

Board of Directors Monthly Meeting

Friday, December 12, 2025 | 8:30am 700 Patroon Creek Blvd. Albany, NY 12206

CDTA BOARD OF DIRECTORS MEETING AGENDA

Friday, December 12, 2025 | 8:30am | 700 Patroon Creek Blvd.

Board Item Call to Order	Responsibility Jayme Lahut	Page
Approve Minutes from Tuesday, November 25, 2025	Jayme Lahut	3
Consent Agenda Items • Resolution 51 - FY2027 Preliminary Budget	Patricia Cooper	9
Board Member Comments	All	

Upcoming Meetings

January 28, 2026, at 12:00 PM via Microsoft Teams and at 110 Watervliet Ave.

Adjourn Jayme Lahut

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

(And its Subsidiaries)

110 Watervliet Avenue, Albany, New York and Microsoft Teams

MINUTES OF TUESDAY, NOVEMBER 25, 2025, BOARD MEETING

MEMBERS PRESENT

Jayme B. Lahut, Chair Michael J. Criscione, Vice-Chair Denise A. Figueroa, Treasurer Jaclyn L. Falotico, Secretary Peter D. Wohl Patrick M. Lance Jackie McDonough

MEMBERS PRESENT REMOTELY

Georgeanna M. Nugent

MEMBERS NOT PRESENT

David M. Stackrow

OTHERS PRESENT

Frank Annicaro, CEO

Amanda Avery, General Counsel

Chris Desany, COO

Jonathan Scherzer, Director of Business Dev. Emily DeVito, Communications Manager Jeremy Smith, Director of Facilities Stacy Sansky, Director of Procurement Thomas Guggisberg, Director of IT

Jaime Kazlo, Chief of Staff

Michael Williams, Director of Planning Kelli Schreivogl, Sr. Director of HR Sarah Matrose, Internal Audit Jeanette Stumbaugh, Comptroller Dave Williams, Director of Maintenance Keosha Miles, Executive Assistant Gary Guy, Director of Transportation

Patricia Cooper, CFO

Richard Cordero, Director of Service Quality Elide Oyanedel, Communications Coordinator Jack Grogan, Director of Safety and Training

Lance Zarcone, VP of Operations

<u>CALL TO ORDER</u> - At 12:02 PM, Board Chair, Jayme B. Lahut, called the meeting to order and noted a quorum was present.

APPROVAL OF THE OCTOBER 29, 2025, BOARD MEETING MINUTES

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

RECOGNITIONS

Frank Annicaro and Board Chair, Jayme B. Lahut, presented the following awards and members offered their congratulations:

20 Years – Keith Levans, Albany Operator

25 Years – Jefferson Young, Troy Operator

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Jayme B. Lahut.

Committee met on Wednesday, November 12, 2025, at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- We previewed the agendas for November committee meetings and November Board meeting.
- Jaime Kazlo briefed us on planning for the Board Retreat slated for Friday, December 12 at the Broadview Federal Credit Union facility located at 700 Patroon Creek. Thanks to Peter Wohl for assisting us with reserving their auditorium for this Board Retreat.

• Next meeting of the Committee will be on Wednesday, January 14, 2026, at 9:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

 $\underline{PERFORMANCE\ MONITORING\ COMMITTEE}\ -\ Report\ from\ Denise\ Figueroa$

Performance Monitoring Committee met on Wednesday, November 19, 2025, at 12:03 PM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Item

Resolution 50-2025 – Approve State Funding

- The New York State Department of Transportation requires a CDTA Board resolution prior to being reimbursed for expenses incurred as part of this agreement, which is a 10% New York State match for federal grants.
- This serves to match federal 5307 and 5339 funds. This covers funding toward vehicle lifts, preventive maintenance, shelters, safety barriers, vehicle maintenance software, video mirrors, and IT replacements.
- The Authority hereby approves a resolution for NYS DOT to execute an agreement to accept \$2,920,741 in funding.

