

# **Board of Directors Monthly Meeting**

**Wednesday, June 26, 2024 | 12:00pm  
Board Room at 110 Watervliet Ave.**

**CDTA BOARD OF DIRECTORS  
MEETING AGENDA**

**Wednesday, June 26, 2024 | 12:00pm | Board Room at 110 Watervliet Ave**

<b>Board Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Jayne Lahut	
Approve Minutes of Wednesday, May 29, 2024		3
<b>Recognitions</b>	Carm & Jayme	
20 Years – Belinda Kornegay, Troy Administrative Assistant		
20 Years – Michael Lasch, Troy Master Technician		
20 Years – Wayne Rivers, Troy Operator		
25 Years – Michael Miller, Albany Operator		
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (6/12/24)	Jayne Lahut	
Performance Monitoring/Audit Committee (6/20/24)	Denise Figueroa	
• Resolution 18 - Approve Gillig Bus Procurement		8
• Resolution 19 - Approve Contract for Fasteners		10
• Resolution 20 - Approve DBE Triennial Goal Plan		14
• Resolution 21 - Approve Annual Drug and Alcohol Policy		16
Community & Stakeholder Relations Committee (6/20/24)	David Stackrow	
Strategic & Operational Planning Committee (6/20/24)	Mike Criscione	
<b>Chief Executive Officer’s Report</b>	Carm Basile	18
<b>Board Member Comments</b>	Everyone	
<b>Upcoming Meetings</b>		
Subjec to the call of the Board Chairman:		
- Board Retreat – Tuesday, August 13, 2024 & Special Board Meeting*		
- September 25, 2024 at 12:00 PM via Microsoft Teams and at 110 Watervliet Ave.		
<b>Adjourn</b>	Jayne Lahut	

*\*If needed, to continue business during the summer break.*

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

**MINUTES OF WEDNESDAY, MAY 29, 2024 BOARD MEETING**

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**MEMBERS PRESENT**

Michael J. Criscione, Vice Chairman  
Denise A. Figueroa, Treasurer  
Georgeanna M. Nugent, Secretary

Patrick M. Lance

David M. Stackrow  
Peter D. Wohl  
Jaclyn Falotico

**MEMBERS PRESENT REMOTELY**

Jackie McDonough

**MEMBERS NOT PRESENT**

Jayne B. Lahut, Chairman

**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  
Michele Gaudet-Heaton,  
Mike Valente,  
Jeanette Stumbaugh,  
Sarah Matrose, Internal Auditor  
Alton Ming, STAR Superintendent  
Richard Cordero, Director of Service Quality  
Kelli Schreivogl, Director of HR  
Vanessa Fox, Executive Assistant

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

**APPROVAL OF THE APRIL 24, 2024 BOARD MEETING MINUTES**

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

**RECOGNITIONS**

Carm Basile and Vice Chairman Criscione presented the following awards and members offered their congratulations:  
20 Years – Scott Marcantel, STAR Supervisor  
30 Years – Gary Guy, Director of Transportation  
45 Years – Donald Brooks Sr., Schenectady Master Technician

**COMMITTEE REPORTS**

**BOARD OPERATIONS COMMITTEE** - Report from Vice Chairman Criscione

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

**Administrative Discussion Items**

- We reviewed agendas for the May meetings.
  
- Carm reviewed the year-end report for the CEO/Company workplan. Lots of accomplishments and advancements during the year: This includes:
  - Opening the Purple Line BRT and completing a 40-mile network of BRT service.
  - Opening our first mobility hub in downtown Schenectady.
  - Merging Greater Glens Falls Transit into CDTA. We are now a six-county operation.
  - Continued development of our Universal Access agreement, which is fueling our ridership and customer revenue increases.

- And, agreeing to a four-year contract with the Amalgamated Transit Union, Local 1321. The agreement provided increased wages and a stronger pension plan for the 650 employees it covers.
- The next meeting of the committee is scheduled for Wednesday, June 12, 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, May 22, 2024 at 12:00 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Item

*Resolution 11 – 2024 – Approve Fiscal Year 2024 Year - End Audit Draft*

- Seth Hennard from Lumsden & McCormick presented the draft year-end audit for FY2024. We received a clean opinion with no findings or weaknesses – this is what we want. Lumsden reviewed their approach, along with required communications, and the balance sheet. Their presentation was included in your packets.
- The Authority hereby approves the draft Fiscal Year 2024 Financial Statements and Compliance Summary prepared by Lumsden & McCormick.

