

# Board of Directors Monthly Meeting

Wednesday, January 29, 2025 | 12:00pm  
Board Room at 110 Watervliet Ave.

**CDTA BOARD OF DIRECTORS  
MEETING AGENDA**

**Wednesday, January 29, 2025 | 12:00pm | 110 Watervliet Ave**

<b>Item</b>	<b>Responsibility</b>	<b>Page</b>
Call to Order	Jayme Lahut	
Approve Minutes from Wednesday, December 18, 2024		3
<b>Recognition</b> 25 Years – Raymond Rafferty, Troy Supervisor	Michael & Jayme	
<b>Committee Reports: (Action Items Listed)</b>		
Board Operations Committee (01/15/25)	Jayme Lahut	
<ul style="list-style-type: none"> <li>• Resolution 1 - Approve Designation of Michel P. Collins to Execute FTA Grant Applications</li> </ul>		7
Performance Monitoring/Audit Committee (01/22/25)	Peter Wohl	
<ul style="list-style-type: none"> <li>• Resolution 2 - Approve Contract for Scheduling Software and Support</li> <li>• Resolution 3 - Approve Contract for Bus Filters</li> <li>• Resolution 4 - Approve Surplus Sales</li> </ul>		9 13 17
Community & Stakeholder Relations Committee (01/23/25)	Pat Lance	
Strategic & Operational Planning Committee (01/23/25)	Michael Criscione	
<ul style="list-style-type: none"> <li>• Resolution 5 – Approve Warren County Fare Hearing</li> </ul>		22
<b>Interim Chief Executive Officer’s Report</b>	Michael Collins	25
<b>Board Member Comments</b>	All	
<b>Upcoming Meetings</b> February 26, 2025 at 12:00 PM via Microsoft Teams and at 110 Watervliet Ave.		
<b>Adjourn</b>	Jayme Lahut	

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

MINUTES OF WEDNESDAY, DECEMBER 18, 2024, BOARD MEETING

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**MEMBERS PRESENT**

Jayne B. Lahut, Chairman  
Denise A. Figueroa, Treasurer  
Georgeanna M. Nugent, Secretary  
Michael Criscione, Vice-Chairman  
David M. Stackrow

Jackie McDonough  
Patrick M. Lance  
Peter D. Wohl  
Jaclyn Falotico

**OTHERS PRESENT**

Carmino N. Basile, Chief Executive Officer  
Amanda Avery, General Counsel  
Mike Collins, VP Finance & Administration  
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  
Zack Stever, ATU President  
Sarah Matrose, Internal Auditor  
Kelli Schreivogl, Director of Human Resources  
Elide Oyanedel, Communications Coordinator  
Rich Nasso, Superintendent of Safety & Training  
Michael Williams, Director of Planning  
Rich Cordero, Director of Service Quality  
Calvin Young, Manager of Operational Performance

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

APPROVAL OF THE NOVEMBER 26, 2024, BOARD MEETING MINUTES

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

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Committee met on Wednesday, December 4, 2024, at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

Consent Agenda Item

*Resolution 38 – 2024 – Approve Transition Plan for CEO*

- CDTA’s CEO is ready to move on with his retirement and involvement with other new activities on January 1.
- Mike Collins has been chosen to serve as Interim-CEO as of December 31.
- The Authority hereby approves Mike Collins as Interim CEO until a permanent CEO is appointed by the Board.

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

Administrative Discussion Items

- We previewed agendas for the December committee meetings and for December’s Board meeting.
- We are on target to close on the Gazette property loan with Community Bank and the property.
- Carm provided an update on advocacy and outreach with elected leaders and key staff. We are making progress on a boost for more operating assistance and capital funding as part of the Governor’s budget to be released in mid-January. Fingers crossed and more to follow.

- Regarding the CEO search, final interviews are underway and should be completed in early January when the Search Committee will discuss its findings with the entire Board.

PERFORMANCE MONITORING COMMITTEE - Report from Peter Wohl

Performance Monitoring Committee met on Wednesday, December 11, 2024 at 12:00 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Item

*Resolution 39 – 2024 – Approve Safety Management Plan*

- The FTA requires transit agencies to adopt a board approved Safety Management System (SMS) plan every year.
- The plan outlines safety concerns, challenges and actions that we will take to be better. Staff provided an update on activities and changes that have taken place this year, along with future safety initiatives.
- The plan is included in your packets.
- The Authority hereby approves the Safety Management System (SMS) plan as required by the Federal Transit Administration

Motion – Ms. Falotico

Seconded – Mr. Criscione

Carried Unanimously

Audit Committee

- The Investment Committee met on December 4, 2024, and will provide their quarterly report shortly.

Administrative Discussion Items

- Mike Collins provided the Monthly Management Report for November. Mortgage tax receipts are 1% under budget for the year, but Customer Fares and Rail Station revenue continue to exceed year-to-date projections.
- We received an additional \$200,000 above our year-end advertising guarantee from Lamar Transit Advertising.
- The year-to-date wage line is close to budget projections; Workers' compensation expenses are 25% under budget; and utilities are 46% under budget, although we expect energy costs to increase as winter approaches.
- Overall, we remain in a satisfactory budget position for the year.
- Chris Desany gave the non-financial report for November.
- Fixed route ridership was up 8%; STAR ridership is up 1%; on-time performance for fixed route service was at 67%; on-time performance in STAR was 75%. We missed 0.4% of all scheduled trips.
- There were 24 preventable accidents and 20 non-preventable accidents.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from David Stackrow

Community and Stakeholder Relations Committee met on Thursday, December 12, 2024, at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer provided an update on our latest customer satisfaction survey conducted by TransPro. The survey was conducted October 24-28.
- TransPro surveyors captured data from customers riding or waiting for buses from a wide variety of routes based on ridership data. For STAR, surveyors called customers who have taken at least one trip in the previous six months.
- Overall, customers are satisfied with our fixed route service. The most important aspects of service to customers are on-time performance, bus cleanliness, and frequency of service. Customers are most satisfied with the fares and the safe operation of our buses, while they are least satisfied with cleanliness at stops and information about unexpected service changes.

