

Board of Directors Monthly Meeting

Wednesday, February 26, 2025 | 12:00pm
Board Room at 110 Watervliet Ave.

**CDTA BOARD OF DIRECTORS
MEETING AGENDA**

Wednesday, February 26, 2025 | 12:00pm | 110 Watervliet Ave

Item	Responsibility	Page
Call to Order	Jayne Lahut	
Approve Minutes from Wednesday, January 29, 2025		3
Recognitions	All	
20 Years – Oscar Gonzalez, Schenectady Bus Operator		
30 Years – Mark Miller, Albany Bus Operator		
Committee Reports: (Action Items Listed)		
Board Operations Committee (02/12/25)	Jayne Lahut	
• Resolution 6 – Execute FTA Awards		8
Performance Monitoring/Audit Committee (02/19/25)	Peter Wohl	
• Resolution 7 – Approve Contract for Bus Shelter Cleaning		10
• Resolution 8 – Approve Contract for Shelter Electrical Contractor		14
• Resolution 9 – Approve Resolution to Accept State Funding		19
Community & Stakeholder Relations Committee (02/20/25)	Dave Stackrow	
Strategic & Operational Planning Committee (02/20/25)	Mike Criscione	
• Resolution 10 – Approve Warren County Fare Structure		22
Interim Chief Executive Officer’s Report	Mike Collins	25
Board Member Comments	All	
Upcoming Meetings		
March 26, 2025 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, JANUARY 29, 2025, BOARD MEETING

MEMBERS PRESENT

Jayne B. Lahut, Chairman
Michael Criscione, Vice-Chairman
Jackie McDonough

Patrick M. Lance
Peter D. Wohl

MEMBERS PRESENT REMOTELY

Georgeanna M. Nugent, Secretary
Jaclyn Falotico

MEMBERS NOT PRESENT

Denise A. Figueroa, Treasurer
David M. Stackrow

OTHERS PRESENT

Michael P. Collins, Interim CEO
Amanda Avery, General Counsel
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
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
Kevin Gratto, ATU VP
Elide Oyanedel, Communications Coordinator
Thomas Guggisberg, Director of IT
Rich Cordero, Director of Service Quality
Alison Farison, Manager of Training
Lori Ana Valentin, Manager of Talent Development

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

APPROVAL OF THE DECEMBER 18, 2024, BOARD MEETING MINUTES

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

RECOGNITIONS

Michael P. Collins and Chairman Lahut presented the following awards and members offered their congratulations:
25 Years – Raymond Rafferty, Troy Supervisor

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Chairman Lahut

Committee met on Wednesday, January 15, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

Consent Agenda Item

Resolution 1 – 2025 – Approve Designation of Michael P. Collins to Execute FTA Grant Applications

- With Carm Basile’s retirement we need to authorize a signatory for FTA grant awards.
- The resolution before you designates Mike Collins, our Interim CEO, as the person who the Board is naming to execute all FTA grant awards.
- The Authority hereby approves Michael P. Collins to execute all FTA grant awards.

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

Administrative Discussion Items

- We previewed agendas for the January committee meetings and for January’s Board meeting.
- Lisa Marrello provided an update on advocacy and highlights of Governor Hochul’s State of the State address to the Legislature. Since then, the governor has released her budget, and Mike will give us an update on that later.
- We talked about a minor conflict for the 2025 committee and board calendar that was circulated earlier this month. The conflict involves committee meetings that would customarily be held on Thursday, June 19th which is Juneteenth, a CDTA holiday. It was decided that all June committee meetings will be held on Wednesday, June 18. A new schedule will be distributed.
- Next meeting of the Committee will be on Wednesday, February 12, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

PERFORMANCE MONITORING COMMITTEE - Report from Peter Wohl

Performance Monitoring Committee met on Wednesday, January 22, 2025, at 12:00 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Items

Resolution 2 – 2025 – Approve Contract for Scheduling Software and Support

- We need to purchase software licensing, support, and maintenance services for our fixed route scheduling system.
- The HASTUS software, provided by GIRO, provides several functions making it one of the most widely used and complex applications at CDTA.
- The software is proprietary and represents an average annual increase of 4.25%.
- The Authority hereby approves a five-year sole source contract to GIRO, Inc. of Montreal, Quebec, not to exceed \$1,977,563.