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

Administrative Discussion Items

Risk Management & Workers' Compensation Quarterly Report: Amanda Avery

- CDTA is self-insured for most liability exposures up to \$2 million. These claims include bodily injury, property damage, and certain other claims including no-fault.
- Deducted losses are up slightly—just over \$1.4M; Market value of risk management account: \$3.6M; Workers comp account: \$11.5M.
- We are working to reduce certain claim types, and a high-level data analysis is underway.
- The balances of the Risk Management and Workers' Compensation Self-Insurance Accounts are adequate to meet the anticipated needs of CDTA and its subsidiaries at the present time.

Monthly Management Report

- Patricia Cooper provided the Monthly Management Report for October.
- MRT revenue is 33% over budget, and 25% over YTD.
- Fares are near budget for October, 5% under budget YTD
- Miscellaneous income spiked due to the sale of a parcel at the Uncle Sam Garage in Troy Facilities income is over budget 5.7% for the month and 6.9% YTD.
- On the expense side, wages were under budget 3.72% for October and 5.61% YTD.
- Other benefits are 17.8% above budget in October; YTD only 3.8% over.
- Purchased transportation was slightly over budget in October (7.5%) but remains 8.1% over budget for the year. Other Benefits are over budget 17.8% in October but are only 3.8% over budget YTD.

• We have a Year-to-date surplus of \$3M. Overall, we are in a satisfactory budget position.

Monthly Non-Financial (performance) Report

- Gary Guy provided the non-financial report for October.
- Fixed route ridership increased by 0.3% higher YTD than the prior fiscal year, reflecting modest growth in overall system usage.
- On-time performance is up 6% YTD, and is attributed to service rebalancing, rescheduling, and continuous monitoring.
- Slight uptick in both preventable and non-preventable accidents, some related to ongoing property construction
- STAR paratransit services saw 36,000 STAR rides, 2,000 rides higher than any prior month.
- There was a decrease in "OTP" due to late trips up.
- Predictive analysis underway to better forecast spikes (focusing on known peak months).
- Feedback volume up 32.5% Year over year.
- Issues are predominantly about operator conduct and reliability on fixed route service.
- Most complaints about bus lines are the 1, 355, 905, 100, and 370.
- Additional supervision, monitoring, and Tech Valley ambassador program to be utilized for targeted improvement.
- Next meeting of the Committee will be on Wednesday, January 21, 2026, at 12:00 PM via Microsoft Teams and at 110 Watervliet Ave.

<u>COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE</u> - Report from Patrick Lance. Community and Stakeholder Relations Committee met on Thursday, November 20, 2025, at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

Staff provided reports on internal town hall meetings and our latest waves of Customer Survey results and the monthly Earned Media and Community Engagement report.

- Jonathan Scherzer provided results from Wave 5 and 6 of the customer satisfaction surveys conducted by TransPro for both fixed route and paratransit service from October 2025.
- TransPro surveyed 451 fixed route bus customers over a six-day period in October. Overall, 75% of those surveyed are satisfied with CDTA's bus service. They are most satisfied with on board security, how safely buses are operated and operator helpfulness and courtesy. They are least satisfied with bus shelter cleanliness, personal security at bus stops, access to information about unexpected delays and access to information about planned service changes.