- The most important aspects of service for STAR customers are on-time performance, travel time, and availability. STAR customers are most satisfied with our ability to secure mobility devices, and that lifts and ramps work properly. They are least satisfied with travel time onboard vehicles.
- We conduct onboard surveys at different frequencies throughout the year with the next one expected in mid-2025.
- Jaime Kazlo provided the Earned Media and Community Relations report. Last month, CDTA issued 4 press releases, and we earned 10 placements in television, newspaper, and radio with an estimated value of \$8,000.
- Stories included – a feature story on a bike mechanic who works for CDTA through a program with the Northeastern Association for the Blind in Albany, CDPHP *Cycle!* hitting record ridership this season and our holiday musical performances by local students at the Joseph L. Bruno Rail Station.
- We participated in several community activities and events, including a blood drive at CDTA through the American Red Cross, the Schenectady Holiday Parade and the American Heart Association Leaders of Impact campaign.
- We continue to see increases in followers across our social media channels. Top posts included our Mobility Minute online series and the announcement of our Universal Access agreement with Price Chopper Supermarkets.
- Looking ahead, we will wrap up our holiday music concert series at the Joseph L. Bruno Rail Station, announce the opening of the Manning Boulevard Mobility Hub in Albany and participate in the Morning of Kindness at the Mohawk Hudson Humane Society on Christmas Eve.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Michael Criscione

The Strategic and Operational Planning Committee met on Thursday, December 12, 2024, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

Consent Agenda Item

*Resolution 40 – 2024 – Preliminary Operating & Capital Budgets for FY2026*

- We are required by the State to provide a preliminary operating budget and five-year capital plan by December 31, 2024. The FY2026 budget development process has started, and over the next few months there will be opportunities for detailed discussions as we work towards a final budget before April 1, 2025.
- The preliminary operating budget is projected to be \$146 million, a 5.1% increase over the current fiscal year. The largest increases come from wages and health care (a total of \$4.2 million). Most other expense lines in the budget will increase between 2% and 3%.
- For now, we are keeping most revenue lines flat including mortgage recording tax, customer revenue and rail station revenue. The federal assistance line is \$3 million less than last year because we will exhaust the last of our COVID funds.
- To balance this budget, we are assuming a 16.7% increase in STOA. Although this is aggressive, the Governor’s budget will be released in January which will give us a better indication on what to expect.
- The five-year capital plan was also reviewed. The first year consists of recurring projects such as the annual fleet replacement program, information technology enhancements, and our shelter program. Beyond the first year, the plan includes projects for zero emission vehicles. As we move forward with the purchase of our West Facility, we will also look for grants to incorporate design and construction to improve the property.

Motion – Ms. Figueroa

Seconded – Ms. Falotico

Carried Unanimously

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

- The Chief Executive Officer provided his report for December 2024.

*Resolution 41 – 2024 – Expressing Thanks, Farewell and Godspeed to Carmino N. Basile*

- The Board Members, staff and employees of the Capital District Transportation Authority wish Godspeed and Best Wishes to CEO Carm Basile as he retires from CDTA after 43 years, and 15 years as Chief Executive Officer.

Motion – Mr. Lahut

Seconded – Mr. Criscione

Carried Unanimously

ADJOURNMENT - 12:33 PM

Motion – Mr. Wohl

Seconded – Ms. McDonough

Carried Unanimously

Respectfully submitted,

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Michael Criscione, Vice-Chairman

Dated: January 29, 2025

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**RESOLUTION No. 1 - 2025**

Approve Designation of Michael P. Collins to  
Execute FTA Grant Applications

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

**WHEREAS**, the Federal Transit Administration requires that the recipients of federal funds provide certifications and assurances as to the use of federal funds for capital and operating expenditures, and

**WHEREAS**, the Federal Transit Administration administers and manages grants through the Transportation Electronic Award Management (TEAM) system that requires password-protected submission and certifications and assurances by the Chief Executive Officer, and

**WHEREAS**, by Resolution 38-2024 the Authority appointed Michael P. Collins to serve as Chief Executive Officer;

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

1. The Authority hereby designates Michael P. Collins, as Chief Executive Officer, to serve as its highest ranking manager for the purpose of executing grant applications and providing certifications and assurances, in writing or using the TEAM system.
2. The Authority hereby directs the Chief Executive Officer to access the TEAM system to submit applications, modify/update applications, execute awards and certify compliance on behalf of the Authority as required by FTA.
3. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on 29th day of January, 2025.

Dated: January 29, 2025

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Michael Criscione, Vice-Chairman

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Signatory Authority for the Federal Transit Administration  
**Committee:** Board Operations  
**Meeting Date:** January 15, 2025

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

We need to update the signatory authority for the Federal Transit Administration (FTA).

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

CDTA is a recipient of federal funds, and the FTA requires a board resolution appointing the highest-ranking manager to execute grant applications and ability to execute awards.

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

There is no cost to this item.

