

# **BOARD OF DIRECTORS MEETING**

MONDAY OCTOBER 28, 2019 3:30 P.M.





# **BOARD OF DIRECTORS MEETING**

## **AGENDA**

**MONDAY OCTOBER 28, 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**

**B. PLEDGE OF ALLEGIANCE**

**C. CITIZEN COMMENTS**

**D. ADMINISTER OATH OF OFFICE – Reena Ryall**

**E. REPORT OF NOMINATING COMMITTEE – Teresa Ayala**

**F. ELECTION OF OFFICERS FOR FY2020 – Albon Head**

**G. COMMITTEE REPORTS**

- **Regional Transportation Council – October 10, 2019 – Jon Michael Franks**
- **Commuter Rail Committee Working Session – October 21, 2019 – Nick Genua**
- **Planning/Operations/Marketing Committee Working Session– October 21, 2019 – Ray Taylor**
- **Finance & Audit Committee Working Session – October 21, 2019 – Jeff King**

**H. ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA**

**I. CONSENT AGENDA**

- 1. BA2020-01 Continued Program Management Services for TEXRail**
- 2. BA2020-02 TEXRail Station Signage Project**
- 3. BA2020-03 TEXRail Safety Fencing Construction**
- 4. BA2020-04 Additional Funding for Oncor Relocations at Dallas/Fort Worth International Airport (DFW)**
- 5. BA2020-05 Trinity Lakes Station Final Design – Additional Services**
- 6. BA2020-06 Security Services Contract 17-T010**
- 7. BA2020-07 FY2020 Key Performance Indicators**
- 8. BA2020-08 Investment Policy and Resolution**



9. BA2020-09 Delegated Bank and Investment Authorization
10. BA2020-10 Approved Brokers and Dealers List
11. BA2020-11 Purchase of Health Care Benefits
12. BA2020-12 Purchase of ACCESS Cutaway Vehicles
13. BA2020-13 Purchase of Transit Bus and Van Batteries

J. PRESIDENT'S REPORT

K. CHAIR'S REPORT

L. OTHER BUSINESS

M. 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.

N. RECONVENE

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

P. ADJOURN

**NEXT MEETING WILL BE HELD ON NOVEMBER 18, 2019 AT 3:30 PM AT THE FORT WORTH  
CENTRAL STATION, 2<sup>ND</sup> 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:** BA2020-01  
**Item Title:** Continued Program Management Services  
for TEXRail

**Meeting Date:** October 28, 2019

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### **BACKGROUND**

The TEXRail Program Management Consultant CH2M (PMC) provided program management services for the TEXRail project. Although the original contract ended on September 30, 2019, Trinity Metro will need to continue utilizing the TEXRail individuals/firms that were part of the PMC team providing oversight for these required contracts through 2020. Jacobs Engineering Group Inc. has now acquired CH2M, and Jacobs Engineering Group Inc. is one of the selected firms for the Indefinite Delivery / Indefinite Quantity (IDIQ) contract. Trinity Metro seeks to issue a task order under the IDIQ contract based on Cost plus a Fixed Fee to retain the services of the following firms from the PMC Team.

- Rail Vehicle Support Services through March 31, 2020 – Jacobs Engineering Group Inc.
- Positive Train Control (PTC) System Integrator through December 31, 2020 – JGA Railway Operations Services
- Project Management Controls through December 31, 2019– Solis Group & Bowman Engineering Services

### **PROCUREMENT**

In June 2018, Trinity Metro’s Board of Directors approved contracts with six (6) IDIQ consultants to provide professional engineering services including planning, design, and construction management services to Trinity Metro.

Jacobs Engineering Group Inc. is being recommended to be awarded Task Order Number 4 to provide program management support for TEXRail in the following dollar amounts:

- Rail Vehicle Support Services - \$179,914.61
- Positive Train Control (PTC) System Integrator - \$581,233.19
- Project Management Controls - \$156,224.92

### **FINANCING**

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

**Item Number:** BA2020-01  
**Item Title:** Continued Program Management Services  
for TEXRail

**Meeting Date:** October 28, 2019  
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**DBE UTILIZATION**

Jacobs' sub-consultants, The Solis Group and Bowman Engineering & Consulting, Inc. are DBE firms and will provide 15.58% of the work.