- TransPro surveyed 436 paratransit customers over an eight-day period in October. Overall, 94% of those surveyed are satisfied with CDTA's paratransit service. They are most satisfied with securement of mobility devices and the amount they pay for STAR service. They are least satisfied with travel time, on time performance and availability of service on desired date and time.
- Moving forward, CDTA will continue to focus on shelter cleanliness, safety and security as well
 as enhancing communication and marketing strategies to keep customers aware of new ways to
 report issues at shelters.
- Jaime Kazlo gave the earned media and community engagement report. Over the last month we sent three press releases, resulting in 12 stories across multiple media channels. We promoted our November service changes, new Flex service in Saratoga and Veterans Day service.
- Our social media channels have seen an uptick of followers across all platforms. Top posts include new Flex service coming to Saratoga and the announcement of this year's Pink Bus Pull winners. Congratulations to the Albany Fire Department for keeping their championship title!
- We held several internal events for employees including our inaugural Trunk or Treat and annual Veterans Luncheon. Our Schenectady Division hosted a fundraiser for the American Cancer Society to support our participation the Men Wear Pink campaign. We raised a record \$26,000 this year thanks to the generosity of our employees and community.
- We also participated in a number of community events over the last month including providing trolley service for Gold Star Families for the annual Albany Veterans Day parade and hosting an educational Flex service meeting in Saratoga.
- Looking ahead, we will prepare for the holiday season by unveiling a brand-new gingerbread house design and welcoming students from local schools to provide holiday music at the Joseph L. Bruno Rail Station in partnership with Questar III BOCES.
- Next meeting of the Committee will be on Thursday, January 22, 2026, at 11:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione The Strategic and Operational Planning Committee met on Thursday, November 20, 2025, at 12:02 PM via Microsoft Teams and at 110 Watervliet Avenue.

Administrative Discussion Items

- Emily DeVito gave an update on our strategic and operational planning process, which has a renewed focus on the values that guide our organization. Values are essential because they provide a shared purpose for our team, shape our culture, and guide decision-making.
- Currently, CDTA is known for designing and delivering reliable, customer-focused services. We prioritize respect, integrity, and innovation, and strive for financial stability and efficiency. Our leadership in regional mobility is evident, as we work to serve all riders and support our employees.

- Recognizing the need to refresh our values, the Leadership Academy, internal working groups, and a survey informed the development of new guiding principles. Common themes that emerged were respect, accountability, safety, and communication.
- As a result, CDTA has adopted the D.R.I.V.E.S. values: Dedication, Respect, Innovation, Versatility, Excellence, and Safety.
- The next steps include presenting these refreshed values at the upcoming Board retreat, developing strategies for rolling them out across the organization, and engaging employees to bring these values to life in their daily work.
- Emily Loughlin provided a capital projects planning update. It covered several important infrastructure projects underway across our service area. In Amsterdam, we are improving intersections and bus stops at Church and Kellogg Streets, with design work coordinated with the City and NYSDOT and funding from a TAP grant.
- In Montgomery County, we are finalizing designs for a safer bus turnaround at St. Mary's Memorial Campus, new crosswalks and stops at Route 5 Industrial Park, and upgrades to the Exit 26 and Exit 27 Park & Ride facilities, including expanded boarding areas and a bus-only lane.
- In Ballston Spa, we are enhancing three sites with new shelters, sidewalks, and crosswalks, working closely with the Village and National Grid.
- Additional improvements are planned for Old Loudon and Cobbee Roads in Colonie, focusing on safer access for student riders, and for Washington Avenue and North Allen Street in Albany, where sidewalk grading will improve accessibility.
 - Next meeting of the Committee will be on Thursday, January 22, 2026, at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER'S REPORT – Frank Annicaro

• The Chief Executive Officer provided his report for November 2025.

EXECUTIVE SESSION

Entered Executive Session: 12:35 PM Motion –Ms. McDonough Seconded – Mr. Wohl Carried Unanimously

• An update on an internal investigation.

Exited Executive Session: 12:41 PM Motion – Mr. Criscione Seconded – Ms. Figueroa

Carried Unanimously

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - o Wednesday, January 28, 2026, at 12:00pm at 110 Watervliet Avenue.