### **Proposed Action:**

I recommend the board approve a resolution designating Michael P. Collins, Interim Chief Executive Officer to execute FTA Grant Applications and Signatory Authority for FTA Awards.

### **Manager:**

Michael P. Collins, Interim Chief Executive Officer



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**RESOLUTION NO. 2 - 2025**

Approve Sole Source Contract for Scheduling Software and Support

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

**WHEREAS**, the Authority currently utilizes proprietary HASTUS trip scheduling software created and published by GIRO of Montreal, Quebec, Canada, that was competitively procured by the Authority many years ago, and

**WHEREAS**, the current HASTUS maintenance and support contract is set to expire in May 2025, requiring the purchase of software licensing, support and maintenance services to allow for continued support, and

**WHEREAS**, due to the proprietary nature of the HASTUS system, the scheduling software and maintenance contract is required to be purchased from GIRO to support and maintain the existing system, and

**WHEREAS**, the Authority has been very satisfied with GIRO’s products and services and has determined the pricing of \$1,977,563 to be fair and reasonable for the purchase of software licensing, support, maintenance and professional services through 2031, and

**WHEREAS**, staff requests a contract be awarded to GIRO, Inc. of Montreal (Quebec) Canada, for the purchase of software licensing, support, maintenance and professional services through 2031 for an amount not to exceed \$1,977,563.

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

1. The Authority hereby awards the purchase of software licensing from GIRO, Inc. of Montreal, Quebec, Canada, for a total amount not to exceed \$1,977,563, subject to compliance with all of the terms and conditions set forth in the contract and related documents.
2. Authority staff is hereby authorized to execute the necessary documents.
3. The source of funds will be from the Operating Budget.
4. This Resolution shall take effect immediately.

**CERTIFICATION**

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 29th day of January, 2025.

Dated: January 29, 2025

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Michael Criscione, Vice-Chairman

## Capital District Transportation Authority Agenda Action Sheet

**Subject:** Approve Purchase of Scheduling Software Support & Maintenance  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** January 22, 2025

**Objective of Purchase or Service:**

To purchase software licensing, support, and maintenance services for our fixed route scheduling system (HASTUS).

**Summary of Staff Proposal:**

In 2000, CDTA implemented the fixed route scheduling system (HASTUS), which was competitively procured and provided by GIRO. HASTUS software is used throughout the agency for fixed route scheduling, run cutting, work bidding, daily work and vehicle assignments including operator payroll tracking, stop information displays, trip planning, stop/route/network mapping, and customer comment tracking, making it one of the most widely used and complex applications in place at CDTA. This purchase includes software licensing, support, maintenance, and professional services through 2031 and is based on recent increases in the peak vehicle service levels of fixed route services from 200 to 250. The existing maintenance and support agreement expires in May 2025 and shall be amended to accommodate this renewal upon Board approval. Overall, CDTA has been very satisfied with GIRO’s products and services.

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

**Financial Summary/Cost:**

A cost summary is provided below with year over year pricing through 2031. We have documentation on file that justifies the cost and confirms fair and reasonable pricing for this purchase. Additionally, the pricing represents an average annual increase of 4.25%, which is more than consistent with industry standards. This will be funded from our operating budget.

<b>Software Modules/Licensing, Support, &amp; Maintenance</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>
Vehicle, Crew, CrewOpt, Minbus, Roster, Geo, HASTINFO, HASTINFO-Web, HASTOP, Bid/Web, ATP, Rider, NetPlan, DailyCrew/Vehicle, Comments	\$314,002	\$324,993	\$336,367	\$353,186	\$370,845
Professional Services	\$48,904	\$50,616	\$52,387	\$55,006	\$57,757
Software Escrow	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700
<b>Total:</b>	<b>\$365,606</b>	<b>\$378,309</b>	<b>\$391,454</b>	<b>\$410,892</b>	<b>\$431,302</b>

**Proposed Action:**

I am requesting a contract be awarded to GIRO, Inc. of Montreal (Quebec), Canada for the purchase of software licensing, support, maintenance, and professional services for an amount not to exceed \$1,977,563.

**Manager:**

Thomas Guggisberg, Director of Information Technology

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
Staff Contract Award Certification**

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

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

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

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

**3. CONTRACT VALUE:**

\$1,977,563 (not to exceed)                      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/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 0  
 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: GIRO**

75 rue de Port-Royal Est, bureau 500  
Montreal, Quebec, Canada H3L 3T1

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

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

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

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

Stacy Sansky, Director of Procurement                      DATED: January 22, 2025

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**RESOLUTION No. 3 - 2025**

Approve Contract for Bus Filters

**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 Authority has solicited competitive bids for the purchase of bus filters for each filter type based on usage history, and

**WHEREAS**, seven bids were received and the low bid was received from Vehicle Maintenance Program of Boca Raton, Florida, one of the incumbent providers of bus filters, and

**WHEREAS**, the Authority recommends a two-year contract for the purchase of bus filters be awarded to Vehicle Maintenance Program of Boca Raton, Florida, for a total contract estimated amount of \$304,422, with actual costs determined by usage.

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

1. The Authority hereby awards a two-year bus filter contract to Vehicle Maintenance Program of Boca Raton, FL, for an estimated cost of \$304,422 over two years, subject to compliance with all contract terms and requirements.
2. The Interim Chief Executive Officer is hereby authorized to execute the necessary contract documents.
3. The source of funds for this purchase will be from FY2025 and FY2026 Operating Budgets.
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 January, 2025.