**RECOMMENDATION**

The Commuter Rail Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to issue Task Order Number 4, with Jacobs Engineering Group Inc., in the amount of \$917,372.72 for program management services for the TEXRail Project.

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2020-02  
Item Title: TEXRail Station Signage Project

Meeting Date: October 28, 2019

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### BACKGROUND

TEXRail currently has shared operations with Trinity Railway Express (TRE) at both Fort Worth Central Station and the Fort Worth Texas & Pacific (T&P) Station. While new signage was planned with the TEXRail construction, the signage did not address existing signage at these two stations. Trinity Metro would like to enhance the existing station signage at these two stations to better guide customers in the purchase of tickets to ride Trinity Metro TEXRail, where to board TEXRail and where to find customer service and other amenities. The project includes the manufacturing and installation of new signs, modification of existing signage, and removal of existing sign face, applying new graphics film on existing signs and painting, along with the new customer facing signage planned at the two existing shared stations with TRE. With increased customer traffic using the existing stations and with new customers traveling through the stations, it is necessary for Trinity Metro to update existing signage at both Fort Worth Central Station and Fort Worth T&P Station as well as provide additional track designation signage at the six other stations.

### PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, Invitation for Bid (IFB 19-T045) for TEXRail Signage Project, was issued on September 9, 2019. The IFB was issued to establish a contract for a firm to complete the construction work within 120 days following the Notice to Proceed.

Only one firm responded to the IFB and complied with the bid requirements. Bid responses were received from:

<b>CONTRACTOR</b>	<b>BID AMOUNT</b>
Cockrell Enovation	\$275,410.00

Cockrell Enovation submitted a responsive, responsible, and complete bid.

Since only one bid was received, Trinity Metro's Procurement Department completed a cost analysis and documented the reasonableness of the cost. Trinity Metro's Procurement Department has followed the procurement policy with the Invitation for Bid and is in compliance with all applicable Federal, State, and the Trinity Metro procurement requirements.

### FINANCING

Funding for the TEXRail Station Signage Project will be funded from the TEXRail Program Contingency.





**DBE UTILIZATION**

Cockrell Enovation has committed, and has adequately documented its good faith efforts to meet the DBE goal of 5%.

**RECOMMENDATION**

The Commuter Rail Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to execute a contract with Cockrell Enovation in the amount of \$275,410.00 and a 15% contingency for a total amount not to exceed \$316,721.50 for the manufacturing and installation services for the TEXRail Station Signage Project.

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Disposition by Board of Directors

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Secretary Approval:

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DATE



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2020-03

Meeting Date: October 28, 2019

Item Title: TEXRail Safety Fencing Construction

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### **BACKGROUND**

The TEXRail system currently has a hike and bike trail that runs parallel to the alignment beginning in North Richland Hills and ending in Grapevine. In addition to the existing trail system there are several instances where residential fences along the TEXRail right-of-way have gates providing direct access to the corridor. Trinity Metro desires to install safety fencing along the TEXRail tracks to provide a physical separation between the tracks and the existing hike and bike trails, deter potential trespass locations or close gaps in the existing right-of-way fencing.

### **PROCUREMENT**

In accordance with Trinity Metro's Procurement Policy, Invitation for Bid (IFB 19-T043) for TEXRail Safety Fencing Project, was issued on July 29, 2019. The IFB was issued to establish a contract for a firm to complete the construction work within 180 days following the Notice to Proceed.

Eight firms responded to the IFB and complied with the bid requirements. Bid responses were received from:

<b>CONTRACTOR</b>	<b>BID AMOUNT</b>
Anchor Group, Inc.	\$3,330,221.73
Archer Western Construction, LLC	\$4,658,602.00
Buzz Services, LLC	\$2,740,198.86
Construction Rent-A-Fence	\$3,584,062.00
Llano River Fence Company	\$2,317,581.94
North Rock Construction, LLC	\$4,018,176.10
Robinson Fence	\$2,208,389.00
Scott Tucker Construction Company	\$2,190,661.71

Scott Tucker Construction Company submitted the lowest responsive, responsible, and complete bid.

