

Board of Directors Monthly Meeting

Tuesday, November 26, 2024 | 12:00pm
Board Room at 110 Watervliet Ave.

**CDTA BOARD OF DIRECTORS
MEETING AGENDA**

Tuesday, November 26, 2024 | 12:00pm | 110 Watervliet Ave

Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes from Wednesday, October 30, 2024		3
Committee Reports: (Action Items Listed)		
Board Operations Committee (11/13/24)	Jayne Lahut	
Performance Monitoring/Audit Committee (11/20/24)	Peter Wohl	
• Resolution 36 - Approve Contract for Snow Removal		7
• Resolution 37 - Approve Agreement to Accept State Funding		12
Community & Stakeholder Relations Committee (11/21/24)	David Stackrow	
Strategic & Operational Planning Committee (11/21/24)	Jayne Lahut	
Chief Executive Officer's Report	Carm Basile	15
Board Member Comments	All	
Upcoming Meetings		
December 18, 2024 at 12:00 PM via Microsoft Teams and at 110 Watervliet Ave.		
Adjourn	Jayne Lahut	

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

MINUTES OF WEDNESDAY, OCTOBER 30, 2024 BOARD MEETING

MEMBERS PRESENT

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

Patrick M. Lance
Peter D. Wohl
Jaclyn Falotico

MEMBERS PRESENT REMOTELY

Georgeanna M. Nugent, Secretary

MEMBERS NOT PRESENT

David M. Stackrow

OTHERS PRESENT

Carmino N. Basile, Chief Executive Officer
Amanda Avery, General Counsel
Mike Colins, VP Finance & Administration
Chris Desany, VP Planning & Infrastructure
Lance Zarcone, VP Operations
Jaime Kazlo, Director of Corporate 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
Mike Williams, Director of Service Planning
Zack Stever, ATU President
Sarah Matrose, Internal Auditor
Richard Cordero, Director of Service Quality
Elide Oyanedel, Communications Coordinator

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

APPROVAL OF THE SEPTEMBER 25, 2024, BOARD MEETING MINUTES

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

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

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

Administrative Discussion Items

- We previewed agendas for the October committee meetings and today’s Board meeting.
- The purchase of the Gazette property in Schenectady was discussed and a few minor hiccups that are being worked out. Closing on the building acquisition should happen by Thanksgiving.
- Lisa Mareello briefed us on scheduling the regular advocacy meetings with legislators and key stakeholders. Carm is working with our state transit association to develop messaging for the next legislative season. Meetings with legislators and agency staff have begun. More to follow on this.
- Regarding the CEO search, we have completed the first round of interviews. The Search Committee interviewed 11 men and women. We are sorting through our notes and deciding on the best candidates that we will want to meet again for more thorough interviews.
- The next meeting of the committee is scheduled for Wednesday, November 13, 2024, at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Denise Figueroa

Performance Monitoring Committee met on Wednesday, October 23, 2024 at 12:00 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Item

Resolution 34 – 2024 – Approve Emergency Procurement for Water Line Repair

- An underground water line ruptured near the entry gates at our 110 Watervliet facility that required an emergency repair.
- Repair work had to be completed quickly to restore the road surface to a drivable condition for our fleet to access our garage.
- Taub Heating and Plumbing was contracted to do the work as they have extensive experience in this type of repair.
- The Authority hereby approves a contract to Taub Heating and Plumbing of Albany for an amount not to exceed \$112,000.

Motion – Mr. Criscione

Seconded – Ms. McDonough

Carried Unanimously

Resolution 35 – 2024 – Approve Purchase of Auto and General Liability Insurance Excess Coverage

- General and Auto Liability Insurance provides protection against claims for injury and damage to people and property caused by our operation.
- We are self-insured for the first \$2 million, with excess insurance coverage layered at \$8 million and \$5 million, for a total of \$13 million.
- We received one proposal for each layer for a total cost increase of 8%.
- The Authority hereby approves a one-year contract for an \$8 million excess policy to American Alternative Insurance Company of Princeton, NJ; a \$5 million excess policy to Allied World Assurance Company of New York, NY; and a Non-Certified Acts of Terrorism policy to Lloyds of London of New York City. Total premium cost is \$754,722 effective November 10, 2024.