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

Resolution 3 – 2025 – Approve Contract for Bus Filters

- Our contract for bus filters is about to expire and an Invitation for Bid was issued.
- Seven bids were received, and staff recommends a contract to the low bidder, Vehicle Maintenance Program. They are the incumbent, and staff is satisfied with their work.
- The Authority hereby approves a two-year contract to Vehicle Maintenance Program of Boca Raton, Florida for an estimated cost of \$304,422.

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

Resolution 4 – 2025 – Approve 2024 Surplus Sales

- Each year we dispose of equipment, vehicles and parts that are beyond their useful life. Items are auctioned on eBay, sold for scrap metal, or recycled.
- Through these sales, \$50,327 was returned to the operating budget.
- The Authority hereby approves the report on disposition of surplus items.

Motion – Mr. Criscione

Seconded – Ms. McDonough

Carried Unanimously

Administrative Discussion Items

- Stacy Sansky provided the annual review of the Procurement Report; The report reviews the procurement process for change orders, sole source contracts, our Minority/Women Business Enterprise program, and Service-Disabled Veteran Owned Business Program.
- Patricia Cooper provided the Monthly Management Report for December. Mortgage tax receipts are 11% over budget this month and 0.25% for the year; Customer Fares are 0.15% under budget for the year; but Rail Station revenue is 2% over budget for the year.
- The wage line for the month is on budget because of the budget adjustment made to right-size expenses. Health insurance is over budget this month by 7.5% due to insurance buy backs, but for the year, it is less than 1% over budget. Utilities are 45% under budget, although we expect energy costs to increase as this cold winter continues.
- Overall, we remain in a satisfactory budget position for the year.
- Chris Desany gave the non-financial report for December.
- Fixed route ridership was up 7%; STAR ridership is up 6%; on-time performance for fixed route service was at 69%; on-time performance in STAR was 74%. We missed 0.2% of all scheduled trips.
- There were 22 preventable accidents and 28 non-preventable accidents.
- Next meeting of the Committee is scheduled for Wednesday, February 19, 2025, 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, January 23, 2025, at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer provided a review of CDPHP *Cycle!* season 8. Season 8 boasted many top moments including, the earliest launch ever on March 29, the largest fleet featuring more than 600 bikes, expansion to news areas and record ridership of nearly 83,000 trips taken.
- Ridership by municipality was the highest in Albany at 50,404 followed by Saratoga and Troy. Ridership by Universal Access partners was led by UAlbany at 22,408 followed by RPI and Skidmore.

- CDPHP Cycle! also has a regional effect on health and wellness, with more than 565,000 pounds of carbon being reduced, more than 37 million calories burned, and more than 373,000 rides taken over the life of the program.
- Looking ahead, season 9 will launch this spring with a focus on new partners and locations across the Capital Region.
- Jaime Kazlo provided the Earned Media and Community Relations report. Last month, CDTA issued 6 press releases, and we earned 18 placements in television, newspaper, and radio both locally and nationally with an estimated value of \$30,000.
- Stories included – the announcement of our Interim CEO, the completion of our Manning Boulevard Mobility Hub, Holiday service and holiday events at the Joseph L. Bruno Rail Station.
- We participated in several community activities and events, including morning of kindness on Christmas Eve at the Mohawk Hudson Humane Society, welcomed students from UAlbany and Goff Middle School for tours and provided emergency warming shelters for first responders during several recent fires.
- We continue to see increases in followers across our social media channels. Top posts included holiday wishes and holiday service and former CEO Carm Basile’s retirement video.
- Looking ahead, we will celebrate Transit Equity Day on February 4 and participate in our state advocacy day at the Capitol. We will host the American Heart Association on February 6 for its Glow Red News Conference and February 7 for its “serve day”, where their staff will hold a session for CDTA employees on hands only CPR.
- Next meeting of the Committee will be on Thursday, February 20, 2025, at 11:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Michael Criscione
 The Strategic and Operational Planning Committee met on Thursday, January 23, 2025, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

Consent Agenda Item

Resolution 5 – 2025 – Approve Warren County Fare Hearing

- Chris Desany provided details for the request to approve a fare hearing in Warren County. 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.
- 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 to provide the public with information and seek feedback regarding the integration. A list of the fare charges was provided and reviewed with the Committee.
- The authority hereby approves the administration of 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.