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



**FINANCING**

Funding for the fencing construction will be funded from TEXRail Program Contingency.

**DBE UTILIZATION**

Scott Tucker Construction Company has committed and has adequately documented its good faith efforts to meet the DBE goal of 15%.

**RECOMMENDATION**

The Commuter Rail Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to execute a contract with Scott Tucker Construction Company in the amount of \$2,190,661.71 and a 15% contingency for a total amount not to exceed \$2,519,261 for construction services for the TEXRail Safety Fencing Project.

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Disposition by Board of Directors

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Secretary Approval:

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DATE



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2020-04

Meeting Date: October 28, 2019

Item Title: Additional Funding for Oncor Relocations at  
Dallas/Fort Worth International Airport (DFW)

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### BACKGROUND

In November 2014, Notice to Proceed (NTP) was issued to Parsons/TranSystems Joint Venture (P-TS) for final design of TEXRail.

Discussions with Oncor were held during the design phase to relocate Oncor utilities along the TEXRail alignment.

On May 18, 2016, a preliminary cost estimate was submitted to Trinity Metro from Oncor for adjustments/relocations of facilities in Segment 4 (DFW Airport) with an estimated cost of \$621,606.00.

On June 27, 2016, Trinity Metro Board of Directors authorized the President/CEO to execute an Agreement for Adjustment of Utility with Oncor Electric Delivery Company for adjustments/relocations of their facilities in Segment 4 (DFW Airport) in an amount of \$621,606.00 and a 20% contingency (\$124,321.20) to cover any unforeseen circumstances, for an amount not to exceed \$745,927.20.

Design work by Oncor continued to refine the design and estimates prior to construction beginning in 2017. This additional design work resulted in estimated costs of \$737,928.36 when relocation agreements for the three projects were executed in February of 2017.

Construction work proceeded in Segment 4, including excavation for the depressed section of the track near the DFW Airport Radar site (ASR-9). On November 16, 2017, Oncor provided Trinity Metro notice of increased costs for the portion of the relocations adjacent to the Radar site. The reason for increased costs were for additional manholes and underground line that were not identified and included in the original plans. The resulting increase in Oncor's estimate at that time was \$120,204.00. This increased the estimated cost of work to \$858,132.36.

During 2018, Oncor had verbal discussions with contractor personnel and Trinity Metro representatives regarding various changes to work needed along the Southbound Service Road near the North Remote Parking. A specific estimate was not provided, although both Oncor and Trinity Metro acknowledged that costs would need to be increased to accommodate the additional Oncor labor and contract costs. Oncor added additional contractors in order to complete the relocations which helped with completion of the TEXRail construction work in late 2018.

The agreement with Oncor provides for payment of actual costs. The actual invoiced work totals \$1,294,400.45.

**Item Number:** BA2020-04  
**Item Title:** Additional Funding for Oncor Relocations at Dallas/Fort Worth International Airport (DFW)

**Meeting Date:** October 28, 2019  
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**PROCUREMENT**

This contract is a sole source procurement with Oncor. The Director of Contracts and Procurement has made a determination that there is only one source for the required adjustment/relocation in accordance with Trinity Metro’s Procurement Policy. The Contract type is a Cost Reimbursable Contract through which Trinity Metro will pay Oncor actual costs for the adjustments/relocations. The Contract does not include any profit or fee.

**FINANCING**

Funding for the Oncor utility relocations 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 increase the funds for Oncor Electric Delivery Company agreement in an amount of \$556,500.00 for a new total amount of \$1,294,500.00.

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**



# **BOARD OF DIRECTORS**

## **ACTION ITEM**

**Item Number:** BA2020-05

**Meeting Date:** October 28, 2019

**Item Title:** Trinity Lakes Station Final Design –  
Additional Services

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### **BACKGROUND**

On June 25, 2018 Trinity Metro's Board of Directors approved a task order for Hayden Consultants to provide planning services for Trinity Railway Express (TRE) Trinity Lakes Station. The planning services, which included the preparation of the environmental documents and preliminary design have been completed.