Motion – Ms. Falotico

Seconded – Mr. Wohl

Carried Unanimously

Resolution 32 – 2024 – Approve Purchase of Auto Physical Damage Insurance

- Auto Physical Damage insures our vehicles in the event of fire, theft, and collision. The insurance cost is based on the value of our fleet.
- We purchase a total of \$60 million in coverage; enough to protect a total loss of our vehicles at any one of our facilities.
- We received three proposals for three different layers of insurance representing a 7% increase.
- The first layer is for \$25 million of coverage with Lexington Insurance for \$316,492; The second layer is for \$15 million of coverage with Ascot Insurance Company; and the third layer is for \$20 million of coverage with Starr Surplus Lines Insurance Company.
- The Authority hereby approves a one-year contracts to Lexington Insurance of Boston; to Ascot Insurance Company of New York, NY; and to Starr Surplus Lines Insurance Company of New York, NY for a total premium cost of \$494,296.

Motion – Mr. Wohl

Seconded – Mr. Criscione

Carried Unanimously

Administrative Discussion Items

- Trish Cooper provided the Monthly Management Report for September. Customer Fares and Rail Station revenue continue to exceed projections at 10% and 7% over budget for the year.

- Wages are 4% over budget for the year due to several factors explained at the committee. Workers' compensation expenses are 22% under budget for the year as claims and lump sum payments continue to trend down.
- A budget adjustment will reflect an increase to the wage line and additional STOA from the state budget that was enacted in April.
- Carm Basile gave the non-financial report for September.
- Fixed route ridership was up 17%; fixed route on-time performance was at 67%; on-time performance in STAR was 75%. We missed 0.35% of all scheduled trips.
- There were 21 preventable accidents and 21 non-preventable accidents.
- Next meeting of the Committee is scheduled for Wednesday, November 20, 2024, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Pat Lance

Community and Stakeholder Relations Committee met on Thursday, October 24, 2024, at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer provided an update on our electric car share program DRIVE. The pilot program which began in January 2023, features 7 cars available at various locations across Albany, Schenectady and Rensselaer Counties.
- Since the program began, more than 12-hundred people have downloaded the DRIVE app, with nearly 500 registered members.
- Growth of the program supports expansion, and we will look to double the number of cars we will offer in 2025. We will also add another vehicle to Schenectady County and look at the viability of adding Saratoga, Montgomery and Warren Counties to the service area.
- Jon also provided an update on the conclusion of our summer services. This season we ran the Saratoga Summer Trolley, service to Grafton Lakes State Park, Lake George Trolleys and our Nature Buses. Overall, we saw an increase in ridership across all services for the 2024 season.
- This was our first year operating the Lake George Trolleys as CDTA. We ran two routes that connect Glens Falls, Queensbury and Lake George Village. Ridership was very healthy with nearly 92,000 rides taken and our most popular service this summer. The second most popular summer service was the Saratoga Trolley with nearly 24,000 rides taken, an increase of 5,000 rides from 2023.
- Jaime Kazlo provided the Earned Media and Community Relations report. Last month, we earned 17 placements in television, newspaper, and radio with an estimated value of \$20,000. CDTA sent out 8 press releases.
- Stories included – the kickoff of breast cancer awareness month and the return of our two pink buses, the pilot of digital mirrors on our buses and the roll out of our scooter pilot program, SCOOT.
- We participated and hosted several community events including our annual Fall festival where we welcomed nearly 400 kids to our property, provided transportation for the Leatherstocking Honor Flight and accepted the American Cancer Society Pillar of Hope Award during the Making Strides Walk in Washington Park on October 20.
- We continue to see increases in followers across our social media channels. Top posts included information on our pilot scooter program SCOOT. The top post was our Mobility Minute segment that featured information on how to use SCOOT.
- Looking ahead, we will hold our annual Veterans Luncheon on November 8 and host local students at the Joseph L. Bruno Rail station to perform holiday music throughout December.
- Next meeting of the Committee will be on Thursday, November 21, 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, October 24, 2024, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

Consent Agenda Items

Resolution 33 – 2024 – Approve FY2025 Budget Adjustment

- The budget that the Board approved for fiscal year 2025 is \$135.7 million. After six months of operating results, staff is recommending that we make a mid-year adjustment. The recommendation comes about because the final state budget provided more State Operating Assistance (STOA) than we originally included.
- We are recommending that we increase the customer and facilities revenue lines based on higher-than-expected results. We would also like to make an adjustment to the wage line due to fluctuations in employment levels, our new union contract, and the addition of Warren County.
- A summary of the changes includes increasing the customer revenue line by \$1.6 million to \$21.7 million; increasing the facilities line by \$225,000 to \$3.6 million; increasing the SOTA line by \$1.5 million to \$65.9 million; increasing the wage line by \$2.9 million to \$67.1 million; and increasing payroll taxes by \$450,000 to \$4.8 million.
- The Authority hereby approves an increase in the FY2025 operating budget 2.5% to \$139,199,931.