<u>ADJOURNMENT</u> - 12:43 PM

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

Respectfully submitted,	
Denise Figueroa, Treasurer	

Dated: December 12, 2025

CAPITAL DISTRICT TRANSPORTATION AUTHORITY RESOLUTION NO. 51 - 2025

Approve the Preliminary Operating & Capital Budgets for FY2027

WHEREAS, the Capital District Transportation Authority (the "Authority") is required by Public Authorities law sections 1305-a and 1306 to prepare and file an annual budget; and

WHEREAS, the proposed preliminary Operating Budget for the Capital District Transportation Authority for fiscal year 2026-2027 provides for estimated revenue and assistance with projected expenses of \$148,285,437 and the Five-Year Capital Plan of \$257,936,579, that has been presented and reviewed (a copy of which is attached to this and made part of this resolution); and

WHEREAS, after review and discussion, the adoption of the proposed fiscal year 2026-2027 preliminary Operating Budget and Five-Year Capital Plan has been recommended by the CDTA Strategic and Operational Planning Committee;

NOW, THEREFORE, IT IS RESOLVED as follows:

- 1. The Authority hereby approves and adopts the preliminary Operating Budget and Five-Year Capital Plan for fiscal year 2026-2027 a copy of which is attached to and made part of this resolution.
- 2. This Resolution shall take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 12th day of December, 2025.

Dated: December 12, 2025	
	Denise Figueroa, Treasurer

Capital District Transportation Authority Agenda Action Sheet

Subject: Approve Preliminary Operating & Capital Budgets for FY2027

Committee: Strategic and Operational Planning Committee

Meeting Date: December 12, 2025

Objective of Purchase or Service:

We are required by the state to provide a preliminary operating budget and five-year capital plan by December 31, 2025. This is an early look with a good number of assumptions and estimates.

Summary of Staff Proposal:

The FY2027 budget development process has started, and this provides a first look and review for the board. The preliminary budget includes several revenue and expense estimates, and over the next few months there will be opportunities for detailed discussions as we work towards a final budget before April 1, 2026.

Because all of our COVID funding has been depleted, we will have revenue challenges. How we move through the coming year will establish our baseline for success moving forward. We are looking at some creative ways to bridge our gaps and have outlined potential options below.

Operating Budget

The preliminary operating budget is projected to be \$148 million, a \$1.3 million or 0.9% increase over the current fiscal year. The largest increase comes from purchased transportation. Purchased transportation is projected to be an additional \$1 million as STAR ridership continues to grow. This has been a difficult line item to project, and the way we contract and manage purchased transportation is being evaluated.

We propose keeping the wage line flat. The realignments and efficiencies we implemented in FY26 will offset the 3% contract raise in June 2027. Other Benefits will increase due to additional weekly ATU pension contributions. The cost savings and efficiency gains realized in FY26 can be seen in the reduction of our professional services, workers' compensation, and miscellaneous expenses lines.

For now, we are making modest changes to our revenue lines, including Mortgage Recording Tax (MRT), customer revenue and rail station revenue. The federal assistance line is \$8.3 million less than last year because we have exhausted the last of our COVID funds. Our grant revenue line will show a \$1.3 million reduction, as our federal operating grant for the Purple Line BRT is now depleted.

In order to balance this preliminary budget, we are assuming a 17.5% STOA increase from what we received last year. This equals a 13.1% increase from our FY26 operating budget which included an assumption of a 9% STOA increase which in actuality was 4.88% upon the passing of the NYS Budget. This is aggressive and very optimistic. The Governor's Executive Budget should be released in mid-January 2025 which will give us a better indication on what to expect next year.

Capital Plan

The attached five-year capital plan is focused on the first year and we prioritize funding accordingly. The following four years are mostly unfunded as we look for available funding opportunities. The plan provides a general summary of our projects.

The FY2027 plan is \$61.2 million with several grants providing most of the funding for next year. The plan includes recurring procurements such as STAR vehicles, Flex vehicles and trolleys. Our new LOW/NO grant award will fund 20 hybrid buses as part of our bus replacement program along with new Enterprise Asset Management (EAM), fluid management, and depot management systems. Our NYSDOT Zero-Emission Transit Transition Program (ZETT) award will fund the advancement of our West Facility Design and an Alternative Fuel Vehicle Pilot. The capital plan also includes funding for the street amenities program (shelters), and continued funding for facility maintenance and repairs.