On April 15, 2019, Trinity Metro's Board of Directors approved a task order to TranSystems Corporation for the Final Design Phase for TRE Trinity Lakes Station, which is on schedule to be completed in December 2019.

The original Task Order Number 4 issued to TranSystems Corporation neglected to include railroad signaling system design. In addition to omitting the signal design portion in final design services, several discrepancies surfaced with the Preliminary Engineering Documents that need to be rectified with the advanced development of the final design documents. The changes included major alignment revisions to resolve conflicts with IH-820 existing bridge columns and will address TRE's staff comments for maintaining the ability to operate at 79 mph. The alignment revisions led to greater than anticipated level of effort for the drainage design, utility coordination, and crash wall design for the existing IH-820 bridge columns.

The additional scope and level of effort requires a supplemental task order to cover the additional design costs and keep the final design effort on schedule to be completed by December 2019. The Trinity Lakes Station is scheduled to be operational by December 2020.

### **PROCUREMENT**

In April 2019, Trinity Metro's Board of Directors approved a task order to TranSystems Corporation for the Final Design Phase for Trinity Lakes Station. TranSystems Corporation submitted a request for additional design services for the final design of the Trinity Lakes Station for the reasons outlined above.

### **FINANCING**

Funding for Trinity Lakes Station is included in Trinity Metro's FY2020 Capital Budget.

**Item Number:** BA2020-05  
**Item Title:** Trinity Lakes Station Final Design –  
Additional Services

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**RECOMMENDATION**

The Commuter Rail Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to issue a Task Order Number 4-2 to TranSystems Corporation in the amount of \$325,746.00 for additional design services for the final design of Trinity Lakes Station.

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2020-06

Meeting Date: October 28, 2019

Item Title: Security Services Contract 17-T010

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### **BACKGROUND**

In April 2017, under BA2017-57, Trinity Metro entered into an agreement with Allied Universal Services, under contract #17-T010, to provide physical security protection of Trinity Metro’s passengers and transportation assets. Included in these services are 24-hour site security at the Fort Worth Central and Texas & Pacific (T&P) Stations; weekday security vehicle patrols of the TEXRail park-and-ride stations, as well as Trinity Railway Express’s (TRE) Centreport, Bell, and Richland Hills Stations; and off-duty police officers providing security protection on board the TEXRail & TRE rail systems.

As Trinity Metro has expanded its transit services to include ZIPZONE, TEXRail thirty-minute commuter service, and the DASH, the need for increased security measures is significant towards improving the safety culture for passengers and transportation assets. The Allied Universal Services contract can provide for such increased security measures through personnel and ‘smart’ technological systems and robotics enhancements by:

- A. Dedicating 140 hours per week physical security presence to Central Station bus & rail platforms.
- B. Providing 40 hours per week on-site and mobile Supervision, to manage daily administrative functions, scheduling, and monitoring to ensure efficient coverage by personnel and resources.
- C. Deployment of various ‘Smart’ video surveillance & interactive security technologies and robotics to the Fort Worth Central, T&P, and East Fort Worth Transfer Stations to monitor activity and engage customers through ‘real time’ & automated voice command.

### **FINANCING**

Allied Universal Services completed a review to address the additional security measures and enhancements associated with Trinity Metro’s increased assets, and provided a proposal for the services. Security staffing hours, structured within the existing contract, were identified for realignment as a measure of offsetting costs associated with the proposed enhancements. The additional equipment and staffing have been approved for the Fiscal Year 2020 Budget and would be included in the existing security services contract. All costs associated with the increased services would be allocated annually at pre-existing rates within the contract. The five-year security services agreement and modification is currently \$8,806,384. The additional annual costs to Security Services Contract 17-T010 for increased staffing of approximately 180 weekly service hours and deployment of video surveillance and interactive technology & enhancements would be:

FY 2020 -	\$245,509
FY 2021 -	\$247,278
Total -	\$492,787



**RECOMMENDATION**

The Commuter Rail Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to amend the contract with Allied Universal for additional security services and enhancements, for a cost of \$492,787. The total amended contract cost would be \$9,299,171 over the life of the contract.