Motion – Ms. McDonough

Seconded – Mr. Wohl

Carried Unanimously

Administrative Discussion Items

- Ethan Warren provided an update on our Transit Development Plan (TDP). We reviewed our guiding principles, budget and funding sources, fleet makeup, and workforce challenges.
- We talked about transit potential versus transit need and overall services appear to be well aligned. We drilled down on Glens Falls, Saratoga Springs, and Amsterdam. We also talked about the potential for microtransit as a supplement or replacement to fixed route services.
- We reviewed the next steps and timeline. Once a final draft is available, it will be presented to the Board for adoption.
- Carm Basile provided an update on the West Facility. We continue to progress the purchase of the Gazette building. We recently provided the latest round of documentation for FTA review. This included updated appraisals, the incidental use memo, the NEPA worksheet, voluntary sale letters, and various alternatives studies.
- We still plan on having the closing on or before November 15.
- Next meeting of the Committee will be on Thursday, November 21, 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 October 2024.

ADJOURNMENT - 12:31 PM

Motion – Ms. McDonough

Seconded – Mr. Wohl

Carried Unanimously

Respectfully submitted,

Denise A. Figueroa, Treasurer

Dated: November 26, 2024

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

CDTA FACILITIES, INC.

RESOLUTION No. 36 - 2024

Approve contract for Snow Removal Services

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

WHEREAS, the Capital District Transportation Authority (“CDTA”) operates public transit services in six counties of the Capital Region, and

WHEREAS, CDTA requires the assistance of a contractor to provide snow and ice removal services at bus shelters along the public transit network, and

WHEREAS, after issuance of a competitive invitation for bids for snow and ice removal services at shelter locations, one responsible and responsive bid was received from the incumbent City Mark Striping, LLC of Albany, New York, and

WHEREAS, City Mark Striping has satisfactorily provided snow removal services in the past, and

WHEREAS, Authority staff recommends awarding a five-year shelter snow removal contract for to City Mark Striping, LLC of Albany, New York, with the first year estimated amount of \$7,295 and a total five-year estimate of \$36,475.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards a five-year shelter snow removal contract City Mark Striping, LLC of Albany, New York, with a first year estimated amount of \$7,295 and a five-year estimate of \$36,475, subject to the contractor’s compliance with the contract and other documents.
2. The source of funds for this project will be the Authority’s Operating Budget.
3. The Chief Executive Officer is hereby authorized to execute the necessary documents.
4. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly elected and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally

convened meeting of the Capital District Transportation Authority held on the 26th day of November, 2024.

Dated: November 26, 2024

Denise A. Figueroa, Treasurer

Capital District Transportation Authority

Agenda Action Sheet

Subject: Shelter Snow Removal
Committee: Performance Monitoring/Audit
Meeting Date: November 20, 2024

Objective of Purchase or Service:

CDTA wants customers to have safe, convenient, and clean places to wait for buses. Throughout the winter months, snow and ice accumulates at shelter locations within our network. With over 300 shelter locations it is not feasible for the street amenities staff to clear all the stations in a timely manner. Therefore, it is necessary to seek assistance with snow removal.

Summary of Staff Proposal:

CDTA issued an Invitation For Bid (IFB) for snow removal at shelter locations. The scope provided for furnishing equipment, materials, and personnel to plow, salt, and remove ice at designated shelter areas (approximately 100) and connecting sidewalks. It also identified performance standards, salt application processes, and protocol for damages.

14 vendors downloaded the IFB. We received one bid from CityMark Striping LLC. CityMark is the incumbent and has been working with us for nearly a decade.

We are satisfied with the work that has been performed by CityMark.

Financial Summary/Cost:

The bid for the work is \$7,295/year for an estimated total over a five-year period of \$36,475. This is a 5% increase year over year from the last contract. This is financed in our operating budget.

Proposed Action:

Staff recommends a contract for snow removal at specific shelter locations with CityMark Striping LLC of Albany, NY for an amount not to exceed \$36,475.