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

Administrative Discussion Items

- Alison Farison our Manager of Training, and Lori Ana Valentin our Manager of Talent Development provided an overview on our recent training and development activities. They work collaboratively on a variety of professional development initiatives and each of them has an area of focus. Alison supports our employees who are represented by the union, while the Lori Ana focuses on Authority staff.
- For the past nine months, we have been working with several employee populations to collaborate and build sustainable learning programs. Alison has been working with several groups including Transportation Supervisors, Maintenance Foreman and Safety Supervisors, to help hone their existing skills and to learn new ways to support and grow their internal customers. Lori Ana has been focused on a growth program for Transportation and Maintenance Superintendents as well as developing sound leadership skills for our senior operations team.
- In addition to these targeted programs, they are also providing career development opportunities for over 50 employees, covering all departments and skill sets. With the development of this foundation and the desire of our employees to excel, we hope to maximize and enhance the growth potential of our workforce.
- Next meeting of the Committee will be on Thursday, February 20, 2025, at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

INTERIM CHIEF EXECUTIVE OFFICER’S REPORT – Michael P. Collins

- The Interim Chief Executive Officer provided his report for January 2025.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, February 26, 2025, at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:27 PM

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

Respectfully submitted,

Georgeanna M. Nugent, Secretary

Dated: February 26, 2025

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION No. 6 - 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 Authority is required to authorize the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code, or other federal statutes administered by the Federal Transit Administration, and

WHEREAS, the Authority is a designated recipient of Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307, in addition to other federal assistance administered by the Federal Transit Administration, and

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project, and

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost, and

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY the Authority Board of Directors

1. That Michael P. Collins, Interim Chief Executive Officer, is authorized to execute and file an application for federal assistance on behalf of the Capital District Transportation Authority with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration.

2. That the Interim Chief Executive Officer is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.
3. That the Interim Chief Executive Officer is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Capital District Transportation Authority.

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 February, 2025.

Dated: February 26, 2025

Georgeanna M. Nugent, Secretary

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION No. 7 - 2025

Awarding Contract for Bus Shelter Cleaning

WHEREAS, the Capital District Transportation Authority (“Authority”) owns and operates a transit system that includes numerous customer amenities such as bus shelters, and

WHEREAS, Public Authorities Law section 1307(5) empowers the Authority to maintain and improve its facilities, and

WHEREAS, the Authority utilizes a combination of internal and external resources to clean and service bus shelters, and

WHEREAS, shelter cleaning specifications have been competitively bid, multiple bids were received and publicly opened and it has been determined that the bid from Forevergreen of Watervliet, NY, is the low bidder, with anticipated annual charges expected to total \$69,000 for the first year and a five year total not to exceed \$379,000;

NOW, THEREFORE, IT IS RESOLVED as follows

1. The Authority hereby awards a five-year contract for bus shelter cleaning to Forevergreen of Watervliet, NY, for the contract prices and charges set forth in their proposal.
2. The source of funds for this project will be the operating budget.
3. The Interim 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 February, 2025.

Dated: February 26, 2025

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Shelter Cleaning
Committee: Performance Monitoring/Audit
Meeting Date: February 19, 2025

Objective of Purchase or Service:

To provide customers with a safe, convenient, clean and modern place to wait for buses, along with projecting a professional image.

Summary of Staff Proposal:

CDTA issued an Invitation For Bid (IFB) for shelter cleaning at certain locations. The scope provided for furnishing equipment, materials, and personnel to remove garbage/debris and pressure wash the shelter, grounds and applicable surrounding areas. It also identified performance standards and protocol for damages.