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

*Resolution 12 – 2024 – Approve Contract for Fare Collection Equipment*

- We issued a Request for Proposals for broker services for commercial insurance and employee benefit services. We received four proposals and staff recommends, the following awards:
  - Commercial insurance to NFP (incumbent).
  - Employee benefit services to Gallagher.
- Both brokers have a strong presence in the region and their references are excellent.
- The Authority hereby approves a three-year contract with two option years to NFP, of New York, NY for a minimum value of \$315,000; and a three-year contract with two option years to Gallagher of Latham for a minimum value of \$195,000.

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

*Resolution 13 – 2024 – Approve Contract for Driver Barriers*

- A sole source purchase is recommended to order 60 new driver barriers to replace worn out barriers installed during the pandemic. The cost is reasonable – less than a 1% price increase from the original purchase. Related to this procurement, is the purchase of “latches” to allow operators to lock their barrier to improve the security of the bus operator compartment. We will order latches for all buses.
- The Authority hereby approves a contract to purchase barriers to Transit Guard of Pagosa Springs, Colorado for an amount not to exceed \$115,460.

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

*Resolution 14 – 2024 – Approve Purchase of Trolley Vehicles*

- As part of our fleet replacement program, we need to replace two trolleys. We have a contract with Hometown Trolley and the cost is the same as last year. Delivery will be in February 2025.

- The Authority hereby approves the purchase of two trolleys from Hometown Trolley of Crandon, Wisconsin for a total price of \$404,534.

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

*Resolution 15 – 2024 – Approve Purchase of Paratransit Buses*

- Like the last item, we have a contract with Coach and Equipment to purchase paratransit vehicles; there is a 5% price increase from last year. Staff recommends the purchase of four vehicles for STAR; they are equipped with wheelchair lifts, cameras, and air purification systems. Delivery is expected in April 2025.
- The Authority hereby approves the purchase of four vehicles from Coach and Equipment of Penn Yan, NY for a total price of \$570,104.

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

*Resolution 16 – 2024 – Approve Contract for Fuel*

- Recently, the market price for diesel fuel dropped, making it attractive to lock in a long-term fuel contract. We were able to lock-in a pricing of \$2.69 per gallon, a 6 cent decrease from the contract that expires in August 2025.
- The Authority hereby approves a one-year contract for diesel fuel to take effect on September 1, 2025, to Mirabito Energy Products of Binghamton, NY for a minimum value of \$6.2 million.

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

Administrative Discussion Items

- Amanda Avery provided a quarterly review on the Risk Management and Workers’ Compensation Self-Insurance Accounts. The Committee determined that both accounts are adequate at this time.
- Mike Collins provided the Monthly Management Report for April. MRT had a slow start to the year as we were under budget by 30%. Customer Fares and Rail Station revenue continue to be strong and were over budget by 3% and 10% respectively. Wages were 3% over budget due to the annual payout of attendance bonuses. Workers’ compensation expenses were 8% under budget; and Other Benefits – primarily pension, was 12% under budget. We are in a satisfactory position.
- Chris Desany gave the non-financial report for April. Fixed route ridership was up 21% this month; STAR ridership is up 9% this month; System Wide on-time performance is at 72%; STAR on-time performance was at 78%. We missed 0.5% of all scheduled trips. Preventable accidents were at 21 and non-preventable accidents were at 17.
- Next meeting of the Committee is scheduled for Thursday, June 20, 2024 at 10:00 AM 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, May 23, 2024 at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer gave an update on our Flex on demand service. The service which began in January 2020, currently operates 20 vehicles in Colonie, Guilderland, Latham and Southern Saratoga County.