Beyond the first year, as we move forward with the design of our West Facility, we will continue to look for construction grants to update the new facility. Another infrastructure need is the replacement of our financial and human resources software platforms.

Summary

We continue to review options to balance the budget. Our realignment and efficiency work have allowed us to present a preliminary operating budget with less than a 1% increase, which puts us in a good position to advocate for additional state operating assistance. We will continue to work with our lobbyist and the New York Public Transit Association to encourage increased state funding to balance our operating budget. Our success in securing the FTA LOW/NO grant and NYSDOT ZETT funding allow us the opportunity to continue our fleet replacement and other capital items.

Financial Summary/Cost:

We project the FY2027 operating budget to be \$148,285,437 and the five-year capital plan to be \$257,936,579

Proposed Action:

I recommend that the preliminary FY2027 operating budget of \$148,285,437 and five-year capital plan of \$257,936,579 be approved to meet our New York State statutory requirement.

Manager:

Patricia Cooper, Chief Financial Officer

Capital District Transportation Authority FY2027 Operating Budget Draft December 12, 2025

		Budget to		
Revenue	FY2026	Budget	FY2027	% change
ltem	Budget	Change	Budget	
Mortgage Tax	\$12,650,000	\$1,000,000	\$13,650,000	7.9%
Customer Revenue	\$21,717,699	\$0	\$21,717,699	0.0%
Advertising	\$1,825,000	\$50,000	\$1,875,000	2.7%
Facilities Income	\$4,036,924	\$201,846	\$4,238,770	5.0%
Other	\$269,500	\$100,000	\$369,500	37.1%
Federal Assistance	\$30,655,923	(\$8,256,500)	\$22,399,423	-26.9%
State Operating Assistance	\$71,913,186	\$9,401,458	\$81,314,644	13.1%
County Assistance	\$1,917,001	\$78,399	\$1,995,400	4.1%
Grants	\$2,045,000	(\$1,320,000)	\$725,000	-64.5%
Total Revenue	\$147,030,233	\$1,255,203	\$148,285,436	0.9%
		Budget to		
Expense	FY2026	Budget	FY2027	% change
ltem	Budget	Change	Budget	
Wages	\$71,723,080	\$0	\$71,723,080	0.0%
Payroll Taxes	\$5,199,923	\$0	\$5,199,923	0.0%
Health Benefits	\$14,342,278	\$0 \$0	\$14,342,278	0.0%
Workers' Compensation	\$2,736,718	(\$273,672)	\$2,463,046	-10.0%
Other Benefits	\$5,512,485	\$150,000	\$5,662,485	2.7%
Professional Services	\$5,950,400	(\$773,552)	\$5,176,848	-13.0%
Materials and Supplies	\$2,201,050	\$0	\$2,201,050	0.0%
Miscellaneous	\$1,297,868	(\$129,787)	\$1,168,081	-10.0%
Maintenance Services	\$5,448,725	\$544,873	\$5,993,598	10.0%
Purchased Transportation	\$13,476,000	\$1,078,080	\$14,554,080	8.0%
Utilities	\$1,444,500	\$0	\$1,444,500	0.0%
Fuel	\$8,036,966	\$0	\$8,036,966	0.0%
Parts Tires Oil	\$7,703,000	\$385,150	\$8,088,150	5.0%
General Insurance	\$1,482,240	\$74,112	\$1,556,352	5.0%
Claims	\$475,000	\$200,000	\$675,000	42.1%
Total Expenses	\$147,030,233	\$1,255,204	\$148,285,437	0.9%
Surplus/(Deficit)	\$0	\$0	\$0	