We have over 300 shelter locations that need to be serviced. Because of the number of shelters that need to be cleaned in a timely manner, the work is divided between our street amenities staff and a contractor.

We had 27 vendors download the IFB and received six bids; two of which were non-responsive. The low bidder is Forevergreen, who is the incumbent. The Facilities department is satisfied with the work performed by Forevergreen.

Financial Summary/Cost:

The bid for the work is \$69,000 / year plus a 5% increase / year, for an estimated five-year total of \$379,000. This is a 3% increase year over year from the last contract. This is budgeted in our operating budget.

Proposed Action:

I recommend awarding a contract for shelter cleaning to Forevergreen of Watervliet, NY for an amount not to exceed \$379,000.

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:

\$379,000 (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 # 27 or **Advertised**
 Number of Proposals/Bids Received # 6

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 3
 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: Forevergreen
35 Boght Road
Watervliet, NY 12189

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: February 12, 2025



Bid Summary



Contract Name: Bus Shelter Cleaning

Contract No: CDTA FAC 230-2000

Date/Time of Opening: January 22, 2025 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: Kept Companies, Inc. Address: 26 Law Drive Section E 2nd Fl Fairfield, NJ 07004 Contact: Lorraine Matarazzo Email: erics@keptcompanies.com Phone: 1.800.847.3735	Year 1 Pricing	NOT RESPONSIVE		DBE __ MBE __ WBE __ SDVOB __
				DBE __ MBE __ WBE __ SDVOB __
				DBE __ MBE __ WBE __ SDVOB __
				DBE __ MBE __ WBE __ SDVOB __
				DBE __ MBE __ WBE __ SDVOB __
Name: LN Pro Services LLC Address: 1085 Rockaway Ave Valley Stream, NY 11581 Contact: Leidy Almonte Email: info@lnproservicesllc.com Phone: 347.444.8472	Year 1 Pricing	\$382,573.00	Add/deduct for 3'x10' Shelter \$3,407/unit per month Add/deduct for 5'x10' Shelter \$3,591/unit per month Add/deduct for 5'x15' Shelter \$3,591/unit per month Add/deduct for 7'x10' Shelter \$5,665/unit per month Add/deduct for 7'x15' Shelter \$5,665/unit per month	DBE __ MBE __ WBE __ SDVOB __
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				DBE __ MBE __ WBE __ SDVOB __
				DBE __ MBE __ WBE __ SDVOB __
				DBE __ MBE __ WBE __ SDVOB __
Name: H2H Facility Services Inc. Address: 6443 Riddings Rd Suite 119 Syracuse, NY 13206 Contact: Lowanda Jones Email: h2h.facility.services@gmail.com Phone: 315.401.0460	Year 1 Pricing	\$66,747.00	Add/deduct for 3'x10' Shelter \$22.02/unit per month Add/deduct for 5'x10' Shelter \$22.02/unit per month Add/deduct for 5'x15' Shelter \$22.02/unit per month Add/deduct for 7'x10' Shelter \$22.02/unit per month Add/deduct for 7'x15' Shelter \$22.02/unit per month	DBE __ MBE __ WBE __ SDVOB __
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				DBE __ MBE __ WBE __ SDVOB __
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Name: I-Clean Excell, LLC Address: 10 Pennyfield Avenue Unit 3B Bronx, NY 10465 Contact: Natasha Infante Email: ninfante@icleanexcell.com Phone: 718.829.4256	Year 1 Pricing	\$257,893.00	Add/deduct for 3'x10' Shelter \$307.01/unit per month Add/deduct for 5'x10' Shelter \$307.01/unit per month Add/deduct for 5'x15' Shelter \$307.01/unit per month Add/deduct for 7'x10' Shelter \$307.01/unit per month Add/deduct for 7'x15' Shelter \$307.01/unit per month	DBE __ MBE __ WBE __ SDVOB __
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				DBE __ MBE __ WBE __ SDVOB __
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Name: Forevergreen Address: 35 Boght Road Watervliet, NY 12189 Contact: Randy Littlejohn Email: forevergreen860@aol.com Phone: 518.728.4640	Year 1 Pricing	\$69,000.00	Add/deduct for 3'x10' Shelter \$82.14/unit per month Add/deduct for 5'x10' Shelter \$82.14/unit per month Add/deduct for 5'x15' Shelter \$82.14/unit per month Add/deduct for 7'x10' Shelter \$82.14/unit per month Add/deduct for 7'x15' Shelter \$82.14/unit per month	DBE __ MBE __ WBE __ SDVOB __
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				DBE __ MBE __ WBE __ SDVOB __
				DBE __ MBE __ WBE __ SDVOB __
				DBE __ MBE __ WBE __ SDVOB __
Name: Contractors N Address: 1903 High St Talahassee, FL Contact: Nicoliss Johnson Email: nicoliss_johnson62@yahoo.com Phone:	Year 1 Pricing	\$108,000.00	Add/deduct for 3'x10' Shelter \$9,000/unit per month Add/deduct for 5'x10' Shelter \$9,000/unit per month Add/deduct for 5'x15' Shelter \$9,000/unit per month Add/deduct for 7'x10' Shelter \$9,000/unit per month Add/deduct for 7'x15' Shelter \$9,000/unit per month	DBE __ MBE __ WBE __ SDVOB __
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I, Michael P. Collins Interim 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. 8 - 2025