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**



**Security Services Contract 17-T010**

\*All equipment & personnel provided by Allied Security Services. Deployment of surveillance and robotics video surveillance technologies will occur at the following locations:

<b>“Smart” Video Surveillance &amp; Robotics</b>	<b>Cost per Month</b>	<b>Cost per Year</b>
<b><u>Central Station:</u></b>		
K-5 Robot interactive mobile video surveillance cameras <b>(1)</b> – Main Lobby & Kiosk	\$7,600	\$91,200
SCOT 2.0 7-ft. Tower interactive video surveillance cameras <b>(1)</b> – Courtyard Trolley	\$2,184	\$26,208
ROSA wall mount interactive surveillance cameras <b>(1)</b> – South Pavilion	\$728	\$8,736
<b><u>T&amp;P Station:</u></b>		
ROSA wall mount interactive surveillance cameras <b>(3)</b> – Ballroom & tunnel concourse	\$2,184	\$26,208
<b><u>East Transfer Center:</u></b>		
SCOT 2.0 7-ft. Tower interactive video surveillance cameras <b>(1)</b> – Center Island	\$2,188	\$26,208
ROSA wall mount interactive surveillance cameras <b>(1)</b> – identified nuisance bus shelter (transportable)	\$728	\$8,736
<b>Physical Security Staffing</b>	<b>Cost per Month</b>	<b>Cost per Year</b>
Central Station Bus & Rail Platform – permanent security presence 140-hours per week	\$13,917	\$167,003
Site Supervision – schedule and monitor duties of security and police personnel, 40-hours per week	\$5,006	\$60,071
TRE Friday & Saturday 12-hour security coverage	\$1,193	\$14,315

# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2020-07

Meeting Date: October 28, 2019

Item Title: FY2020 Key Performance Indicators

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### **BACKGROUND**

Trinity Metro's Fiscal Year 2020 Key Performance Indicators establish goals for Trinity Metro's bus and paratransit operations.

In prior fiscal years, on-time performance for Fixed Route services allowed a ten-minute variance from scheduled stop time. In an effort to provide more customer focused service, Trinity Metro's management team is recommending a two-minute reduction for the on-time performance window, creating a more reliable service to the customers. This will allow for an eight-minute variance from scheduled stop times.

Our recommended FY2020 KPI's are as follows:

	FY2018	FY2019	FY2020
Fixed Route Miles per Road Call	9,000	10,000	10,200
Fixed Route Collisions per 100k miles <1000/MED/tow	1.75	1.35	0 .40
Fixed Route Collisions/Events per 100k miles	1.75	1.35	1.22
Fixed Route On-Time Performance	93%	93%	88%
ACCESS Miles per Road Call	12,000	12,000	12,000
ACCESS Collisions per 100k miles <1000/MED/tow	0.95	0.50	0 .15
ACCESS Collisions/Events per 100k miles	.95	0.50	0.45
ACCESS On-Time Performance	85%	88%	88%

### **RECOMMENDATION**

The Planning, Operations, and Marketing Committee recommends Trinity Metro's Board of Directors adopt the following proposed Key Performance Indicators for Fiscal Year 2020.

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Disposition by Board of Directors

Secretary Approval: \_\_\_\_\_

DATE \_\_\_\_\_



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2020-08

Meeting Date: October 28, 2019

Item Title: Investment Policy and Resolution

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### **BACKGROUND**

The Fort Worth Transportation Authority's (Trinity Metro) investment policy provides the framework and guidelines within which Trinity Metro investment activities are conducted. Legal authority regulating the investment of funds received by Trinity Metro is covered in Section 452.102 of the Texas Transportation Code and in the Texas Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Act"). The Act provides that "The governing body of an investing entity shall review its investment policy and investment strategies not less than annually." The Act also requires that this review be evidenced by rule, order, ordinance or resolution.

