

BOARD OF DIRECTORS MEETING

MONDAY SEPTEMBER 23, 2019 3:30 P.M.



BOARD OF DIRECTORS MEETING

AGENDA

MONDAY SEPTEMBER 23, 2019 3:30 P.M.

Fort Worth Central Station
Downtown Fort Worth
1001 Jones Street, 2nd Floor Community Room
Fort Worth, Texas 76102

A. CALL TO ORDER – Scott Mahaffey

B. PLEDGE OF ALLEGIANCE

C. CITIZEN COMMENTS

D. COMMITTEE REPORTS

- **ACCESS Committee Meeting – September 4, 2019 – Tito Rodriguez**
- **Regional Transportation Council – September 12, 2019 – Scott Mahaffey**
- **Commuter Rail Committee Working Session – September 16, 2019 – Nick Genua**
- **Planning/Operations/Marketing Committee Working Session– September 16, 2019 – Ray Taylor**
- **Finance & Audit Committee Working Session – September 16, 2019 – Jon Michael Franks**

E. ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

F. CONSENT AGENDA

1. **BA2019-80 TEXRail Improvement Projects – Design Services**
2. **BA2019-81 Vanpool Services**
3. **BA2019-82 Approval of Interlocal Agreement with the Texas General Land Office for the Purchase of Natural Gas**
4. **BA2019-83 Approval of FY2020 Operating and Capital Budgets**
5. **BA2019-84 Expansion of Telephone Service**

G. PRESIDENT’S REPORT – Bob Baulsir

1. **R2019-06 Resolution of Appreciation of Service of Scott Mahaffey**

H. CHAIR’S REPORT – Scott Mahaffey



I. OTHER BUSINESS

J. EXECUTIVE SESSION

The Board of Directors may convene in Executive Session under the Texas Open Meetings Act for the consultation with its Attorney pursuant to Section 551.071; deliberation regarding real property pursuant to Section 551.072; deliberation regarding prospective gift pursuant to Section 551.073; deliberation regarding personnel matters pursuant to Section 551.074; deliberation regarding security devices pursuant to Section 551.076 and/or deliberations regarding economic development negotiations pursuant to Section 551.087.

K. RECONVENE

L. VOTE ON ACTION TAKEN ON MATTERS DELIBERATED IN EXECUTIVE SESSION

M. ADJOURN

**NEXT MEETING WILL BE HELD ON OCTOBER 28, 2019 AT 3:30 PM AT THE FORT WORTH
CENTRAL STATION, 2ND FLOOR COMMUNITY ROOM**

This facility is wheelchair accessible.
For accommodations for hearing or sight interpretive services, please contact Kelli Shields 48 hours in advance at 817.215.8972.



CONSENT AGENDA ITEMS



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-80

Meeting Date: September 23, 2019

Item Title: TEXRail Improvement Projects – Design Services

BACKGROUND

In August 2016, Archer Western/Herzog JV (AWH) was awarded the contract for TEXRail Construction Services to build the Guideway and Stations for the TEXRail project. TEXRail began revenue operations on January 10, 2019.

Since revenue operations began there have been some minor improvement projects that have been identified along the corridor needing to be addressed. These projects were not included in the TEXRail design documents or AWH's construction contract.

This Board Action request would authorize Trinity Metro's President/Chief Executive Officer to issue Task Order Number 7 to Simon Engineering and Consulting, Inc., as the Engineer for preparation of final plans, specifications and estimates (PS&E) and related documents, for the construction of four miscellaneous TEXRail improvement projects.

This work includes site utility investigations, preparation of final construction plans, specifications and cost estimates.

The TEXRAIL Projects include:

Project 1 – Final Design of a new 60-inch pipe that will be bored under the existing TEXRail Mainline near Baylor Parkway in Grapevine.

Project 2 - Final design of approximately 25 linear feet of new 12-inch concrete pipe and concrete riprap within a ditch adjacent to the TEXRail Mainline, and approximately 20 linear feet of new 3'x3' concrete box culvert to connect to an existing box culvert crossing the TEXRail Mainline between Main Street and Walker Branch in North Richland Hills.