Award Contract for Electrical Work in Bus Shelters

WHEREAS, the Capital District Transportation Authority (the “Authority”) and its subsidiaries operate a number of transportation facilities in the Capital District, and

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

WHEREAS, the Authority’s bus shelters include electrical components such as lighting, USB chargers, sidewalk snow melt systems and solar amenities, and these systems require repair and maintenance to keep them functional for customers, and

WHEREAS, an Invitation for Bids was issued for service, repair and installation work for electrical components in bus shelters and the lowest responsive and qualified bid was submitted by incumbent provider LaCorte Companies Inc. of Albany, NY, and

WHEREAS, Authority staff now recommends a five year electrical services contract be awarded to LaCorte Companies Inc. of Albany, NY in the amount of \$85,000 per year with a total contract value not to exceed \$425,000.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The Authority hereby awards a five year contract for electrical work in bus shelters to LaCorte Companies Inc. of Albany, NY, with a total contract value not to exceed \$425,000, subject to compliance with the terms and conditions of the proposal and the contract documents.
2. Authority Staff is hereby authorized to execute the necessary documents.
3. The source of funds will be from the appropriate operating budget.
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 February, 2025.

Dated: February 26, 2025

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Shelter Electrical
Committee: Performance Monitoring/Audit
Meeting Date: February 19, 2025

Objective of Purchase or Service:

To provide an “on call” electrical contractor for new shelter installations and on-call maintenance services for lighting, USB chargers, sidewalk snow melt systems and solar amenities, which all require power.

Summary of Staff Proposal:

An Invitation For Bid (IFB) was issued for electrical services at certain shelter locations. The scope provided for furnishing equipment, materials, and personnel to provide new installations when desired and on-call services for repair are needed. It also identified performance standards and protocol for damages.

In total, 16 vendors downloaded the IFB, and three bids were received. The low bidder is LaCorte Companies Inc., who is the incumbent. The Facilities department is very satisfied with the work performed by LaCorte during the previous contract.

Financial Summary/Cost:

The bid for the work is \$85,000/year for an estimated total over a five-year period of \$425,000. This work is assigned on an on-call basis and is budgeted in our operating budget.

Proposed Action:

I recommend awarding a contract for an electrical contractor at certain shelter locations to LaCorte Companies Inc. of Albany, NY for an amount not to exceed \$425,000.