Dated: January 29, 2025

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Michael Criscione, Vice-Chairman

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

**Subject:** Contract for bus filters to Vehicle Maintenance Program of Boca Raton, Florida.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** January 22, 2025

**Board Action Date:** January 29, 2025

**Objective of Purchase or Service:**

To procure bus filters for our fleet of vehicles at the best available price.

**Summary of Staff Proposal:**

Filters are part of our preventative maintenance program as they minimize the risk of breakdowns and prolong the life of certain engine components. A contract is required to receive the best price and to ensure the availability of filters.

An Invitation for Bids (IFB) was issued for bus filters. The IFB included requirements for each filter type and estimated quantities based on usage history. Twenty-two vendors downloaded the IFB, and seven bids were received. Vehicle Maintenance Program is one of the incumbent providers of bus filters.

This procurement requires board approval because the contract value is greater than \$150,000. Two other filter contracts that fall below the Board approval threshold have been executed with Cummins and Napa Auto Parts.

**Financial Summary/Cost:**

The total contract value is estimated at \$304,422 and is funded in the FY2025 & FY2026 Operating Budgets. Actual costs will be determined by usage and the anticipated cost breakdown is:

Year 1: \$147,635

Year 2: \$156,787

**Proposed Action:**

I recommend a contract to purchase bus filters from Vehicle Maintenance Program of Boca Raton, Florida for an estimated \$304,422 over two years. Upon approval, a two-year contract will be executed.

**Manager:**

David Williams, Director of Maintenance

**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:**  
\$304,422 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 # 22 or Advertised  
Number of Proposals/Bids Received # 7

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 0  
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:** Vehicle Maintenance Program, Inc.  
3595 N Dixie Bay #7  
Boca Raton, FL 33431

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

9. **COMPLIANCE WITH STATE AND FEDERAL RULES:**  
Non-Collusion Affidavit of Bidder (Yes, No, N/A)  
Disclosure & Certificate of Prior Non-Responsibility Determinations (Yes, No, N/A)  
Disclosure of Contacts (only RFPs) (Yes, No, N/A)  
Certification with FTA's Bus Testing Requirements (Yes, No, N/A)

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

Stacy Sansky, Director of Procurement DATED: January 22, 2025



# Bid Summary



Contract Name: Filters for Transit Buses

Contract No: CDTA Maint 207-3000

Date/Time of Opening: December 5, 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: D & W Diesel, Inc. Address: 1503 Clark Street Road Auburn, NY 13021 Contact: Susan Clickner Email: susan.clickner@dwdiesel.com Phone: 315.253.2324 ext. 1108	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 __
Name: Neopart Address: 5 Dutch Court, Reading PA 19608 Contact: Michael Hensler Email: mhensler@neopart.com Phone: 610.518.7551	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 __
Name: Vehicle Maintenance Program Address: 3595 N Dixie Hwy Bay 7 Boca Raton, FL 33431 Contact: Lindi Brooks Email: lindi@vmpparts.com Phone: 561.362.6080	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 __
Name: Gillig, LLC Address: 25972 Eden Landing Road Hayward, CA 94545 Contact: Chuck O'Brien Email: cobrien@gillig.com Phone: 800.735.1500	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 __
Name: Muncie Transit Supply Address: 3720 S Madison Street Muncie, IN 47302 Contact: Becky Huff Email: bhuff@abc-companies.com Phone: 765.288.1971	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 __
Name: Cummins Sales & Service Address: 101 Railroad Ave Albany, NY 12205 Contact: Lauren Stanislav Email: brian.sherwood@cummins.com Phone: 518.459.1710	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 __
Name: Napa Auto Parts Address: 301 Wolf Road Latham, NY 12110 Contact: Justin Chamberland Email: justin_chamberland@genpt.com Phone: 518.783.6272	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 __

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. 4 - 2025**

Approve 2024 Surplus Sales

**WHEREAS**, by Resolution 5-2005 the Capital District Transportation Authority (the “Authority”) authorized the Chief Executive Officer, as General Manager, to dispose of surplus equipment and vehicles, and

**WHEREAS**, the Authority must dispose of various items of personal property when they reach the end of their useful life or when they are no longer needed as authorized by Public Authorities Law section 1306 (7) and by such manner as is required by various state and federal laws, and

**WHEREAS**, the Authority has required an annual report from the Director of Procurement, pertaining to the disposition of all surplus property that has been provided for in 2024 in a form that has been reviewed, and is satisfactory,

**NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:**

1. The Authority accepts the Summary Disposal Report for the 2024 calendar year.
2. The Authority continues to delegate to the Interim Chief Executive Officer the authority to declare personal property, equipment and vehicles to be surplus and to dispose of such property in accordance with the applicable law; transferring title to any such item to the appropriate federal or state agency expressing a desire for same; or, if unwanted there, advertising for public sale and sold to the highest bidders; or if no bids are received, disposing of unwanted items as scrap.
3. The Authority directs that if the depreciated value of the asset is \$5,000 or more the Interim Chief Executive Officer or designee shall henceforth report about any such specific disposition at the next regular meeting following the disposition. A total of \$50,327 was returned to the operating budget from the disposition of surplus materials in 2024.
4. The Authority directs that henceforth the Interim Chief Executive Officer or designee shall report in January about such dispositions for the preceding calendar year by describing the property that was disposed of, the manner of disposition and the costs or amounts recovered associated with each individual lot of surplus equipment and/or vehicles.
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 January, 2025.