Manager:

Jeremy Smith, Director of Facilities

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

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

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

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

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

3. **CONTRACT VALUE:**

\$36,475 (Not to Exceed)

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

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

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

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

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 14 or **Advertised**
Number of Proposals/Bids Received # 1

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** No
Number of D/MWBEs bidding/proposing 1
D/MWBE Certification on file? **Yes** No Not Applicable
Was contract awarded to a D/MWBE? **Yes** No
Number of D/MWBE Subcontractors 0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** CityMark Striping, LLC

70 Tivoli Street

Albany, NY 12207

8. **SOURCE OF FUNDS:** ___ Operating Budgets

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

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

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

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



Bid Summary



Contract Name: Snow Removal at Bus Shelter

Contract No: CDTA FAC 225-2000

Date/Time of Opening: Oct 24, 2024 1:00PM EST

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Citymark Striping, LLC Address: PO Box 12981 Albany, NY 12212 Contact: Vanessa Mosher Email: vanessa@citymarkstriping.com Phone: 518.489.0676	Base Bid: \$7,295	Alternate 1: \$150 (Cost to provide snow/ice removal at busplus shelters)	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	Total Annual Cost:	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:	See attached price breakdown	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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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. 37 - 2024

Authorizing the implementation and funding in the first instance of the State Mass Transportation Capital program-aid eligible costs of mass transportation projects described in NYS Department of Transportation Agreement #K007407, Supplemental 6, annexed hereto, and appropriating funds therefor.

WHEREAS, State Mass Transportation Capital Aid is available to fund projects approved by the Commissioner of Transportation, provided such State funds shall not be used in substitution for the non-federal share of the federally funded portion of the projects.

WHEREAS, the Capital District Transportation Authority (“Authority”) desires to advance certain projects by making a commitment of advance funding of the costs of the projects; and

NOW, THEREFORE, by action of the Capital District Transportation Authority Board, duly convened it is hereby

RESOLVED, that the Authority Board hereby approves the above-subject projects; and it is hereby further

RESOLVED, that the Board hereby authorizes the Authority Comptroller to pay in the first instance ONE HUNDRED PER CENT [100%] of the projects; and it is further

RESOLVED, that the sum of FOURTEEN MILLION TWO HUNDRED NINETY SEVEN THOUSAND AND SEVENTY SEVEN DOLLARS (\$14,297,077) is hereby appropriated and made available to cover the cost of participation in the above phase of the projects; and it is further

RESOLVED, that in the event the costs of the projects exceed the amount appropriated above, the Authority shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Chief Executive Officer thereof, and it is further

RESOLVED, that the Chair of the Board of Directors of the Capital District Transportation Authority be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or State Mass Transportation Capital Aid on behalf of the Authority with the New York State Department of Transportation in connection with the advancement or approval of the projects and providing for the administration of the projects and the Authority's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible project costs (if any) and all project costs within appropriations therefor that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution shall be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the projects, and it is further

RESOLVED, 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 26th day of November, 2024.

Dated: November 26, 2024

Denise A. Figueroa, Treasurer

Capital District Transportation Authority Agenda Action Sheet

Subject: Resolution to Accept State Funding
Committee: Performance Monitoring/Audit
Meeting Date: November 20, 2024

Objective of Purchase or Service:

New York State Department of Transportation (NYSDOT) requires a CDTA Board resolution to reimburse for capital expenses. The resolution allows us to execute an agreement with NYSDOT to accept \$14,297,077.

Summary of Staff Proposal:

NYSDOT provides capital funding through the Accelerated Transit Capital Program (ATC) and the Transportation Modernization and Enhancement Program (MEP). CDTA was awarded \$5,454,424 in MEP funds and \$3,699,080 in ATC funds for FY2025. Both MEP and ATC funds support the purchase of 40-foot buses. The State provides 100% of this funding.

We also receive Federal Transit Administration (FTA) funds through Section 5307 and Section 5339 programs. Section 5339 funds the purchase of buses and trolleys; Section 5307 will fund revenue and non-revenue vehicles, preventive maintenance, radio equipment, and mobility hub construction. The FTA funds 80% of these grants with the remaining 20% split between NYSDOT and CDTA. The NYSDOT 10% match to support 5307/5339 funded projects is \$3,055,195.