- Over the last 4 years, ridership has increased to 100,000 trips annually. We have made several adjustments to make the Flex service more accessible and convenient for customers.
- In September of 2023, Flex expanded to Stillwater, increasing the service area in Saratoga County. And customers now enjoy the ease of booking trips directly through our Navigator app. In January 2024, Flex Plus debuted, connecting people from the Joseph L. Bruno Rail station to downtown Albany.
- Looking ahead, as part of our work to update our Transit Development Plan, we will look to expand Flex into other areas that make sense and help to connect customers to our existing route network.
- Jaime Kazlo provided the Earned Media and Community Relations report. Last month, we earned 20 placements in television, newspaper, and radio with an estimated value of \$20,000.
- Stories included – the announcement of our two new mobility hubs that will be built in Troy and near St. Peter’s Hospital, an interview during national Infrastructure week to talk about some of our capital projects and the impacts they have on our region, a new bus stop at Wellness Way in Latham and service for the annual Tulip Festival weekend.
- We participated in a number of community events including the Cohoes High School Earth Day event, the 70<sup>th</sup> anniversary of the Watervliet Little League, Saratoga Children’s Museum Big Truck Day and we were proud to win “Most Humorous” t-shirt for the CDPHP Workforce Challenge.
- We continue to see increases in followers across our social media channels. We talked about what people find interesting – a top post was a hiring ad that we created to attract people to work at CDTA and where you can take CDTA on the weekends if you’re looking for something fun to do.
- Looking ahead, we will hold a groundbreaking ceremony for our Liberty Square Mobility Hub in Troy, kick off trolley service in Saratoga to help move people during the Belmont Stakes and welcome the Nature Bus back to Schenectady on July 6.
- Next meeting of the Committee will be on Thursday, June 20, 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, May 23, 2024 at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

Administration Discussion Items

*Transit Development Plan Update*

- Chris Desany provided an update on the advancement of our new Transit Development Plan (TDP). The TDP is an enabler to the Strategic Plan, and seeks to enhance the quality of life for Capital Region residents by pursuing mobility options, efficient use of public space, walkability, accessibility, equity, economic development and a positive impact on the environment.
- Phase I work began last year and we have since completed outreach activities with many different stakeholder groups to get a sense of what services are important to them. We also completed a profile analysis for each route in the system. We discussed strategic and operating principles to achieve our goals.
- There are nine identified service concepts, several of which were discussed in detail. Those include enhancing a Capital Priority Network (tied to our existing Transit Priority Network and BRT Expansion Study), and building a frequent network to connect neighborhood routes to high frequency corridors. Concepts also include weighing deviations versus speed, splitting routes, and adjusting stop spacing.
- We will be showing concepts for public input as part of Phase II work over the summer. Following that, we will develop a draft of the TDP document, and advance a public education campaign in the fall.

*West Facility Update*

- Carm Basile provided an update on advancing the development of a west facility. We have completed a Phase I environmental review, and an independent appraisal. We will be moving forward with next steps which include a more detailed review of existing leases, and starting the framework for a purchase agreement.
- Next meeting of the Committee will be on Thursday, June 20, 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 May 2024.

EXECUTIVE SESSION

Entered Executive Session: 12:38 pm

Motion – Mr. Stackrow

Seconded – Mr. Wohl

Unanimous Agreement

- An update regarding a Litigation Settlement was discussed and the board moved to come out of executive session to take formal action.

Exited Executive Session: 12:44 pm

Motion – Mr. Stackrow

Seconded – Ms. Figueroa

Unanimous Agreement

*Resolution No. 17 – 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 \$275,000.
- The Authority hereby authorizes the settlement of claim L21-43953, subject to execution of the associated documents and compliance therewith.

Motion – Mr. Stackrow

Seconded – Ms. Figueroa

Carried Unanimously

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
  - Wednesday, June 26, 2024 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:47 PM

Motion – Mr. Wohl

Seconded – Mr. Stackrow

Carried Unanimously

Respectfully submitted,

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Georgeanna M. Nugent, Secretary

Dated: May 29, 2024

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 18 - 2024**

Approve Gillig Bus Procurement

**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 make various capital purchases, and enter into contracts providing for capital purchases designed to provide the necessary equipment to meet its transportation objectives, including fixed route service, and

**WHEREAS**, after a competitive procurement, and by way of resolution 01-2022, the Authority entered into a five-year bus purchase contract with Gillig, LLC, of California (“Gillig”) and

**WHEREAS**, the Authority’s fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life, requiring the purchase of replacement vehicles, and

**WHEREAS**, the Authority now desires to purchase fifteen (15) forty-foot diesel buses from Gillig at a cost of \$615,107 per vehicle, and five (5) forty-foot BRT-Styled diesel buses from Gillig at a cost of \$657,181 per vehicle, for a total procurement cost not to exceed \$12,664.690, pursuant to the terms of the current contract, with anticipated delivery in the summer of 2025.