Dated: January 29, 2025

\_\_\_\_\_  
Michael Criscione, Vice-Chairman

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

**Subject:** Summary of vehicles, equipment, and parts disposed of in 2024.  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** January 22, 2025

**Objective of Purchase or Service:**

CDTA disposes items that have surpassed their useful life, are no longer needed, or not working properly and then reports on these disposals on an annual basis.

**Summary of Staff Proposal:**

Vehicles are auctioned to the highest bidder on eBay. If no bid is received it is sold for scrap metal value. Some vehicles are donated to not-for-profit organizations or transferred to other federally funded transit systems. Other items with little or no value on the open market were recycled or disposed of in the most environmentally friendly way possible.

**Financial Summary/Cost:**

\$50,327 was returned to the operating budget. CDTA collected sales tax for applicable transactions.

**Proposed Action:**

I recommend approval of the annual surplus sale report.

**Manager:**

Stacy, Sansky, Director of Procurement

**Notes:**

The itemized list of disposed items is attached.

### CDTA Surplus Sales Summary

Part/Bus/Tag #	Description	VIN if applicable	Mileage/Serial #	Sold To	Amount	Date
264	Ford Shuttle Bus 2016	1FDEE3FS0GDC57871	246,699.00	scrap	\$1,012.15	1/1/2024
1102	Ford Villager 2011	1F66F5DY9B0A08688	143,827.00	Donation to Fire Dept		3/25/2024
4042H	Gillig Hybrid Transit Coach 2009	15GGD301791176508	538,553.00	scrap	\$2,850.72	1/4/2024
4049H	Gillig Hybrid Transit Coach 2010	15GGD3016A1177833	539,337.00	scrap	\$3,323.30	1/5/2024
265	Ford E-350	1FDEE3FS2GDC57872	271,996.00	donation to The Creative Good Inc.		8/7/2024
268	Ford Shuttle Bus / 2017	1FDEE3FSXHDC63938	239,167.00	Rafael Alvarez	\$1,101.00	5/28/2024
328	2012 Motor Coach Bus	1M8PDMBAXDP012770	387,871.00	donation to Onward Upliftment of Resol		11/15/2024
1103	Ford Trolley Villager 208 2017	1F66F5DY1H0A15585	63,061.00	donation to Onward Upliftment of Resol		11/15/2024
4047H	Gillig Hybrid Transit Coach 2010	15GGD301091176513	605,092.00	scrap	\$2,486.79	10/1/2024
4048H	Gillig Hybrid Transit Coach 2010	15GGD3014A1177832	525,718.00	scrap	\$2,514.29	9/24/2024
4050H	Gillig Hybrid Transit Coach 2010	15GGD3018A1177834	538,054.00	scrap	\$2,502.50	10/1/2024
4054H	Gillig Hybrid Transit Coach 2010	15GGD3015A1177838	558,006.00	scrap	\$2,502.50	10/1/2024
4058	Gillig Transit Coach 2010	15GGD2717A1177842	524,246.00	scrap	\$2,538.21	10/10/2024
4064	Gillig Transit Coach 2010	15GGD2718A1177848	542,628.00	scrap	\$2,472.50	10/21/2024
4065	Gillig Transit Coach 2010	15GGD271XA1177849	549,728.00	scrap	\$2,447.50	9/25/2024
4067	Gillig Transit Coach 2010	15GGD2718A1177851	562,568.00	scrap	\$2,560.80	11/27/2024
4069	Gillig Transit Coach 2010	15GGD2711A1177853	546,677.00	Golani Bus LLC	\$2,012.01	11/7/2024
4068	Gillig Transit Coach 2010	15GGD271XA1177852	542,932.00	Golani Bus LLC	\$1,965.00	11/7/2024
4072	Gillig Transit Coach 2010	15GGD2717A1177856	539,319.00	scrap	\$2,400.35	11/18/2024
5500H	Gillig Hybrid Transit Coach 2010	15GGD3018A1177817	582,664.00	scrap	\$2,684.01	11/27/2024
5507H	Gillig Hybrid Transit Coach 2010	15GGD3015A1177824	569,943.00	scrap	\$2,950.71	5/15/2024
5512H	Gillig Hybrid Transit Coach 2010	15GGD3014A1177829	631,555.00	scrap	\$2,649.12	12/2/2024
5514H	Gillig Hybrid Transit Coach 2010	15GGD3012A1177831	601,616.00	scrap	\$2,616.25	11/12/2024
4066	Gillig Transit Coach 2010	15GGD2716A1177850	572,540.00	scrap	\$2,403.40	12/5/2024
5504H	Gillig Hybrid Transit Coach 2010	15GGD301XA1177821	600,085.00	scrap	\$2,510.90	12/5/2024
5506H	Gillig Hybrid Transit Coach 2010	15GGD3013A1177823	601,946.00	scrap	\$2,673.75	12/3/2024
4053H	Gillig Hybrid Transit Coach 2010	15GGD3013A1177837	580,589.00	transfer to TCAT, Inc	\$0.00	10/22/2024
4055H	Gillig Hybrid Transit Coach 2010	15GGD3017A1177839	556,129.00	transfer to TCAT, Inc	\$0.00	10/22/2024
5502H	Gillig Hybrid Transit Coach 2010	15GGD3011A1177819	641,550.00	transfer to TCAT, Inc	\$0.00	10/22/2024
5503H	Gillig Hybrid Transit Coach 2010	15GGD3018A1177820	605,352.00	transfer to TCAT, Inc	\$0.00	10/22/2024
5508H	Gillig Hybrid Transit Coach 2010	15GGD3017A1177825	623,244.00	transfer to TCAT, Inc	\$0.00	10/22/2024