In addition, Federal Highway Administration funds were transferred from FHWA to FTA to support station design and construction at 80 Broadway in Menands. It also includes six articulated BRT buses; passenger amenities; and roadway upgrades to the Red Line. Federal funds support 80% of these projects with NYSDOT contributing \$2,088,378, or 10% of the total cost.

Financial Summary and Source of Funds:

NYSDOT Contract will fund a total of \$14,297,077

- 100% of the \$5,454,424 MEP program
- 100% of the \$3,699,080 ATC program
- 10% of 5339 & 5307 FTA grants for \$3,055,195
- 10% of FHWA grants for \$2,088,378

Proposed Action:

I recommend that we provide a Board resolution to NYSDOT to execute an agreement to accept \$14,297,077 in funding.

Manager:

Melissa Shanley, Grants Manager



Memorandum

November 26, 2024

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for November

Overview

Despite the recent rain, we have enjoyed a wonderful fall season with warm temperatures, plenty of sun, and opportunities to enjoy outdoor activities for longer than usual. The pundits say we need more rain, and that happened over the weekend. If we are lucky, maybe we can squeeze in a few more 60-degree days.

CDTA's success mirrors the great weather. We consistently connect the region, as shown by our operating results. Ridership has been outstanding, with each month surpassing the previous one. In October, total ridership reached 1.8 million, breaking last month's record. The increase is notable on BRT and trunk routes, with STAR ridership also rising. Year-to-date ridership totals 11.1 million, projecting 18.7 million for the year—18% ahead of last year's 16.5 million. We've rebounded from the pandemic lows and now lead all upstate systems in ridership. Customer revenue growth supports this success, making it even more rewarding.

We frequently discuss the factors contributing to CDTA's success. Fundamentally, I believe that there are several critical initiatives driving our achievements. In no particular order, they include: Bus Rapid Transit and the development of services and customer amenities along the three corridors; the intentional growth of trunk routes and supporting services, with an emphasis on frequencies and span; the expansion and enhancement of specialty services like STAR; the significant maturation of Universal Access, now comprising more than 60 partners; the development and convenience of our Navigator program; the introduction of new mobility options such as CDPHP Cycle!; and the continuous improvement of the CDTA brand, complemented by a steadfast commitment to our community, its residents, and the employers who support it.

CDTA work has been driven forward by innovation and growth. This was the motivation behind our expansion into two new counties. With the details of our most recent expansion into Warren County completed, we are focused on integrating the fare structure and route network of GGFT into the CDTA system. Over the next few months, we will complete the required steps to absorb the Glens Falls fare structure into our system. The differences are in the base fare (GGFT base was \$1), and the lack of an automated fare collection system and corresponding products, namely Navigator. We are planning to make the fare structure changes on April 1. When that is done, we will turn our attention to the route network, which we have operated for almost a year. As we promised the community, no changes have been made while we gather data, talk with customers

and learn more about the community, employment clusters, and important areas for services to be provided. This will put us in a position to make service recommendations later in 2025.

Our staff has begun their work to develop an operating and budget plan for the fiscal year 2025-2026. We are required to submit a preliminary budget to the state by the end of the year; that will be ready for committee review and board adoption in December. We are approaching this budget year with a new caution as we have depleted the federal funds that were provided to all transit systems during the pandemic as part of the American Rescue Plan. This will require CDTA innovation and skills as we manage a route network with growing ridership and community expectations, new mobility options and an expanded service area. It will require staff support and resolve to advance a budget plan that addresses our service needs against available resources. More to follow in committee discussions.

We are actively involved in advocacy for CDTA and for more transit services across the state. This work will continue through the next few months leading to the adoption of a state budget on April 1. Our goal is to increase and strengthen the state operating assistance program (STOA), and to provide appropriate capital funding. Our advocacy has been successful over the past five years, with notable increases in state assistance and the development of recurring capital funding programs. Advocacy for CDTA is led by Lisa Marrello of Park Strategies. We work closely with the New York Public Transit Association to develop appropriate messages and themes to support the work of transit system across New York State. We will stay engaged and will report on this work at committee meetings.

We are anxiously looking forward to closing on the Gazette property. This will provide us with a unique opportunity to modernize and expand our Schenectady facility on Maxon Road. We expect to develop an innovative reuse plan for the facility and join the two properties on Maxon Road. This will develop a campus-like operation with endless possibilities for CDTA, our employees and the community. The Gazette staff will remain in the building alongside other tenants to create synergy that we expect will result in new ideas and better ways to conduct business, while extending the reach and relevance of CDTA.