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

1. The Authority hereby authorizes the purchase of fifteen (15) forty-foot diesel buses and five (5) BRT-Styled diesel buses from Gillig, LLC of Hayward, CA, for a total amount not to exceed \$12,664,690, subject to compliance with the contract documents.
2. The Chief Executive Officer is hereby authorized to execute all associated documents.
3. The source of funds will be from the 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 26th day of June, 2024.

Dated: June 26, 2024

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Georgeanna M. Nugent, Secretary



# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Purchase of 40' buses  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** June 20, 2024

### Objective of Purchase or Service:

The fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life.

### Summary of Staff Proposal:

In 2022, the Board awarded a five-year contract to purchase forty-foot (40') diesel buses to Gillig, LLC with the understanding that future purchases will require Board approval. We recommend the purchase of fifteen 40' diesel buses and five 40' BRT-Styled diesel buses. This purchase is consistent with our purchasing plans and service needs, and balances fleet age and maintenance requirements, while providing predictable costs for purchase and annual maintenance expenses.

These vehicles are equipped with operator barriers, air filtration systems and Motorola radios. There is a price increase of 3.1% from last year.

Upon Board approval a purchase order will be issued with delivery anticipated for summer 2025.

### Financial Summary/Cost:

Description	Unit Cost	Quantity	Extended Cost
Base Bus	\$615,107	15	\$9,226,605
BRT Style Base Bus	\$657,181	5	\$3,285,905
Extended Warranty	\$7,609	20	\$152,180
<b>TOTAL COST:</b>			<b>\$12,664,690</b>

The total procurement cost is \$12,664,690 and is funded through the Capital Plan.

### Proposed Action:

I recommend the purchase of 40' diesel buses from Gillig, LLC of Hayward, California for an amount not to exceed \$12,664,690.

### Manager:

David Williams, Director of Maintenance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 19 - 2024**

Approve Contract for Fasteners

**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 the necessary equipment to meet its omnibus transportation operations, and

**WHEREAS**, the Authority requires various types of fasteners, utilized in the repair of its transportation equipment, and

**WHEREAS**, after issuance of an Invitation for Bids for fasteners, a single bid was received from Fastenal of Winona, MN, and

**WHEREAS**, after inquiry and investigation, the Authority is satisfied that the IFB was not unduly restrictive of competition, and

**WHEREAS**, after due deliberation, it has been determined to be in the best interests of the Authority to award a two-year contract for the purchase of fasteners to Fastenal of Winona, MN, for a total amount not to exceed \$152,352.

**NOW, THEREFORE, IT IS RESOLVED** as follows:

1. The Authority hereby awards a two-year contract for the purchase of fasteners to Fastenal of Winona, MN, with the first-year cost of \$76,176, and the total amount not to exceed \$152,352, subject to the contractor’s compliance with all the applicable requirements including those set forth in the bid and contract documents.
2. The Chief Executive Officer is hereby authorized to execute the necessary documents.
3. The source of funds shall be the FY2025 and FY2026 Operating Budgets.
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 26th day of June, 2024.

Dated: June 26, 2024

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

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Contract award for fasteners  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** June 20, 2024

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

The current contract for fasteners (aka “nuts and bolts”) is set to expire and a new one is required.

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

An Invitation for Bids (IFB) was issued for a contract to provide over 600 types of fasteners at all CDTA locations. The contract specifies a vendor managed system; meaning the vendor is responsible for visiting each CDTA garage weekly and refilling individual fastener bins as required. This system has been successful in keeping these important but low dollar value parts in stock with minimal stock room oversight.

Six vendors downloaded the IFB, and one submitted a bid. A poll of vendors was conducted to determine why more bids were not received. Three vendors that replied said they did not have the resources available to deliver and manage fasteners at all four locations. Based on this information, and past participation, staff does not find the specifications too restrictive to bidders and recommends moving forward with a contract to Fastenal (the incumbent). Award of a single bid contract requires Board approval.

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

The first-year cost is \$76,176 and the two-year cost will not exceed \$152,352. This will be funded through our operating budgets.

### **Proposed Action:**

I recommend a two-year contract for the purchase of fasteners be awarded to Fastenal of Winona, Minnesota for an amount not to exceed \$152,352. Upon Board approval a contract will be executed for two years commencing in September 2024.