Items Disposed of at Authority's Expense:						
Item Description	Item Location	Asset Tag #	Serial #	Depreciable Value over \$10,000?	Usable Condition (Yes or No)	Date
PROLIANT DL 360 GEN10	Palet In Stockroom	6634	mxq85005xf	No	No	10/30/2024
PROLIANT DL 360 GEN10	Palet In Stockroom	6636	MXQ90206HK	No	No	10/30/2024
PROLIANT BL 460C GEN8	Palet In Stockroom		2M264204JC	No	No	10/30/2024

PROLIANT BL 460C GEN8	Palet In Stockroom		MXQ34800QH	No	No	10/30/2024
PROLIANT BL 460C GEN8	Palet In Stockroom		USE835EPK5	No	No	10/30/2024
PROLIANT BL 460C GEN8	Palet In Stockroom		MXQ4040211	No	No	10/30/2024
PROLIANT BL 460C GEN8	Palet In Stockroom		MXQ404022R	No	No	10/30/2024
PROLIANT BL 460C GEN8	Palet In Stockroom		MXQ404021P	No	No	10/30/2024
PROLIANT DL 380 GEN9	Palet In Stockroom		2m283501bn	No	No	10/30/2024
CISCO WS-C3560G-48PS	Palet In Stockroom		FOC1350Z0VP	No	No	10/30/2024
EliteDesk	Palet In Stockroom	6750	MXL9253MFL	No	No	10/30/2024
ELO TOUCH MONITER	Palet In Stockroom		l19c000966	No	No	10/30/2024
HP ELITE DESK 800 G4 SFF	Palet In Stockroom	6699	MXL92383HQF	No	No	10/30/2024
HP ELITE DESK 800 G3 SFF	Palet In Stockroom	6498	MXL92383HQF	No	No	10/30/2024
HP ELITE DESK 800 G6 SMALL FORM F	Palet In Stockroom	12118	MXL21660K6	No	No	10/30/2024
Microsoft Surface Laptop	Palet In Stockroom	N/A	29858314357	No	No	10/30/2024
HP ELITE DESK 800 G4 SFF	Palet In Stockroom	N/A	MXL928HZQ	No	No	10/30/2024
HP ProBOOK 650 G3	Palet In Stockroom	N/A	6CC734XG3	No	No	10/30/2024
HP ELITE DESKTOP 800 G4 SFF	Palet In Stockroom	N/A	MXL9283J80	No	No	10/30/2024
HP ELITE BOOK 840 G6	Palet In Stockroom	N/A	5CG0177JP8	No	No	10/30/2024
HP ELITE DESK 800 G4 SFF	Palet In Stockroom	N/A	MXL92830	No	No	10/30/2024
View Sonic VA2702	Palet In Stockroom	N/A	SC7103400923	No	No	10/30/2024
HP ELITE BOOK 840 G6	Palet In Stockroom	N/A	5CG0155839	No	No	10/30/2024
Samsung Verizon tablet	Palet In Stockroom	N/A	AKG Verizon	No	No	10/30/2024
Dell Latitude 5511	Palet In Stockroom	N/A	3KBZ593	No	No	10/30/2024
HP ELITE DESKTOP 800 G6 SFF	Palet In Stockroom	6923	MXL14543V3	No	No	10/30/2024
Hp Elite Mini G9 Desktop PC	Palet In Stockroom	7017	Mxl3103kbz	No	No	10/30/2024
Optiplex 5080	Palet In Stockroom	N/A	N/A	No	No	10/30/2024
HP Elite Display E201	Palet In Stockroom	N/A	6CM4421L0Z	No	No	12/10/2024
Dell Flat panel Monitor	Palet In Stockroom	N/A	CN-UCZJMK-74445-98D-RTALL	No	No	12/10/2024
HP 2013 ultra slim docking station	Palet In Stockroom	N/A	5CG626XHKG	No	No	12/10/2024
HP 2013 ultra slim docking station	Palet In Stockroom	N/A	2TK950WPB2	No	No	12/10/2024
HP 2013 ultra slim docking station	Palet In Stockroom	N/A	5CG705ZK51	No	No	12/10/2024
Verizon Samsung Tablet # 9	Palet In Stockroom	N/A		No	No	12/10/2024
HP 2013 ultra slim docking station	Palet In Stockroom	N/A	2TK947XG86	No	No	12/10/2024
OPTIPLEX 5080	Palet In Stockroom	4nrph63	N/A	No	No	12/10/2024
HP Elite Book	Palet In Stockroom	6789	5CG0178KX0	No	No	12/10/2024
HP Elite Book	Palet In Stockroom	6322	CND1470D55	No	No	12/10/2024
HP Elite Desk 800 G5	Palet In Stockroom	6638	2UA8242SQ6	No	No	12/10/2024
HP Elite Desk 800 G5	Palet In Stockroom	N/A	MXL009436W	No	No	12/10/2024
Hp Elite Desk 800 G4	Palet In Stockroom	6725	MXL9253MG1	No	No	12/10/2024
Hp Elite Desk 800 G4	Palet In Stockroom	6675	8CG8258QKM	No	No	12/10/2024
Microsoft Surface laptop 6	Palet In Stockroom	N/A	18781314157	No	No	12/10/2024
Samsung Tablet	Palet In Stockroom	N/A	SM- T727V	No	No	12/10/2024
Hp Elite Book 840 G6	Palet In Stockroom	N/A	5CG0155839	No	No	12/10/2024
Hp Elite Book 840 G7	Palet In Stockroom	8039	5CG0491480	No	No	12/10/2024
Hp EliteBook 850 G6	Palet In Stockroom	6781	5CG01988JT	No	No	12/10/2024
HP EliteDesk 800 G3 Mini 35W	Palet In Stockroom	6637	8CG8258QNB	No	No	12/10/2024