With the final components installed at the Manning Boulevard/St. Peter's Mobility Hub, we are ready to open it for operation. Coming on the heels of the opening of the Liberty Square Mobility Hub in Troy, this will bring our hub inventory to three. As we have discussed in committee meetings, these hubs are focal points for CDTA, our customers and communities – providing easy access to our services and programs. They are also visual reminders of the work we do and the important link between CDTA and economic development. We plan to develop at least one new mobility hub each year throughout our service network.

All the work that I mention in this monthly report and throughout my travels would not be possible without the work of the entire CDTA family. This includes a dedicated board of directors who have established a clear vision of what CDTA can be, a talented professional staff who executes and builds on the vision of innovation and creativity, and a tremendous workforce that provides outstanding services for customers throughout our six-county service area. The CDTA family is pushing CDTA forward, doing things that we once thought were impossible. We are part of the fabric of the Capital Region, and we are a trusted partner. We are leading the way in the development of mobility initiatives that matter to people – we have built an impressive organization.

Performance Measures

Key Performance indicators were reviewed at committee meetings. Data for the reports covers October and is compared to October 2023. We are in good financial shape and the intended results of last month's budget adjustment are evident in our reports. An example is customer fare revenue, which was 11% over budget last month. Even with an addition of \$1.6 million, an 8% increase, we were 3% over budget; this shows growth and resiliency in this budget line. We continue to monitor the wage line, which is likely to be contentious throughout the year.

Operating statistics continue to be solid. We are concerned about on-time performance for fixed route and STAR service. Both indicators are below where we want them to be. Ridership, capacity and bus operator availability are factors in this issue; it requires constant attention.

Total expenses were 7% over budget in October. Most of this was caused by quarterly attendance bonuses for bargaining unit employees. Also, October is a long month, and there was an additional day included in the wage line. Attendance bonuses cost \$275,000 each quarter while an additional weekday adds nearly \$200,000 to the wage line.

On the revenue side, Universal Access continues to drive ridership and revenue. More facility revenue is due to added parking collections at the JLB Rail Station.

Revenue:

- Total operating revenue was 3% over budget.
- MRT receipts were \$1,050,000, 1% under budget.
- Customer revenue was \$1.87 million, 3% over budget.
- Facility revenue was \$335,000, 10% over budget.

Expenses:

- Total expenses were 7% over budget.
- Salaries and wages were 7% over budget.
- Claims and Workers Compensation payments continue to trend under budget.
- Purchased Transportation was 9% over budget.

Ridership Statistics:

- Total ridership was 1.8 million; 15% more than last October.
- STAR ridership was 33,750; 6% more than last October.
- FLEX ridership was 12,200; about the same as last October.
- NX ridership was 7,100; about the same as last October.

Maintenance/Transportation Statistics:

- We missed .5% of all trips (500).
- There were 37 accidents with 20 categorized as preventable.
- Scheduled maintenance work was at 82%.
- On time performance for fixed route service was 68%. STAR operated within our 10-minute scheduling window 73% of the time.

Customer Service:

- Our call center processed 304 comments. There were 80 comments about STAR service.
- There were 848,000 page views at www.cdda.org.

Activity Report

We continue to make CDTA better and evolve the organization, our services and our programs. Always with customers and our community in mind, this work is lengthy and impressive. The following are just some of the activities that we have been involved in.

- On Thursday, October 31, I met with Brian O’Grady from CDPHP. Brian was recently named President and CEO. Brian and I have known each other for a long time. We talked about current trends in health insurance, our plan dynamics and things that we should consider moving forward.
- On Wednesday, November 6, I met with the NYPTA Communications team (Jaime Kazlo, Tom Brede, RGRTA and the Martin Group consultants) to talk about the way we will message our asks for state operating assistance and capital funding.
- On Wednesday, November 6, I attended a meeting of the Regional Development Coordinating Council. The RDCC consists of executives from organizations involved in regional infrastructure. We get together a few times a year to talk about current issues and developments. Most of the time, we talk about ways to help each other. The meetings are held at the Capital Region Chamber offices.
- On Thursday, November 7, I had breakfast with Mark Aesch. Mark was in town to help kick off the CDTA Leadership Academy pilot. We talked about the Academy and our work with TransPro to position transit and our value in the communities we serve.
- On Thursday, November 7, I was part of the first Leadership Academy session at the Renaissance Hotel in downtown Albany. Twelve members of our professional staff are engaged in this program that is coordinated by TransPro. I am excited about the possibilities for this concept that will develop leadership skills for our staff.
- On Friday, November 8, I attended our annual Veterans Day lunch at the Italian American Community Center in Albany. The event honors CDTA employees and retirees who have served our country. We are thankful for what they have done and continue to do for us. About 100 people attended. Great to have Peter Wohl and Pat Lance with us.
- On Friday, November 8, I attended a meeting of CRTC’s Administrative and Finance Committee. The A&F committee is like an executive committee. We discussed the agency budget and staffing levels. Like most organizations, CRTC has several openings for its professional staff.
- On Tuesday, November 12, I attended a meeting of the NYPTA Legislative and Communication committee. The intent of bringing the two committees together is to reinforce our messaging in state advocacy efforts.
- On Tuesday, November 12, we met with representatives from Price Chopper/Market 32 for a photo that will be used to announce our Universal Access agreement.

