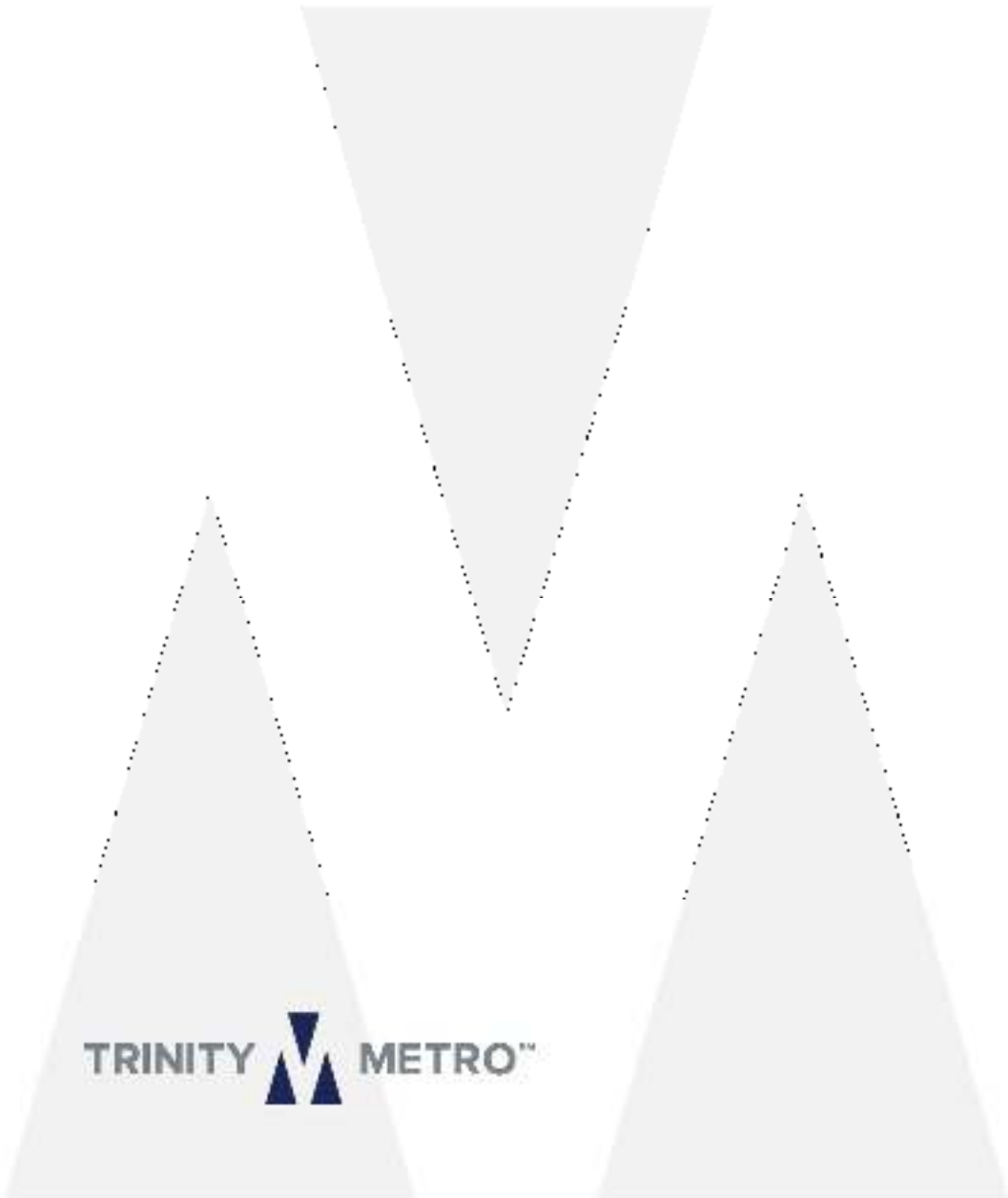


# COMMITTEE INFORMATION PACKET

AUGUST 24, 2020 2:15 PM



# COMMITTEE INFORMATION

## AGENDA

### (via Telephone Conference Call)

MONDAY, AUGUST 24, 2020 2:15 P.M.