Project 3 - Final design of approximately 300 linear feet of Hike and Bike Trail replacement and adjacent slope stabilization near SH 114 in Grapevine.

Project 4 - Final design for approximately 450 linear feet of slope stabilization and drainage channel improvements. This project will include the review of the Brumlow Channel Hydraulic Report and written recommendations for improving its capacity.

PROCUREMENT

Simon Engineering & Consulting, Inc., is one of the Indefinite Delivery Indefinite Quantity (IDIQ) firms approved by the Board of June 25, 2018 (BA 2018-50) to provide this type of engineering services. A Task Order number 7 will be issued to Simon Engineering & Consulting, Inc., to provide the design services.

FINANCE

Funding for the design services will be funded from TEXRail Program Contingency.

RECOMMENDATION

The Commuter Rail Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to issue Task Order Number 7, with Simon Engineering & Consulting Inc., (Contract No. 18-016F) in the amount of \$55,944.00 and a 10% contingency for a total not to exceed amount of \$61,539.00 for design services for the TEXRail Improvement Projects.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-81
Item Title: Vanpool Services

Meeting Date: September 23, 2019

BACKGROUND

The Trinity Metro's Employer Relations implemented the vanpool program in 1974 with six (6) city-owned vans. In 1984, a third-party provider for the vehicles, insurance, and maintenance was selected. Currently there are 76 vanpools on the road.

REQUEST FOR PROPOSAL (RFP)

In accordance with the Trinity Metro Procurement Policy, Request for Proposals (RFP 19-T030) for Vanpool Services was issued and advertised on Trinity Metro's website. The RFP was issued to establish a contract for a firm to provide vanpool services, including the vans, maintenance, and insurance. Proposal responses were received from two firms, Enterprise Holdings, LLC and Airport Van Rental (AVR).

The proposal documents were evaluated by an evaluation committee consisting of Trinity Metro staff with Kathy Bridwell, Director Contracts & Procurement, served as an ex-officio member. The proposal documents were evaluated based on: 1) Qualifications of Firm, 2) Qualifications of Staff, 3) Work Plan, and 4) Fees.

Based on established criteria, Enterprise Holdings, LLC was selected as the firm that offers the best value to Trinity Metro.

FINANCING

The estimated annual cost for the first year of the contract is \$1,255,500. Funds are available in Trinity Metro's FY2020 proposed Operating Budget to finance the first year of this contract. Funding for the second through fifth year of the contract will be included in the appropriate year's budget. It is anticipated that the number of vanpools will increase by ten percent each year from years two through five.

PROCUREMENT

Trinity Metro's Procurement Department has followed procurement policy with the Request for Proposal and is in compliance with all applicable Federal, State, and Trinity Metro procurement requirements.

DBE UTILIZATION

The DBE goal for this solicitation is 5%. There are, however, limited subcontracting opportunities for this solicitation due to the nature of the service (vanpool services). Enterprise Holdings, LLC, however, has committed to use a DBE firm to provide graphic design and related types of services.

Item Number: BA2019-81
Item Title: Vanpool Services

Meeting Date: September 23, 2019
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RECOMMENDATION

The Planning, Operations, and Marketing Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to enter into a contract with Enterprise Holdings, LLC for vanpool services at an estimated cost of \$7,700,000 for a five-year contract.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-82

Meeting Date: September 23, 2019

Item Title: Approval of Interlocal Agreement with the Texas General Land Office for the Purchase of Natural Gas

BACKGROUND:

Trinity Metro uses natural gas to fuel its bus fleet. Under the contract that began December 1, 2018, and expires on September 30, 2019, Trinity Metro obtains CNG from the Texas General Land Office (GLO).