Manager:

Jeremy Smith, Director of Facilities



Bid Summary



Contract Name: Electrical Contractor for Bus Shelters

Contract No: CDTA FAC 229-2000

Date/Time of Opening:

January 21, 2025 1:00pm

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MBE/SDVOB Status
Name: Harold R Clune, Inc. Address: 30 Prospect Street Ballston Spa, NY 12020 Contact: Brian Clune Email: brian@cluneelectric.com Phone: 518.885.6199	Cost to install shelter lighting w Nat Grid Connection \$22,000 x 10=\$220,000 Cost to install shelter lighting w solar panel connection-lrg shelter \$30,000 x 10=\$300,000 Cost to install shelter lighting w solar panel connection-sm shelter \$25,000 x 10=\$250,000 Total bid amount includes multiplier of 10=\$770,000 Hrly rate straight time \$125, Hrly rate overtime: \$190	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: DLC Electric, LLC Address: 479 State Route 40 Troy, NY 12182 Contact: Margaret Gioffi Email: rcioffi@dlelectric.net Phone: 518.326.8130	Cost to install shelter lighting w Nat Grid Connection \$24,000 x 10=\$240,000 Cost to install shelter lighting w solar panel connection-lrg shelter \$8,000 x 10=\$80,000 Cost to install shelter lighting w solar panel connection-sm shelter \$7,000 x 10=\$70,000 Total bid amount includes multiplier of 10=\$390,000 Hrly rate straight time \$250, Hrly rate overtime: \$310	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: LaCorte Companies, Inc. Address: 35 Maplewood Ave Albany, NY 12205 Contact: Eileen LaCorte Email: aparascardola@lacorte.com Phone: 518.286.6000	Cost to install shelter lighting w Nat Grid Connection \$3,500 x 10=\$35,000 Cost to install shelter lighting w solar panel connection-lrg shelter \$2,500 x 10=\$25,000 Cost to install shelter lighting w solar panel connection-sm shelter \$2,500 x 10=\$25,000 Total bid amount includes multiplier of 10=\$85,000 Hrly rate straight time \$123.50, Hrly rate overtime: \$160	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:		Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
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			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:		Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
I, Michael P Collins Interim 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. 9 - 2025

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 #D041596, 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 FIVE HUNDRED EIGHTY-NINE THOUSAND SEVEN HUNDRED SIXTY dollars (\$589,760) 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 February, 2025.

Dated: February 26, 2025

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority Agenda Action Sheet

Subject: Resolution to Accept State Funding
Committee: Performance Monitoring/Audit
Meeting Date: February 19, 2025

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 \$589,760.

Summary of Staff Proposal:

CDTA was awarded the 2023 Transportation Alternatives Program (TAP) funding for Transit Access, Pedestrian, and Intersection Improvements in the City of Amsterdam. The TAP funds 80% of this grant with CDTA responsible for the 20% local match in the amount of \$147,440. The total project cost is \$737,200.

Financial Summary and Source of Funds:

NYSDOT Contract D041596 will fund a total of \$589,760

Proposed Action:

I recommend that we provide a Board resolution to NYSDOT to execute an agreement to accept \$589,760 in funding.

Manager:

Melissa Shanley, Grants Manager

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

RESOLUTION No. 10 - 2025

Authorizing New Fare Structure for Warren County

WHEREAS, the Capital District Transportation Authority (the “Authority”) is empowered by Public Authorities Law Section 1307 to levy and collect fares for transportation services, and

WHEREAS, in 2024, the Authority added Warren County to its transportation service area, requiring changes to integrate the preexisting fare structure into the Authority’s fare structure, and

WHEREAS, a public hearing was held on January 30, 2025, along with an opportunity for written comments, in order to seek public input regarding the proposed new fare structure, and

WHEREAS, a report of public comment has now been provided to the Board of Directors, and the Board of Directors now desires to authorize the implementation of the new Warren County fare structure.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Authority hereby adopts the Warren County fare structure, as attached hereto.
2. The effective date for implementation has yet to be determined.
3. Authority staff is hereby authorized to take all reasonable and necessary action to implement the new Warren County fare structure.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, hereby 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 February, 2025.

Dated: February 26, 2025

Georgeanna M. Nugent, Secretary

Memorandum

February 20, 2025

To: Strategic and Operational Planning Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approval of Fare Structure 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 integrate that fare structure into that of the rest of our system. Last month the Board approved our outreach plan, which included conducting a fare hearing and online/in-person surveys.