Capital District Transportation Authority FY2027 Capital Plan December 12, 2025

Will not be part

December 12, 2025						of the document			
Project Name	Purpose	Туре	2027	2028	2029	2030	2031	Total	FY27 Funding
Street Amenities (Shelter Program)	State of Good Repair	Facilities	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000	5307
Facilities Maintenance and Engineering	State of Good Repair	Facilities	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000	
Buildings State of Good Repair	State of Good Repair	Facilities	\$500,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,700,000	
Mobility Hubs	System Improvement	Facilities	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000	
RRS Enhancements	State of Good Repair	Facilities	\$600,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000	
West Facility Purchase	System Improvement	Facilities	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$0	\$6,000,000	ATC/MEP
West Facility Design	System Improvement	Facilities	\$7,500,000	\$0	\$0	\$0	\$0	\$7,500,000	Zett
West Facility Construction	System Improvement	Facilities	\$0	\$25,000,000	\$50,000,000	\$25,000,000	\$0	\$100,000,000	
Glens Falls Capital Investments	System Improvement	Facilities/IT	\$500,000	\$400,000	\$0	\$0	\$0	\$900,000	
Information Technology	Normal Replacement	IT	\$400,000	\$600,000	\$600,000	\$600,000	\$600,000	\$2,800,000	
MMIS Replacement	Normal Replacement	IT	\$5,000,000	\$0	\$0	\$0	\$0	\$5,000,000	LowNo
FMIS/HCM Replacement	Normal Replacement	IT	\$0	\$8,000,000	\$0	\$0	\$0	\$8,000,000	
IMI Mobility Capital Project	System Improvement	IT	\$400,000	\$0	\$0	\$0	\$0	\$400,000	IMI NYS
Mid-Sized Infrastructure	System Improvement	Planning	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000	
Red Line Upgrade	System Improvement	Planning	\$6,110,239	\$0	\$0	\$0	\$0	\$6,110,239	Set aside
Fluid Management System	System Improvement	Maintenance	\$970,000	\$200,000	\$0	\$0	\$0	\$1,170,000	LowNo \$750
Vehicle Predictive Maintenance Software	System Improvement	Maintenance	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	LowNo \$1k
Bus Operator Barriers	System Improvement	Maintenance	\$200,000	\$0	\$0	\$0	\$0	\$200,000	
Fleet Financing 2022	Normal Replacement	Rolling Stock	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$7,775,000	5339
Bus Replacement Program - Rolling Stock	Normal Replacement	Rolling Stock	\$27,561,340	\$14,400,000	\$13,800,000	\$16,050,000	\$14,400,000	\$86,211,340	LowNo
NX Commuter Bus Replacement	Normal Replacement	Rolling Stock	\$0	\$1,200,000	\$0	\$1,200,000	\$0	\$2,400,000	
Flex Vehicles	System Improvement	Rolling Stock	\$400,000	\$400,000	\$500,000	\$200,000	\$200,000	\$1,700,000	
STAR Buses	Normal Replacement	Rolling Stock	\$1,200,000	\$600,000	\$300,000	\$600,000	\$600,000	\$3,300,000	5339
Non-Revenue Vehicles	Normal Replacement	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000	5339
Trolleys	Normal Replacement	Rolling Stock	\$430,000	\$430,000	\$0	\$230,000	\$230,000	\$1,320,000	GF5307 old
Engine Overhaul	State of Good Repair	Rolling Stock	\$300,000	\$0	\$300,000	\$0	\$300,000	\$900,000	
Cycle! bike	Normal Replacement	Rolling Stock	\$250,000	\$100,000	\$250,000	\$100,000	\$0	\$700,000	
Alternate Fuel Vehicle Pilot	System Improvement	Rolling Stock	\$3,800,000	\$0	\$0	\$0	\$0	\$3,800,000	Zett
Total Expense			\$61,626,579	\$56,435,000	\$70,855,000	\$49,085,000	\$19,935,000	\$257,936,579	