INTERLOCAL AGREEMENT:

An Interlocal Agreement (ILA) with another governmental entity does not require a competitive bid. It does require Board of Directors approval. The recommended option is to extend the ILA on a month-to-month basis until a new one-year agreement can be negotiated on conditions acceptable to both parties. It is anticipated that any extension for a one-year term would begin by January 1, 2020 and ending December 31, 2020. It may be extended for up to four one-year terms if the new terms and conditions are acceptable to both parties. The GLO ILA includes a fixed and variable component. We will obtain a fixed price for approximately 90% of our expected usage and pay the monthly spot price for the remaining 10%. The price of the natural gas is derived as follows:

- For the fixed portion of the contract, the commodity price is expected to be the 12 month NYMEX strip contract price;
- The variable portion of the price will be at the Houston Ship Channel price plus approximately 7.5% per MMBtu;
- A GLO contract maintenance fee of approximately \$0.03 per MMBtu; and
- A transportation fee of approximately \$0.60 per MMBtu plus \$2,500 per month.

Supplier provided price hedges may be periodically utilized for some or all of the CNG requirement.

Pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code, Trinity Metro and the Texas General Land Office, both being governmental entities, may exercise jointly the power to contract with one another to provide governmental service.

DBE UTILIZATION:

This contract does not have an opportunity for DBE participation since it is an Interlocal Agreement with a State Agency for the purchase of natural gas (a commodity).

FINANCING

Funds are available in Trinity Metro's FY2020 Operating Budget to finance the cost of this contract. Funds for future contract years will be included in the proposed budgets for those years.

Item Number: BA2019-82
Item Title: Approval of Interlocal Agreement with the
Texas General Land Office for the Purchase
of Natural Gas

Meeting Date: September 23, 2019
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RECOMMENDATION

The Finance & Audit Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to enter into an ILA with an initial term of January 1, 2020 through December 31, 2020 with the Texas General Land Office for the purchase of natural gas as described above.

Disposition by Board of Directors

Secretary Approval:

DATE



BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-83

Meeting Date: September 23, 2019

Item Title: Approval of FY2020 Operating and Capital Budgets

OPERATING AND CAPITAL BUDGETS

The preliminary FY2020 Operating and Capital Budgets were presented at the Finance & Audit Committee Meeting held on August 19, 2019. During the meeting, the budgets were discussed in detail and reviewed to ensure compliance with the policy guidance of the Board. Preliminary approval of the budgets was given at the August 26, 2019 Board meeting (BA2019-76), and the budgets were made available to member city mayors and city councils, as is our policy. As of September 6, 2019, we have received no comments from our member cities.

RECOMMENDATION

The Finance and Audit Committee recommends that Trinity Metro's Board of Directors adopt the attached FY2020 Operating and Capital Budgets.

Disposition by Board of Directors

Secretary Approval:

DATE



Trinity Metro
Fiscal 2020 Operating Budget
(\$000's)

	FY2020 Budget
Operating Revenue	
Fixed Route	\$ 6,078
Para-transit	1,106
TRE	1,929
TEX Rail	891
Total Operating Revenue	<u>10,005</u>
Other Revenue	
Sales Tax	83,566
Investment	2,460
Advertising	500
Operating Grants	13,052
Capital Grants	46,067
Contributions from Grapevine	10,550
Contributions from Partners	3,601
Miscellaneous	548
Rental Income	748
Total Other Revenue	<u>161,092</u>
Total Revenue	<u>171,097</u>
Operating Expense	
Salary and Benefits	46,410
Services	49,506
Fuels and Lubricants	2,327
Tires and Tubes	438
Maintenance Materials	2,443
Supplies and Materials	425
Utilities	1,641
Insurance	5,435
Taxes and Fees	3
Interest Expense	4,164
Miscellaneous	1,062
Total Operating Expense	<u>113,854</u>
Other non-operating expense	<u>71</u>
Total Expenses	<u>113,925</u>
Net Available for Capital Expenditures and Reserves	<u>\$ 57,172</u>
Non-Cash Depreciation	<u>\$ 45,619</u>