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 Title VI program states: “A report of all public comments received will be provided to the Board of Directors. Recommended changes in the proposal as a result of public comment may also be presented. Following completion of this process, the Board of Directors may authorize the implementation of the changes or may direct other action. Final public notice of major changes in service or any changes in the fare structure will be given...”

Summary of Feedback

CDTA received three comments through the survey, one online, and six at the hearing. Some comments were unrelated to the fare change. One comment supported fares matching across the entire service area. Two expressed concerns about impacts of a fare increase to the poor. One expressed concern that CDTA did not conduct effective outreach. One expressed gratitude for the work CDTA is doing to improve service. Two expressed interest in a community advisory committee to formalize engagement between CDTA and the public. One was concerned that customers will struggle with the new half fare and FAME approvals process.

Proposed Fare Structure

The recommended fare structure remains unchanged from last month, and is as follows:

	Former GGFT	CDTA
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	n/a
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

We do not recommend any adjustments to the plan based on public engagement. However, the engagement reaffirms the need for assistance programs like half fare to be rolled out effectively and equal to that of the rest of the CDTA system. We plan to establish several milestone dates to accommodate exchanging legacy media, discontinuing the sale of legacy media, accepting legacy media, and transitioning half-fare customers. We will also conduct the appropriate outreach, training, and customer education campaigns to facilitate this process.

I am *recommending* approval to integrate the former GGFT fare structure into CDTA's existing Navigator fare structure. The new structure will go into effect on April 1, 2025.



Memorandum

February 26, 2025

To: Chairman of the Board
Board Members

From: Interim Chief Executive Officer

Subject: CEO Report for February

Overview

We are in the home stretch of our fiscal year and have spent the past few weeks telling our story to elected officials, their staff members, and many of our partners. We have been focusing on our partnerships that continue to drive ridership and relevance throughout the region. Our relationships are built on trust and reliability, and it allows CDTA to connect people and places with economic opportunities. CDTA is a vital part of the regional economic engine that drives the Capital Region.

The Governor's Executive Budget Request calls for a 3.4% increase in state operating assistance for upstate transit systems. Although we are pleased the suggested increase is above last year's enacted budget, we will continue to advocate for an additional increase to support our expanding service network.

We participated in Transit Awareness Day at the Capitol on February 4, 2025, where most systems from across the state came together to advocate for more funding and support from our legislators. This was the busiest day at the Capitol in over five years. As part of NYPTA, we are advocating for a 15% increase in state operating funds for upstate transit. As you may recall, the upstate funding mechanisms for STOA are much different than those for downstate properties. This year, NYPTA is asking the state to establish a motor vehicle registration fee that will help fund the increase we are asking for. There seems to be some interest among legislators, but more work is needed.

We held a public hearing on January 30, 2025, at the Crandall Public Library to get input from the Glens Falls Community on the next stage of our Warren County merger that happened last January. We started the program with an overview of all the positive changes we made over the past year. About a dozen people commented on aligning the fare structure with the rest of the CDTA system. Although there were some negative comments about the fare change, there were encouraging comments from customers and elected officials about how well the service is operating.

Performance Measures

Key Performance measurements were reviewed at the committee meetings. Revenue and expense data is compared to budget, while other data compares to January 2024 to January 2025. Overall, January revenues were down mostly due to lower-than-expected mortgage tax receipts and a dip in customer revenue. January is typically a difficult month, in part due to cold weather and more weekday workdays than most months.

Total expenses were 1.8% over budget, with several expense categories exceeding budget. The wage line was over budget due to the quarterly bonus, along with two extra workdays and two holidays driving up this line. On a positive note, professional services were significantly under budget because of timing issues and lower than anticipated spending.

Our monthly performance report remains strong. On-time performance for both fixed route and STAR improved this month.

Revenue:

- Total operating revenue was slightly under budget.
- MRT receipts were \$1,172,000, 17% under budget.
- Customer revenue was \$1.6 million, 11% under budget.
- Advertising revenue was \$150,000, 1.5% over budget.