### **Manager:**

Stacy Sansky, Director of Procurement

**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:**

\$152,352 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 # 6                      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	<b>No</b>	
Number of DBEs bidding/proposing		<u>0</u>	
DBE Certification on file?	Yes	No	<b>Not Applicable</b>
Was contract awarded to a DBE?	Yes	<b>No</b>	
Number of DBE Subcontractors		<u>0</u>	

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Fastenal

2001 Theurer Blvd

Winona, MN 55987

8. **SOURCE OF FUNDS:** FY25 & 26 Operating Budgets

9. **COMPLIANCE WITH STATE AND FEDERAL RULES:**

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

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

Stacy Sansky, Director of Procurement                      DATED: June 20, 2024



## Bid Summary



Contract Name: Fasteners for Transit Buses

Contract No: CDTA Maint 195-2000

Date/Time of Opening: 1pm EST May 7, 2024

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Fastenal Company Address: 2001 Theurer Blvd Winona, MN 55987 Contact: William Drazkowski Email: narfp@fastenal.com Phone: 507.453.8548	Annual Pricing: \$76,176	Alternate 1:  Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
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Name: Address: Contact: Email: Phone:	\$ _____  <b>Total w/selected Alternates: \$</b>	Alternate 1:  Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____  <b>Total w/selected Alternates: \$</b>	Alternate 1:  Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, 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. 20 - 2024**

Approve DBE Triennial Goal Plan

**WHEREAS**, the Capital District Transportation Authority (the “Authority”) at all times aspires to comply with certain Regulations of the United States Department of Transportation pertaining to contracts with Disadvantaged Business Enterprises (“DBE”) [49 C.F.R. part 26]; and

**WHEREAS**, pursuant to 49 C.F.R. part 26, the Authority maintains a Federal DBE Program, and

**WHEREAS**, every three years, the Authority is required to set a DBE participation goal, and

**WHEREAS**, in keeping with this requirement, and after performing the required analysis, the Authority has arrived at a DBE participation goal of 3.7% for Federal Fiscal Years 2025-2027 for an estimated \$69 million in federal dollars slated to be spent (non-vehicle), and now recommends the adoption of this goal.

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

1. That the Authority approves and adopts the DBE participation goal of 3.7% for Federal Fiscal Years 2025-2027, in compliance with United States Department of Transportation Regulations [49 C.F.R. part 26].
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 26th day of June, 2024.

Dated: June 26, 2024

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

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Disadvantaged Business Enterprise (DBE) Goal Plan Approval  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** June 20, 2024

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

The Federal Transit Administration (FTA) requires grantees (Public Transit Properties) to comply with regulations for the Disadvantaged Business Enterprise Program (DBE). DBE program requirements are intended to “level the playing field” by affording DBE businesses the opportunity to compete for federally funded contracts. The CDTA DBE Program closely follows the DBE program format provided to grantees by the FTA.

We are required to establish new goals every three years. A new goal plan must be filed with FTA no later than August 1, 2024.

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

Staff recommends a goal of 3.7% for Federal Fiscal Years (FFY) 2025-2027 for an estimated \$69 million in federal dollars slated to be spent (non-vehicle) over the reporting period.

The goal is calculated by identifying potential procurement opportunities, by business segment (e.g. engineering, construction, information technology) for the reporting period, and then calculating the relative number of DBE’s available using the North American Industry Classification System (NAICS) County Business Patterns data. That calculation is then adjusted to reflect the expected participation of DBE’s.

During the most recent reporting period CDTA had a goal of 4.7% and participation was 5.3%.

Once a goal is in place, a consultative process with stakeholders and other interested parties must be performed. It includes publishing the goal on our website, local newspapers, and minority focused newspapers. We also utilize minority and trade publications, small business events and direct outreach to encourage participation.

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

There are no financial implications.

### **Proposed Action:**

Staff recommends a participation goal of 3.7% for the FFY’s 2025-2027 for the Disadvantaged Business Enterprise Program.

### **Manager:**

Stacy Sansky, Director of Procurement & Disadvantaged Business Enterprise Liaison Officer

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
RESOLUTION No. 21 - 2024**

Approve Annual Drug and Alcohol Policy

**WHEREAS**, in its mission to provide safe and reliable transportation, the Capital District Transportation Authority (“Authority”) has a drug-free workplace, and

**WHEREAS**, the Authority has further responsibility for “safety-sensitive” employees under the regulations of the Federal Transit Administration (49 CFR parts 40 & 655) to formulate a Drug and Alcohol Policy, and

**WHEREAS**, the Drug and Alcohol Policy shall be periodically reviewed and approved by the Authority, and

**WHEREAS**, upon review, there are no regulatory changes, and the Authority recommends an administrative change to the Drug and Alcohol Policy, as revised and attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, that the 2024-2025 Drug and Alcohol Policy for the Capital District Transportation Authority is hereby approved and adopted in its entirety.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 26th day of June, 2024.