**Trinity Metro
Fiscal 2020 Capital Budget**

(\$000's)

Project Name	Total Budget	Federal Share	Federal Funding %	Contributions	Local Share	Cumulative Expenditures Projected through 09/30/2019	FY20 Projected Expenditures	Trinity Metro's Share	Partner Cont	Federal Funding
FY19 Projects Carried Over										
Bus/Facilities Maint										
Electric Buses / Dash	\$ 6,517	\$ 4,600	71%	\$0	\$ 1,917	\$ 3,904	\$ 2,613	\$ 769	\$0	\$ 1,844
FY19 Bus Replacement (10)	5,494	4,670	85%	0	824	0	5,494	824	0	4,670
Grove Street Design and Renovations	6,500	2,987	46%	0	3,513	234	6,266	3,386	0	2,880
Parking Lot Lights	590	396	67%	0	194	12	514	169	0	345
Underground Fuel Tanks Replacement	200	0	0%	0	200	38	162	162	0	0
Warehouse AC Unit	177	0	0%	0	177	0	177	177	0	0
Mezzanine for Building Maintenance	150	0	0%	0	150	0	150	150	0	0
Building Rebranding	150	0	0%	0	150	59	91	91	0	0
Re-Key All Buildings	90	0	0%	0	90	0	90	90	0	0
Wellness Center Paint and Floor	29	0	0%	0	29	0	29	29	0	0
Trinity Railway Express										
TRE Trinity River Bridget Design & Const	34,200	0	0%	0	34,200	16,671	13,000	13,000	0	0
Positive Train Control	11,150	0	0%	0	11,150	10,441	709	709	0	0
Trinity Lakes Station	8,500	4,500	53%	1,000	3,000	300	8,200	2,859	1,000	4,341
TRE Grade Crossings	800	640	80%	0	160	0	800	160	0	640
TRE Station Security Video Enhancement	365	292	80%	0	73	0	365	73	0	292
Other										
Enterprise Resource Planning Replacement	9,000	0	0%	0	9,000	8,500	500	500	0	0
Automated Fare Collection System	5,137	0	0%	0	5,137	3,685	1,451	1,451	0	0
Intelligent Transportation System	3,900	0	0%	0	3,900	0	2,500	2,500	0	0
Fleet-wide Passenger Information System	2,714	966	36%	0	1,748	2,459	255	164	0	91
Trinity Metro Mobile App	2,500	0	0%	500	2,000	90	2,410	1,910	500	0
Security Camera System on Fleet	1,337	1,069	80%	0	267	623	714	143	0	571
Point of Sale System	800	640	80%	0	160	600	200	40	0	160
Security Projects - Access Control Software	446	356	80%	0	89	0	0	0	0	0
IT Equipment Replacement - FY18-FY21	334	0	0%	0	334	162	83	83	0	0
FY19 Non-Revenue Vehicle Purchase	330	264	80%	0	66	0	330	66	0	264
Bus Stop Manager / Trapeze	116	93	80%	0	23	0	116	23	0	93
Downtown Shelter Lighting	72	58	80%	0	14	0	72	14	0	58
HRP Training and Conference Room Furniture	40	0	0%	0	40	0	40	40	0	0
Recording System	33	0	0%	0	33	24	9	9	0	0
Industrial Shelving System Analysis	30	0	0%	0	30	0	30	30	0	0
Security Projects - ELERTS	25	20	80%	0	5	0	25	5	0	20
Total FY19 Projects Carried-Over to FY20	101,724	21,551	21%	1,500	78,673	47,802	47,395	29,627	1,500	16,268

**Trinity Metro
Fiscal 2020 Capital Budget**

(\$000's)

