women was even more impressive. Thanks to Jayme Lahut for joining us.
- On Tuesday, May 14, I attended the Dessert Spectacular at Franklin Plaza. This annual event is hosted by the Independent Living Center of the Hudson Valley and their Executive Director, Denise Figueroa. A big CDTA crowd, included Jayme Lahut and his wife Davin, Pat Lance and his wife Jeanne, Dave Stackrow, Jaime Kazlo, Jon Scherzer and Mike Collins.
- On Thursday, May 16, I did a live interview on WTEN Ch 10 with Ryan Peterson. We talked about infrastructure work on several CDTA projects, most notably BRT and Mobility Hubs.
- On Thursday, May 16, I was a spoke at a news conference to announce a Universal Access Agreement with the Downtown Troy BID. We were joined by BID Executive Director Olivia Clemente, Troy Mayor Carmella Mantello and local business owners.
- On Thursday, May 16, I participated in the CDPHP Workforce Challenge in downtown Albany. The CDTA team, which numbered about two dozen employees was led by our captain Mike Collins. Everyone lived to run or walk another day!
- On Friday, May 17, Jaime Kazlo and I attend a meeting of the American Heart Association Executive Leadership Team. We have been asked to participate on the ELT again this year to support AHA's Heart Ball in February.
- On Friday, May 17, I spoke at a United Way press conference to kick off the 518 weekend of giving. The volunteer project for the CDTA team was beautification work at Oakwood Cemetery in Troy. Lots of painting and grounds cleanup for our team.
- On Friday, May 17, I was interviewed on Spectrum News regarding the need for more transportation options in rural areas like Columbia County. The county was recently awarded a state grant and is looking to increase connections for their residents.

- On Monday, May 20, I attended a reception for Ellen Sax, the Director of Community Engagement at MVP at Pat's Barn in North Greenbush. Ellen is retiring from this position; she has been a leader in community connections and collaboration efforts.
- On Tuesday, May 21, I spoke at a media event to announce the start of the Lake George trolley. We were joined by village mayor Ray Perry, Chamber of Commerce president Gina Mintzer and representatives from the hospitality community. It was exciting to see the blue and gold of CDTA throughout the village and Warren County.
- On Tuesday, May 21, Jaime Kazlo and I met with Frederic Langlois and Allesandra Guido from the Province of Quebec to talk about ways to work together. Frederic and Allesandra represent the province and work to link their products and suppliers with New York companies.
- On Wednesday, May 22, I attended a meeting of Capital District Transportation Council's A&F committee. We reviewed agency financials and cash flow for the quarter. We also talked about their recruitment for planner positions at the council.
- On Tuesday, May 28, I was interviewed by an INIT representative to talk about our 20-year relationship. INIT provides our CAD/AVL system that is the platform for communications, real time passenger information and traffic signal priority. Their technologies interact with our customers and are a critical part of our service delivery systems. They are celebrating their 25-year anniversary.

Final Thoughts

We continue to develop the CDTA network of programs and services, which in turn, continues to improve and sharpen our brand. Thank you to everyone at CDTA for doing your part to make our company so successful. It is my privilege to work with all of you to make CDTA bigger and better!

CDTA Provides Mobility Solutions that Connect the Region's Communities