Dated: June 26, 2024

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



# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Drug & Alcohol Policy  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** June 20, 2024

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

An annual review of our Drug and Alcohol Policy is required by the Federal Transit Administration. This policy contains language outlining how our program works, what standards employees are held to, and the consequences associated with violating the policy. The types of tests that CDTA conducts include Pre-Employment, Random, Post Accident, Return to Work and Reasonable Suspicion. The five classes of drugs that we currently screen for are: Marijuana, Cocaine, Opiates, Amphetamines and Methamphetamines.

The policy must be available to all employees, both safety-sensitive and non-safety sensitive. It ensures that all regulations are current to maintain compliance with the Federal Transit Administration.

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

#### Regulatory Change

At this time, there are no regulatory changes.

#### Administrative Change

As a result of CDTA's expansion into Glens Falls, we partnered with a testing site in Queensbury to ensure that our Drug and Alcohol testing needs could be met. We have included the information for Standard Medical Testing Services and Sure Screen Labs in Appendix C.

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

No Impact

### **Proposed Action**

I recommend approval of the 2024-2025 Drug and Alcohol Policy

### **Manager:**

Kelli Schreivogl, Director of Human Resources



## Memorandum

June 26, 2024

To: Chairman of the Board  
Board Members

From: Chief Executive Officer

Subject: CEO Report for June

### Overview

If you weren't 100% sure – summer is here. The past week has been sunny, hot and humid. This beautiful weather generates trips to swimming pools, water pads and other destinations to keep people and their families cool and comfortable. It is also a time when regional landmarks are on full display as they enjoy time with their family and friends who come to visit, to explore and learn about everything that the Capital Region has to offer.

CDTA is an important part of the region's summer activities. We have developed an impressive list of seasonal services that connect people to parks, lakes, pools and more. Our growing roster of CDPHP Cycle! bikes are located at stations that are adjacent to our convenient route network. This menu of transportation options drives our summertime relevance up another rung or two for those interested in more mobility. We have developed partnerships around these services and designed innovative ways to promote and engage the community in what we do to connect people to what is important to them.

Our seasonal services have become more focused because of our Greater Glens Falls merger. A featured part of the GGFT service complement is an extensive network of trolley services that connect Glens Falls, Queensbury and Lake George. When we assumed their services and equipment, we immediately doubled our trolley fleet and intensified our commitment to seasonal operations. As evidence of our commitment, we started trolley service earlier than GGFT did, and extended its operation through the Columbus Day/Indigenous weekend. Over time, we expect to develop partnerships that support this service and build Universal Access arrangements around it. We will integrate trolley operations in Saratoga Springs into this work and look to link destinations throughout Saratoga and Warren Counties.

In addition to our seasonal work in Glens Falls, we launched our popular Saratoga Trolley earlier this year to assist with the Belmont Festival in Saratoga Springs held June 6-9. Bringing a world class event to the city meant that everyone had to step-up and make the experience pleasurable for those attending races at the Saratoga Racetrack and the associated events that took place throughout the city. It was important to have the infrastructure in place to ensure that the city continued to move throughout the weekend and people could get to where they needed to go with minimal disruption. Our trolley service helped to make those connections, accounting for more than 5,000 rides during the weekend. The service ran efficiently for the entire 4-day festival. This is another example of how we have modified our focus to meet the needs of the region and become relevant to what communities need.

We discuss system ridership, the performance of our route network and the impacts of good frequency and wide service spans at most of our committee meetings. This is information that is central to the work we do and the impact it has on customers. It was good to have a long discussion about our Route Performance Report at the Strategic and Operational Planning Meeting last week. The report lists ridership by route and provides measurements that help us analyze the effectiveness of services. Routes are sorted by category for easy understanding and comparison. Our highest use routes are trunk and BRT services and that is where most of our ridership gains have occurred. This is also where most of our Universal Access partners are located. The report shows that neighborhood and feeder services carry fewer customers, suggesting that some of these services require attention and action.