Project Name	Total Budget	Federal Share	Federal Funding %	Contributions	Local Share	Cumulative Expenditures Projected through 09/30/2019	FY20 Projected Expenditures	Trinity Metro's Share	Partner Cont	Federal Funding
Page 1 Subtotal	101,724	21,551	21%	1,500	78,673	47,802	47,395	29,627	1,500	16,268
FY20 New Projects										
Bus/Facilities Maint										
FY20 Bus Replacement (24)	13,997	10,000	71%	0	3,997	0	13,997	3,997	0	10,000
FY20 Paratransit Vehicle Replacement (7)	1,330	1,131	85%	0	200	0	1,330	200	0	1,131
FY20 Concrete Repair	215	0	0%	0	215	0	215	215	0	0
Replace HVAC Rooftop Units	169	0	0%	0	169	0	169	169	0	0
Replace Roof at 130 E. 4th Street	325	0	0%	0	325	0	325	325	0	0
FY20 Facilities Capital Maintenance	50	0	0%	0	50	0	50	50	0	0
Fencing at Fort Worth Central Station	178	0	0%	0	178	0	178	178	0	0
Trinity Railway Express										
TRE Double Tracking	29,500	14,750	50%	0	14,750	0	14,750	7,375	0	7,375
FY20 TRE Capital Maintenance	13,178	4,002	30%	0	9,176	0	13,178	9,176	0	4,002
TRE Ticket Vending Machine Replacements	544	0	0%	0	544	0	544	544	0	0
Other										
ADA Accessible Bus Stops	400	320	80%	0	80	0	400	80	0	320
Passenger Enhancement - Shelters	361	289	80%	0	72	0	361	72	0	289
Trapeze OPS-Web	199	0	0%	0	199	0	199	199	0	0
Trapeze DriverMate CAD/AVL	177	0	0%	0	177	0	177	177	0	0
Train Platform Validators	154	0	0%	0	154	0	154	154	0	0
FY20 Miscellaneous Equipment	193	0	0%	0	193	0	193	193	0	0
NEXTBUS Modem Upgrade - 4G	100	0	0%	0	100	0	100	100	0	0
Facilities Shelter Truck	55	44	80%	0	11	0	55	11	0	44
Battery Room Renovations	28	0	0%	0	28	0	28	28	0	0
Treadmills	25	0	0%	0	25	0	25	25	0	0
Replace T&P Carts, Tables, and Chairs	18	0	0%	0	18	0	18	18	0	0
Total New FY20 Projects	61,195	30,536	50%	0	30,659	0	46,445	23,284	0	23,161
TEXRail	1,034,412	531,110	51%	123,830	379,472	941,370	12,928	6,290	0	6,638
Grand Total All Projects	\$ 1,197,331	\$ 583,198	49%	\$ 125,330	\$ 488,804	\$ 989,172	\$ 106,768	\$ 59,201	\$ 1,500	\$ 46,067

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2019-84

Meeting Date: September 23, 2019

Item Title: Expansion of Telephone Service

BACKGROUND

Trinity Metro requires multiple Primary Rate Interface (PRI) lines to provide telephone service to its facilities located on Cherry Street, Jones Street, East Lancaster Avenue and most recently the Mahaffey Maintenance Facility (MMF) for TEXRail. These PRI lines provide primary service, as well as, backup service in the event of a line break in the primary connection. As Trinity Metro adds backup service to the MMF, the amount of funding required for the three-year term will surpass \$50,000.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, Trinity Metro is requesting the modification of Contact No. 18-034 with TPX Communications to add backup PRI service which will be located at the Fort Worth Central Station. The modification will add 23 months to the existing PRI service agreement, establish a 36-month agreement for the new backup MMF telephone PRI service and establish a total estimated amount of \$103,287. This will align both the current contract term and new PRI service contract term and establish an expiration of November 2022 for all services.

FINANCING

Funding for the telephone service is included in the current and proposed FY2020 IT Operating Budget.

RECOMMENDATION

The Finance & Audit Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to modify existing Contract No.18-034 with TPX Communications to extend service terms through November 2022, add backup PRI service for the MMF and increase the contract by \$58,259 for a total estimated amount of \$103,287.

Disposition by Board of Directors

Secretary Approval:

DATE