As noted above, the main purpose of this Committee Action Item and accompanying resolution is to provide the legal authority to manage Trinity Metro's investment activities. Beyond that, the policy specifically addresses the following:

- Policy objectives and strategies
- The responsibilities of the Board of Directors and the Investment Officers
- Authorized investments
- Qualified institutions and brokers
- Collateralization and safekeeping
- Diversification and maturity
- Standard of care
- General investment practices

The investment policy requires that the Investment Officers attend 10 hours of investment training every two years, and Trinity Metro's investment officer is currently in compliance with this provision.

### **PROPOSED AMENDMENTS TO THE INVESTMENT POLICY**

Trinity Metro's investment policy is in compliance with the Act. A new finance position defined as Assistant Treasurer who operates under the general supervision of the Chief Financial Officer/Vice President of Finance has been added as a responsible person for administration of Trinity Metro's comprehensive cash management and investment policy.

### **RECOMMENDATION**

The Finance and Audit Committee recommends that Trinity Metro's Board of Directors adopt the attached resolution and investment policy.

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#### Disposition by Board of Directors

Secretary Approval: \_\_\_\_\_

DATE \_\_\_\_\_



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2020-09

Meeting Date: October 28, 2019

Item Title: Delegated Bank and Investment Authorization

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### **BACKGROUND**

Trinity Metro's Investment Policy, adopted by the Board of Directors, states the Vice President of Finance / Chief Financial Officer (CFO), Controller, Assistant Treasurer, and Finance/Accounting Administrator, acting under the general supervision of the President / Chief Executive Officer (CEO), are responsible for administration of Trinity Metro's comprehensive cash management and investment program, and are designated as Trinity Metro's Investment Officers. As a function of those responsibilities, the following persons are hereby authorized to execute all contract and other agreements necessary to establish bank and investment accounts, with the express powers granted to enter into treasury management services agreements as necessary for account transactions, including but not limited to wire and ACH transfers:

Name	Title	Signature
Robert Baulsir	President/Chief Executive Officer	_____
Fred Crosley	Vice President/Chief Financial Officer	_____
Christopher Grenier	Controller	_____
Greg Dickey	Assistant Treasurer	_____
Dionelyn Herrin	Finance/Accounting Administrator	_____

Additionally, the Investment Policy allows the Vice President/Chief Financial Officer to delegate day-to-day administrative duties to other employees.

### **RECOMMENDATION**

The Finance & Audit Committee recommends that Trinity Metro's Board of Directors adopt the above Delegated Bank and Investment Authorization.

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### Disposition by Board of Directors

Secretary Approval: \_\_\_\_\_

DATE \_\_\_\_\_



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2020-10

Meeting Date: October 28, 2019

Item Title: Approved Brokers and Dealers List

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### BACKGROUND

The Texas Public Funds Investment Act and Fort Worth Transportation Authority (Trinity Metro) Investment Policy require the Board of Directors to review and adopt, at least annually, a list of qualified security broker/dealers that are authorized to engage in investment transactions with Trinity Metro.

A copy of the Trinity Metro Investment Policy will be distributed to the selected security broker/dealers. The following firms are proposed as the authorized security broker/dealers, upon acceptance by the Board of Directors:

FTN Financial  
Mutual Securities  
Multi-Bank Securities  
Ramirez & Company  
Raymond James  
Rice Financial  
Wells Fargo Securities

### RECOMMENDATION

The Finance and Audit Committee recommends that Trinity Metro's Board of Directors adopt the above list of broker/dealers as authorized security dealers or brokers authorized to engage in investment transactions with Trinity Metro.

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Disposition by Board of Directors

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Secretary Approval:

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DATE



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2020-11

Meeting Date: October 28, 2019

Item Title: Purchase of Health Care Benefits

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### **BACKGROUND**

As part of the complete compensation package to its employees, Trinity Metro provides health care benefits. Hays Companies of Texas contracts with Trinity Metro to provide employee benefits consulting and broker services. Hays assists Trinity Metro with analyzing and evaluating existing employee benefit programs, working with existing and future insurance companies to monitor and evaluate their performance, identify potential cost savings and administrative enhancement opportunities.