As we engage in the development of our Transit Development Plan, we will look at our entire service operation - what works, what does not, and what can be changed to be more productive. The details in the route performance report (mentioned above), are a key part of the TDP and the recommendations it suggests. We anticipate making several recommendations to improve under producing services or modify services to better match resources to demand. The objective of this work is to make the route network stronger and deliver better connections for customer and our communities.

Our operating and financial indexes continue to be good, highlighting our value to the Capital Region community. It was good to see Mortgage Tax receipts over \$1 million for the first time in a long while. We remain hopeful for some degree of bounce-back in this important revenue source. We report consistent increases in ridership, alongside great ratings from customers and community leaders. This comes about because of our solid financial base. This allows us to expand services, to take calculated risks with projects that move the company forward. This sets us apart from others in our business.

As we move through summer, we will introduce two new mobility hubs, bringing our total number to three. We started construction on our newest hub in the Little Italy section of Troy earlier this month. As we put the finishing touches on that hub in July, we will start our third hub at St. Peter's Hospital on Manning Boulevard in Albany. These small hubs will be built in urban neighborhoods – they will include comfortable space for customers to wait for buses, bikes and cars with amenities that upgrade the experience and provide a positive CDTA visual to the surrounding neighborhood. They will also include appropriate lighting and security elements. We expect that the hubs will become focal points for mobility and will connect CDTA services to the surrounding communities. Both hubs have short construction timetables and should be complete by the end of summer.

We are closer to acquiring the Daily Gazette property in Schenectady. Required appraisals and environmental reviews are complete and we have notified the FTA of our plans. The property is adjacent to our Schenectady facility on Maxon Road; it is well-suited to our needs, and it offers us options to consider and pursue. We will engage consulting teams to develop a phased plan for the development of the building's potential. Appropriate planning exercises with the board will be scheduled and there will be lots of discussion and touchpoints for members.

It was good to attend our retiree lunch a few weeks ago. This annual event brings back the people who are the foundation of what we do at CDTA. They all did something to make CDTA better and it is good to see them, talk about what they did, and show them what we are doing to make the Capital Region a better place to live and work.

## **Performance Measures**

Key Performance indicators are reviewed at our committee meetings. Data for these reports covers the month of May and it is compared to May 2023. Fueled by our Universal Access program, system ridership continues to surge. Our customers are afforded a core network that is built on frequency and span. Our operating statistics are also good. We have seen a decrease of on-time performance, caused mostly by the organizational churn, which is concerning. We continue our work to improve this key metric.

Total expenses were 2% over budget for May. Most of the increase is in the wage line and we are looking at that to ensure we know the reasons for this. We are also monitoring the purchase transportation line which continues to rise (7% over budget in May). This is almost entirely for STAR work that we outsource to contractors. Our plan is to make operational changes in STAR and bring a small amount of this work back in-house. This will take time to accomplish.

Mortgage Tax receipts were at budget and over \$1 million for the first time in months. This is somewhat of an anomaly caused by catch-up payments in one county. Customer revenue continues to exceed expectations. In addition to Universal Access partners, this is driven by the success of our Navigator program. Only 25% of customer revenue is cash payment.

### **Revenue:**

- Operating revenue was 8% over budget.
- MRT receipts were \$1,055,000, spot on budget.
- Customer revenue was \$1.89 million, 12% over budget.
- Facility revenue was \$316,000, 11% over budget.

### **Expenses:**

- Total expenses were 2% over budget.
- Salaries and wages were 3.5% over budget.
- Maintenance services was 12% under budget.
- Purchased transportation was 7% over budget.

### **Ridership Statistics:**

- Total ridership was 1.57 million; 17% more than last May.
- STAR ridership was 31,600; 5% more than last May.
- FLEX ridership was 12,100; 38% more than last May.
- NX ridership was 6,265; 3% more than last May.

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

- We missed .25% of all trips.
- There were 43 accidents with 24 categorized as preventable.
- Scheduled maintenance work was at 83%.
- On time performance for fixed route service was 70%. STAR operated within our 10-minute scheduling window 75% of the time.

### **Customer Service:**

- Our call center processed 176 comments. There were 40 comments about STAR service.
- There were 793,000 page views at [www.cdda.org](http://www.cdda.org).

## Activity Report

We are fully engaged with the Capital Region community, working to make the region a better place to live and work. These efforts promote CDTA and what we do to a wide constituency. This includes customers, partner, stakeholders, and friends. The list of activities and events shown below is an example of this work that is done by people throughout our organization.