- On Tuesday, November 12, Jaime Kazlo and I attended a wrap up celebration for the Real Men Wear Pink Campaign at the Hope Club in Latham. The campaign raised over \$400,000 this year, again placing our group among the top five fundraisers in the country. Our Pink buses and Pink Bus Pull are signature events for the campaign and ACS. I am very proud of this work and the contribution of our employees.
- On Wednesday, November 13, I attended the annual meeting of the United Way of the Capital Region. I was honored to induct John Kearney into the United Way Hall of Fame and to make him board member emeritus. John is an outstanding individual who has been involved with the United Way for more than 30 years. Jaime Kazlo attended with me at the New York State Teachers Association headquarters.
- On Wednesday, November 13, I spoke at the annual dinner and board meeting of the Daily Gazette at the Stockade Inn in Schenectady. I talked about the work we do, our expansion, and plans for the Gazette building.
- On Thursday, November 14, I attended the Big Brothers for Education breakfast at Wolferts Roost. This is CBA event is designed to raise money for a scholarship fund for young men to attend CBA. The target markets are where we provide service and connections.
- On Thursday, November 14, I attended the Albany Business Review's Achievers event at Rivers Casino in Schenectady. The Achievers dinner is an annual event that recognizes businesses and individuals for their outstanding work. Jaime Kazlo, Emily DeVito, Rich Cordero and Mike Collins also attended.
- On Tuesday, November 19, I joined NYPTA leadership in a meeting with Assembly Ways and Means staff. We talked about operating and capital assistance and ways to position and fund the needs of transit system across the state.
- On Wednesday, November 20, I met with representative from Greyhound's real estate division to talk about a transit center concept at Keirnan Plaza in downtown Albany. We will continue discussion on this attractive possibility.
- On Wednesday, November 20, Lisa Marrello and I met with Governor Hochul's Transportation staff. We talked about the work we are doing at CDTA, ridership gains, partnerships and community value scores. We expressed the need for more operating assistance and the need to ensure that state funding is available over multi-year periods. Discussions will continue.
- On Thursday, November 21, I was humbled by the show of support for me as I approach my retirement. It was great to be surrounded by friends, co-workers, and my family. The Desmond was a great setting for a wonderful evening. I appreciate the kind words, the video presentation, and the proclamations that I received. Special thanks to Jaime Kazlo and Emily DeVito for organizing such a great night. As always, CDTA was shown in a very positive way.

- On Monday, November 25, Rich Cordero, Jon Scherzer and I traveled to Amsterdam to meet with Mayor Mike Cincanti. We talked about bus stops and shelter locations in the downtown area and ways to enhance customer experience.
- On Monday, November 25, Lisa Marrello and I met with Assembly Transportation Chairman William Magnarelli. We talked about the work we do at CDTA, our results and the financial issues we face moving forward. Increases in state operating assistance was our ask; the chairman will discuss this with his members in the coming weeks.
- Earlier this morning I chaired a meeting of the NYPTA Legislative and Communications committee. This joint committee meets twice a month to stay abreast of our advocacy work for operating and capital funding.

Final Thoughts

A few years ago, we were in the pandemic's grip, unsure of when normalcy would return. Today, CDTA has not only returned to normal but surpassed it. We've expanded into two new counties, achieved record ridership, acquired and developed new properties, and our team is growing. Thanks to everyone at CDTA and in our community for helping to make this happen.

CDTA Provides Mobility Solutions that Connect the Region's Communities