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**RESOLUTION No. 5 - 2025**

Approve Warren County Fare Hearing

**WHEREAS**, the Capital District Transportation Authority (Authority) is charged with providing transit services within the Capital District Transportation District, and

**WHEREAS**, in 2024 the Authority incorporated the former Greater Glens Falls Transit (GGFT) service into the Authority's service and has not adjusted fares and would now like to incorporate GGFT's fare structure into the Authority's existing *Navigator* fare structure, and

**WHEREAS**, prior to implementing any changes to the fare structure, pursuant to Title VI, the Authority is required to schedule and conduct a public hearing in accordance with the law and Authority policy, to allow for public comment and input, and

**WHEREAS**, staff recommends approval to administer a fare hearing on January 30, 2025 at the Crandall Public Library, 251 Glen Street, Glens Falls, NY from 6:00 to 7:30 pm to provide the public with information, seek feedback, report on the comments/responses and provide any recommendations for changes.

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

1. The Authority hereby approves the fare hearing on January 30, 2025 at the Crandall Public Library, 251 Glen Street, Glens Falls, NY from 6:00 to 7:30 pm to provide the public with information and seek feedback regarding the integration.
2. Public notice of the public hearing shall be published and public information on the proposed restructuring shall be made available in accordance with the law and Authority policy.
3. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 29th day of January, 2025.

Dated: January 29, 2025

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Michael Criscione, Vice-Chairman

# Memorandum

January 23, 2025

To: Strategic and Operational Planning Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approval of Fare Hearing for Former GGFT Service Area

## Background

We incorporated the former GGFT operation into our service area in 2024 and did not adjust fares in the immediate term. Now that we have been operating service for a year, it is time to incorporate that fare structure into the structure of the rest of our system. The Title VI statute is implemented by FTA regulations designed to ensure equity when transit systems make major service and operational decisions. As a federal funding recipient and as a matter of good practice, we comply with Title VI regulations. The purpose of Title VI is to:

- Ensure that the level and quality of transit service is provided in a nondiscriminatory manner;
- Promote full and fair participation in transit decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

CDTA follows its Title VI Program to make certain that decisions put our customers on a level playing field and do not unfairly favor or disfavor one demographic over another. The intent of Title VI is consistent with CDTA's goal that service and fare decisions consider the impact to all customers. Title VI objectives have existed for many years, and we fully support their goals and intentions. The latest version of our policy was approved by the Board in 2023.

Regarding changing the fares, based on our Title VI policy, "If a major service change is planned, or a change in fares is proposed, the CDTA Board of Directors will authorize formal solicitation of public commentary." As such, we seek to hold a fare hearing on January 30, 2025, to provide the public with information and seek feedback regarding the integration.

## Proposed Fare Structure

The fare structure being proposed for feedback is as follows:

	<b>Former GGFT</b>	<b>CDTA</b>
Full Base Fare	\$1.00	\$1.50
Half Base Fare	\$0.50	\$0.75
Transfer	\$0.50	n/a
Paratransit	\$2.00	\$2.50
Paratransit Transfer	\$1.00	\$0.00
Summer Trolley	\$1.00	\$1.50
Trolley Zone Surcharge	\$1.00	n/a
Monthly Pass	\$50.00	\$65.00
10-Ride	\$9.00 (not valid on trolley)	\$13.00
1-day pass	\$3.00	\$3.90
3-day pass	\$9.00	n/a
7-day pass	\$15.00	n/a
One Zone Token	\$1.00	n/a
Summer Season Pass	\$0.00	n/a
Exact Change	Yes	Yes
Pass (paper vs. Navigator)	\$0.00	\$2.00
Mobile Application	Token Transit	Navigator

## Proposed Action

I am recommending approval to administer a hearing to integrate the former GGFT fare structure into CDTA's existing *Navigator* fare structure. The hearing will be conducted on January 30, 2025 at the Crandall Public Library at 251 Glen St, Glens Falls, NY from 6:00-7:30pm. We will subsequently report on the comments/responses and provide any recommendations for changes. We will then seek authorization for implementation of the fare change.





## Memorandum

January 29, 2025

To: Chairman of the Board  
Board Members

From: Interim Chief Executive Officer, Michael P. Collins

Subject: CEO Report for January

January is a wonderful time of the year if you are inspired by cold weather. But it does bring feelings of hope and optimism, and the changing of clocks to add more daylight to the day! CDTA is fortunate to be starting the year off with a strong foundation to operate from.

I am excited to be leading the organization as interim Chief Executive Officer. Carm Basile retired after more than 43 years with the company. We will miss his steady hand and dedication, but he has positioned us well to start the next chapter at CDTA. The search continues for a permanent CEO.

As we start a new year, we are in the final quarter of our fiscal year. This time of year, we have transitioned our focus to state advocacy along with our state organization, NYPTA. Governor Hochul outlined her FY2025-26 Executive Budget on February 21. The Executive Budget proposal provides additional operating assistance for all upstate and downstate transit systems above the levels contained in last year's State Budget.

For CDTA, this includes an additional 3.4% above last year's enacted budget. Transit Capital Funding includes several different categories; including \$20 million for upstate systems (same as last year); \$68.9 million for non-MTA capital (same as last year); \$80 million for non-MTA capital.