Expenses:

- Total expenses were 1.8% over budget.
- Salaries and wages were 9.8% over budget.
- Workers Compensation payments were 42% under budget.
- Purchased Transportation was 5% over budget.

Ridership Statistics:

- Total ridership was 1.4 million; 2.3% more than last January.
- STAR ridership was 30,299; 5% more than last January.
- FLEX ridership was 11,729; 11% more than last January.
- NX ridership was 7,011; 10% more than last January.

Maintenance/Transportation Statistics:

- We missed .14% of all trips.
- There were 46 accidents with 26 categorized as preventable.
- Scheduled maintenance work was at 80%.

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 January 30, 2025, I attended the Albany Business Review's State of the Region at Rivers Casino & Resort. The Center of Economic Growth and the Empire State Development were the presenters. They were very positive about the region's opportunities in 2025 and mentioned that we were one of only two regions growing in New York State. Jonathan Scherzer, Jaime Kazlo and Emily DeVito attended as well.
- On Thursday, January 30, 2025, I attended the Public Hearing on realigning the Glens Falls fare structure with the rest of the CDTA system. Jonathan gave a presentation to lead off the hearing. Several CDTA staff attended in support.

- On Monday, February 3, 2025, I met with the Delegate General of Quebec. They were part of the Transport and Energy sector from Quebec and were in interested zero emission opportunities. Jaime Kazlo also attended.
- On Monday, February 3, 2025, I attended my first NYPTA board meeting to discuss advocacy strategies for the upcoming fiscal year. Jaime Kazlo also attended.
- On Tuesday, February 4, 2025, I attended Transit Awareness Day at the Capitol with NYPTA representatives. We met with several elected officials and staff members to advocate for increased STOA funding. Jaime Kazlo also attended.
- On Monday, February 10, 2025, I met with 10 new bus operators who started training to begin their careers. A very professional group of employees who are excited to join CDTA.
- On Tuesday, February 11, 2025, I met with Tim Minahan and Lucas Ruglis from JP Morgan Chase to discuss future financing opportunities with their bank. Patricia Cooper joined me.
- On Friday, February 14, 2025, I held the first Authority Staff meeting in quite some time. We discussed several projects and programs that staff are working on. It was an overflow house in the board room with several staff online. Valentine's Day donuts were provided by our Communications Department.
- On Tuesday, February 18, 2025, Chris Desany, Amanda Avery, and I met with several officials from the State Comptroller's Office for an opening conference for an audit they will perform on our Navigator App.
- On Thursday, February 20, 2025, I joined an APTA webinar on the Impacts of Executive Actions on Public Transportation. There were over 100 Executive Actions as of this date, with more information to follow.
- On Friday, February 21, 2025, I joined the Capital Region Transportation Council as CDTA's new representative. The committee consists of Albany Mayor Kathy Sheehan, Schenectady Mayor Gary McCarthy, Tom Werner from DOT, and Sandy Misiewicz of CRTA.
- On Monday, February 24, 2025, Lisa Marrello and I met with the new Assemblymember Gabriella Romero of Albany. We discussed how CDTA is an integral part of economic development; we then spoke about our budget and the need for increased state operating assistance to maintain and increase service opportunities.
- On Monday, February 24, 2025, Lisa Marrello and I met with Assemblymember John McDonald to talk about the NYPTA ask for additional state operating assistance.
- On Monday, February 24, 2025, Lisa Marrello and I met with Assemblymember Carrie Woerner and talked about the need for increased state operating assistance. We also talked about the development of a new bus route to connect Glens Falls to Saratoga

County that we are planning this fall. She thanked us for our commitment to provide a senior shopping bus in Mechanicville and for a bus shelter in Fort Edward.

- On Tuesday, February 25, 2025, I sent a letter inviting the new FTA Administrator, Marcus Molinaro to visit CDTA and show how our innovative agenda connects people to jobs that drive the region's economic engine of opportunity.

CDTA Provides Mobility Solutions that Connect the Region's Communities