Trinity Metro currently has a partial self-insured medical plan to better manage health care benefit costs. The partially funded insurance structure includes additional insurance coverage to provide individual and aggregate stop loss coverage in order to limit Trinity Metro's maximum liability.

This action item will provide the award of contracts for the following benefit plans: medical, prescription, dental, vision, term life, supplemental life, short-term disability, long-term disability, employee assistance program, FMLA services, COBRA administration, flexible spending accounts, wellness portal.

### **FINANCING**

Funds are available in Trinity Metro's FY2020 Operating Budget.

### **PROCUREMENT**

A solicitation was administered by Hays Companies in collaboration with Trinity Metro's procurement department for the above mentioned employee benefit plans. Bids were compared for the lowest, compliant and responsive bids:

<b>BENEFIT</b>	<b>CARRIER</b>	<b>EMPLOYER COST</b>	<b>EMPLOYEE COST</b>
Medical	BCBS	\$4,779,794	\$1,506,085
Dental	MetLife	\$0	\$257,587
Vision	Davis Vision	\$0	\$39,295
Basic Life/AD&D	Cigna	\$49,095	\$0



Voluntary Life/AD&D	Cigna	\$0	\$104,917
Short-Term Disability Admin	Cigna	\$8,256	\$0
Voluntary Short-Term Disability	Cigna	\$0	\$15,696
Long-Term Disability	Cigna	\$108,794	\$0
Telehealth	MD Live	\$9,926	\$0
Employee Assistance Program	CuraLinc	\$9,064	\$0
FMLA Administration	Cigna	\$14,280	\$0
FSA and COBRA	TaxSaver	\$17,582	\$0
Long Term Care	Unum	\$6,940	\$0
Benefits Administration	BenefitsHUB	\$23,940	\$0
Medicare Program	Transitions	\$2,304	\$0
Wellness Program	HealthCheck 360	\$25,747	\$0
<b>TOTAL ANNUAL COST</b>		<b>\$5,055,722</b>	<b>\$1,923,580</b>

Changes from the current year plan include:

- Medical plan increased the in-network maximum out-of-pocket to match the limits under the Affordable Care Act. Individual limit for 2020 will be \$8,150 and family limit will be \$16,300.
- Employer medical premiums are decreasing and employee medical premiums are increasing due to the CBA agreement changing the split from 80/20 to 75/25.
- No changes to vendors, plans, rates or contributions for dental, vision, life or disability.





**Item Number:** BA2020-11  
**Item Title:** Purchase of Health Care Benefits

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- New Medicare program – Transitions. This is a Medicare concierge service that will review coverage for those that are Medicare eligible to see if it is a benefit for those employees to transition to Medicare or stay on the Employer Plan.
- HealthCheck 360 is the new wellness vendor replacing Vivarae.

**DBE UTILIZATION**

The DBE goal was not met as all the products will be provided from large insurance companies that are not DBE certified.

**RECOMMENDATION**

The Finance and Audit Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to enter into one-year contracts with the listed carriers for health care benefits.

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**Disposition by Board of Directors**

\_\_\_\_\_  
**Secretary Approval:**

\_\_\_\_\_  
**DATE**



# **BOARD OF DIRECTORS**

## **ACTION ITEM**

**Item Number:** BA2020-12

**Meeting Date:** October 28, 2019

**Item Title:** Purchase of ACCESS Cutaway Vehicles

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### **BACKGROUND**

As part of a quality asset management plan Trinity Metro's management team is recommending the acquisition of paratransit vehicles to replace vehicles beyond their recommended useful life. The Federal Transit Administration (FTA) guidelines on replacement are as follows; vehicles older than seven (7) years of age and or have been operated over two hundred thousand (200,000) miles can be removed from service and replaced with newer vehicles. Trinity Metro has seven (7) vehicles that have, or will meet their useful life requirements in FY2020. Replacement of these vehicles will ensure Trinity Metro's compliance with our Transit Asset Management plan and Federal Transit Administration guidelines.