A key part of our advocacy is Transit Awareness Day, which will happen on February 4. This is a day where systems from across the state come together at the Capitol to share our message and advocate for more funding and support from our legislative leaders. We will be participating in several meetings at the Capitol with our elected officials along with other members of NYPTA.

On Sunday, January 26, 2025, we implemented service changes to various routes. These adjustments are part of our ongoing efforts to respond to ridership trends, development patterns, and feedback from both customers and employees.

We are holding a public hearing on Thursday, January 30, 2025, at the Crandall Public Library to advance the next step of our merger with Greater Glens Falls Transit (GGFT). When GGFT

merged into CDTA in January 2024, no changes were made to the route network or fare structure. After a year of operating experience in Warren County, CDTA is proposing to align the fare structure with the rest of the CDTA system. A number of CDTA staff will be in Glens Falls to give an overview of the changes and listen to feedback from any customer or community member who attends.

## **Performance Measures**

Key Performance measurements were reviewed at the committee meetings. Revenue and expense data is compared to budget, and the other data compares December 2023 to December 2024. Revenue was uneven this month with MRT and Facility revenue performing well but customer revenue trending down.

Total expenses were 1.7% over budget this month with an uptick in health insurance, claims, and parts. Health benefits were 7% over budget because of the health insurance buy backs that were paid out. These are payments made to employees who choose not to select our health insurance because they have alternative insurance available.

Overall operating statistics continue to be strong as compared to last year. We remain concerned about on-time performance for fixed route and STAR. Fixed route on time performance improved this month, but more attention is needed. Ridership, capacity and bus operator availability continue to be factors in this issue.

### **Revenue:**

- Total operating revenue was on budget.
- MRT receipts were \$1,172,000, 11% over budget.
- Customer revenue was \$1.6 million, 11% under budget.
- Facility revenue was \$327,000, 8% over budget.

### **Expenses:**

- Total expenses were 1.7% over budget.
- Salaries and wages were on budget.
- Workers Compensation payments continue to trend under budget.
- Purchased Transportation was 5% over budget.

### **Ridership Statistics:**

- Total ridership was 1.4 million; 8% more than last December.
- STAR ridership was 29,993; 6% more than last December.
- FLEX ridership was 10,592; about the same as last December.
- NX ridership was 6,479; about 32% more than last December.

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

- We missed .2% of all trips (187).
- There were 50 accidents with 22 categorized as preventable.
- Scheduled maintenance work was at 81%.

- On time performance for fixed route service was 69%. STAR operated within our 10-minute scheduling window 74% of the time.

### **Customer Service:**

- Our call center processed 231 comments. There were 58 comments about STAR service. There were 737,000 page views at [www.cdto.org](http://www.cdto.org).

### **Activity Report**

Below is a look at the events and activities that I have participated in over the last month. You can see many of the activities focus on advocacy and telling the CDTA story.

- On Monday, January 6, 2025, I met with 15 new bus operators who were starting training to begin their career. A very diverse group of people who are excited to join CDTA.
- On Tuesday, January 14, 2025, Governor Hochul provided the annual State of the State Address. While her address encompassed many different statewide initiatives, for transit she is committed to investment in statewide roads and transit including “providing new funding to transit systems across the state, strengthening their ability to serve regional needs.”
- On Tuesday, January 14, 2025, I attended the funeral of long-time board member, Arthur Young, he was 95. He was a dedicated member of our board and has left a lasting impression with those who worked with him. Lance Zarcone and Amanda Avery joined me.
- On Friday, January 17, 2025, I attended the State of the Town featuring Colonie Town Supervisor Peter Crummey. The Town highlights included key initiatives in public safety, infrastructure, and town parks. Jaime Kazlo attended with me.
- On Friday, January 17, 2025, I met with Joseph Alston, Director of Government Affairs at the Business Council. This was an opportunity for us to meet in my new role as Interim CEO and learn what services the Business Council has to offer.
- On Thursday, January 23, 2025, I had a Zoom meeting with Senator Daniel Stec and Lisa Marrello to introduce myself and to discuss the upcoming Public Hearing in Glens Falls about integrating the former Glens Falls Transit fare program into CDTA’s fare structure effective April 1, 2025.

- On Thursday, January 23, 2025, I had a Zoom meeting with Assembly Member Carrie Woerner and Lisa Marrello to introduce myself and to discuss the upcoming Public Hearing in Glens Falls about integrating the former Glens Falls Transit fare program into CDTA's fare structure effective April 1, 2025.
- On Friday, January 24, 2025, I spoke with Executive Director, Sandy Misiewicz at CRTC about joining their Policy Board, and joining their Administrative and Finance Committee. This has been a long-standing tradition with CRTC. We also discussed several other topics of mutual interest.
- On Tuesday, January 28, 2025, I restarted our Labor Management Committee with the Amalgamated Transit Union (ATU). It has been a few years since we have met in this setting and these meetings help improve our working relationships with the leadership of the ATU. Lance Zarcone, Kelli Schreivogl, and Chris Desany are part of the management representatives; the ATU is led by President, Zach Stever and his union officers.
- On Tuesday, January 28, 2025, I spoke with Mayor Bill Collins to discuss the upcoming Public Hearing in Glens Falls about incorporating the former Greater Glens Falls Transit fare program into CDTA's fare structure effective April 1, 2025.
- On Tuesday, January 28, 2025, I spoke with Warren County Administrator, John Taflan to discuss the upcoming Public Hearing in Glens Falls about incorporating the former Greater Glens Falls Transit fare program into CDTA's fare structure effective April 1, 2025.