- On Thursday, May 30, I met with David Frazier from the MTA to talk about their capital planning process and ways to integrate it with the work of non-MTA systems. We also talked about the MTA's membership in NYPTA and ways we can help each other. This will be important as we advocate for the needs of systems throughout New York.
- On Monday, June 3, I attended the CDPHP Foundation Golf Tournament at the Albany Country Club. I was paired with senior leaders from CDPHP and had good conversations about health care costs, the state rate-setting process and expectations about employee wellness trends.
- On Tuesday, June 4, I attended our annual Retiree Luncheon at the Italian-American Community Center in Albany. About 75 of our retired employees attended and they enjoyed each other's company. Always a fun event with the people who are the foundation of our great company. Good to have Denise Figueroa and Pat Lance with us.
- On Wednesday, June 5, I greeted a new class of 10 bus operators. We talked about the work they will do and the way we have positioned CDTA for continued success. They should be ready for regular route service by the end of the summer.
- On Wednesday, June 5, I attended a meeting of the Capital Region Transportation Council. A full agenda with lots of TIP amendments, several of which were CDTA projects. All federal transportation funding passes through CRTC and requires approval. Our success at CRTC is an example of the regional cooperation and support we receive.
- On Wednesday, June 5, Jaime Kazlo and I met with James Rath from Capital Streets. Capital Streets is a not-for profit organization that is advocating for better and more equitable transportation systems in the Capital Region. They were formed a few years ago and they are looking to solidify a relationship with CDTA.
- On Thursday, June 6, I attended a meeting of the Regional Development Coordinating Council at the Capital Region Chamber offices. We spent a good deal of time discussing the infrastructure requirements of zero-based emissions.
- On Friday, June 7, I met with Bob Zerrillo and Ron Epstein (on behalf of NYPTA) to talk about the long-range capital needs of transit systems across the state and ways to align these needs and resources over the next several years.
- On Monday, June 10, Mark Aesch and I filmed a video that promotes CDTA's work on TransDash. We talked about the way we use the website tool and our efforts to define success around several factors and data sets, including ridership, community value and customer service.

- On Monday, June 10, I attended a meeting of the Colonie IDA/LDC. I am a member of both boards, which work to promote economic development activities in the Town of Colonie. The board heard presentations on two commercial development projects that may require financial assistance.
- On Tuesday, June 11, I participated in a news conference at the Joseph L. Bruno Rail Station to open an exhibit that highlights the history of rail transportation in Rensselaer County. The exhibit includes informative panels on columns in the station lobby. The exhibit is a collaboration between the Hart Cluett Museum, RPI and John Nigro.
- On Wednesday, June 12, I attended a meeting of the Christian Brothers Academy Board of Trustees. This was our final meeting of the school year; we spent time talking about enrollment projections for the 2024-25 school year, our budget and tuition levels.
- On Tuesday, June 18, Jaime Kazlo and I attended a ribbon cutting at the new offices for CDPHP and Community Care Physicians. The building is located on Wellness Way in Latham, just north of the Latham Circle. We have a Universal Access agreement with CDPHP and the Town of Colonie to support service to the facility (via Route 182).
- On Thursday, June 20, we experienced Super Thursday with three committee meetings and a meeting of our informal budget advisory group. Thank you to our board members for your flexibility and adaptability. Your commitment to CDTA is special.
- On Friday, June 21, my wife Sheila, and I accompanied Jaime Kazlo and Emily DeVito to the annual Red, White and Blue celebration at Saratoga National. This is an annual community awareness event sponsored by the American Cancer Society. ACS has been an important partner with CDTA for many years.
- On Tuesday, June 25, I met with a group of business leaders who are interested in developing an intermodal center in downtown Albany.
- On Tuesday, June 25, Jaime Kazlo and I attended a community discussion at the Blake Annex in downtown Albany. The discussion was focused on the relationships between transportation and regional health equity.
- Earlier this morning, I attended a meeting of the United Way Board of Directors. We discussed our financial situation, and received updates on employee giving campaigns and outreach activities that support the mission of the United Way.

### **Final Thoughts**

I am proud of our work to develop the CDTA success story. The gains we have made come about thanks to the collective efforts of our Board of Directors, the 750 men and women who work here, and our dozens of community partners and supporters. I am in awe of the work we have done to transform CDTA into the regions' mobility manager.

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