A Request for Proposal (19-T036) was advertised locally on Trinity Metro's website for the initial purchase of seven (7) 30-foot paratransit cutaways in either High Floor or Low Floor configurations, including options to additionally purchase up to forty-five (45) 30-foot paratransit vehicles and related replacement equipment, tools and spare parts over a term of five (5) years.

The solicitation resulted in two (2) firms responding: Alliance Bus Group and Creative Bus Sales. The proposal documents received were evaluated against a matrix of requirements by an evaluation committee. The evaluations were based on Technical Specification Compliance, Experience and Competency of Contractor, Contractor Resource and Supply Support, Delivery Schedule and Cost. Creative Bus Sales was rated the highest score with their High Floor Starcraft Allstar vehicle based on the evaluation criteria.

### **Authorization and Cost History:**

The cost for the requested seven (7) 30-foot paratransit vehicles and related replacement equipment, tools and spare parts to be purchased is \$133,426.00 each, for a total cost of \$933,982.00.

### **FINANCING**

Funds are available in Trinity Metro's FY2020 Capital Budget to finance this project. Federal funding will be provided through Section 5307 funds.

### **PROCUREMENT**

Trinity Metro's Procurement Department has followed procurement policy with RFP 19-T036 and is in compliance with all applicable Federal, State, and Trinity Metro's procurement requirements.

### **DBE UTILIZATION**

Creative Bus Sales has complied with the requirements of 49 CFR Part 26.49, which is the Disadvantaged Business Enterprise (DBE) goal setting requirement for transit vehicle manufacturers. Transit vehicle manufacturers are required by the Federal Transit Administration (FTA) to establish and submit, for FTA approval, an annual overall DBE percentage goal.



**RECOMMENDATION**

The Finance & Audit Committee recommends that Trinity Metro's Board of Directors authorize the President/Chief Executive Officer to enter into a Contract Agreement with Creative Bus Sales for the purchase of seven (7) 30-foot paratransit vehicles and related replacement equipment, tools and spare parts for the total cost of \$933,982.00 with an additional contingency of 3% (\$28,019.00) for a total not-to-exceed cost of \$962,001.00.

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**



# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2020-13

Meeting Date: October 28, 2019

Item Title: Purchase of Transit Bus and Van Batteries

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### **BACKGROUND**

Trinity Metro’s Maintenance Department regularly uses maintenance-free batteries for all transit coaches, paratransit vans, staff vehicles and service trucks. The batteries have high usage due to extensive electrical demands on transit equipment. We have contracted for a two-year agreement with a service provider that has the capability to meet the demands for a quality product at a competitive price that ensures reliable service and availability.

### **REQUEST FOR PROPOSAL**

In accordance with Trinity Metro’s Procurement Policy an Invitation for Bid (IFB 19-T058) for Transit Bus and Van Batteries was issued and advertised on Trinity Metro’s website. The IFB was issued to establish a contract for a supplier to provide maintenance-free batteries as required for a contract period of two years.

Two firms responded to the solicitation and complied with the bid requirements.

Continental Battery submitted the lowest, responsive, responsible and complete bid.

Supplier	Total Cost (2 Years)
Continental Battery	\$103,550
Cummins Sales & Services	\$141,167.50

### **FINANCING**

The cost for a two-year contract is \$103,550.00. Funds are available in Trinity Metro’s FY2020 Operating Budget to finance the first term of this contract. Funds for the second year of the contract term will be included in the respective proposed Operating Budget.

### **PROCUREMENT**

Trinity Metro’s Procurement Department has followed procurement policy with the Invitation for Bid and is in compliance with all applicable Federal, State, and Trinity Metro’s procurement requirements.

**RECOMMENDATION**

The Finance & Audit Committee recommends that Trinity Metro’s Board of Directors authorize the President/Chief Executive Officer to enter into a two-year contract term with Continental Battery for the purchase of bus and van batteries for a total cost not-to-exceed \$103,550.00.

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**Disposition by Board of Directors**

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**Secretary Approval:**

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**DATE**