#### Special Notice Regarding this Meeting:

Due to the COVID-19 (Coronavirus) pandemic, Tarrant County Public Health Recommendations issued on March 13, 2020, “strongly” recommended “organizers of events of any size in which people will be in close contact to cancel or postpone such events. [emphasis added]” In response to that and similar public-health directives issued on the national, state, and local levels, and in the interest of protecting the health of the public, as well as Trinity Metro employees, patrons, and Board members.

However, action items must be promptly considered and acted upon by the Trinity Metro Board of Directors and cannot be indefinitely postponed. Thus, due to the emergency and urgent public necessity occasioned by the COVID-19 (Coronavirus) pandemic which makes convening a quorum of the board in one location extremely difficult, imprudent, and contrary to public health advisories, the Trinity Metro Board will meet by telephone conference call in strict adherence with applicable law to permit open meetings to occur in a fully virtual setting such as by telephonic conference. The opportunity for access and participation by the public will be ensured.

The public is invited to participate in this telephone conference call meeting by dialing the following toll-free teleconference bridge number:

**Phone Number: 1-872-240-3311**

**Passcode: 729-841-277#**

Each part of the telephone conference call meeting required to be open to the public will be audible to all participants on the call and recorded, and two-way communication will be maintained throughout the entire meeting. Please note, there is not an opportunity or agenda for public comments in the committee meetings.

Any individual who wishes to speak must first identify himself or herself. To optimize audibility, all participants are urged to mute their phones unless and until speaking.

# COMMITTEE INFORMATION

## AGENDA

(via Telephone Conference Call)

MONDAY, AUGUST 24, 2020, 2:15 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. COMMUTER RAIL ACTION ITEM

1. CRC2020-19 TEXRail Operations and Maintenance General Management Change of Contract – Jon-Erik Arjanen
2. CRC2020-20 TEXRail Operations and Maintenance Contract Maintenance of Way Change – Jon-Erik Arjanen
3. CRC2020-21 Purchase of Exhaust After-Treatment (EAT) Systems – Jon-Erik Arjanen
4. CRC2020-22 Trinity Railway Express (TRE) Replacement of Automatic Train Announcement System – Jon-Erik Arjanen
5. CRC2020-23 TEXRail Miscellaneous Projects – Richey Thompson
6. CRC2020-24 TEXRail Stations Wayfinding Signage – Richey Thompson
7. CRC2020-25 Reimbursement Agreement with Union Pacific Railroad (UP) for Engineering Reviews and Legal Services Related to the TEXRail Extension – Richey Thompson
8. CRC2020-26 City of Fort Worth Sanitary Sewer Manhole Construction – Richey Thompson

D. PLANNING/OPERATIONS/MARKETING ACTION ITEMS / RESOLUTION

1. POM2020-16 Thermal Scanner Systems – Wayne Gensler
2. POM2020-17 Board Resolution for State of Texas SmartBuy Membership Program – Wayne Gensler
3. POM2020-18 Purchase and Installation of Hand Sanitizer and Dispensers for Revenue Service Vehicles – Fixed Route, Paratransit and Rail – Wayne Gensler
4. POM2020-19 Complimentary Rides for Job Seekers – Kiran Vermuri
5. POM2020-20 Fort Worth Near Southside Partnership – Melissa Chrisman
6. POM2020-21 Purchase of Articulating Boom Lift – Carrie Weir
7. POM2020-22 Replacement of Rooftop HVAC Units – Carrie Weir
8. POM2020-23 NextBus / Cubic Modem Cellular 4G Upgrade – Kelli Shields

E. FINANCE & AUDIT ACTION ITEMS

1. FAC2020-23 Dell Server Replacement – Kelli Shields
2. FAC2020-24 FY2021 Preliminary Operating and Capital Budgets – Fred Crosley

**F. COMMITTEE INFORMATION REPORTS**

**1. Commuter Rail**

- i. TEXRail Ridership Report – Jon Erik Arjanen**
- ii. Trinity Railway Express Report – Jon Erik Arjanen**

**2. Planning / Operations / Marketing**

- i. Operations Report – Wayne Gensler**
- ii. Ridership Report – Wayne Gensler**
- iii. Marketing Report – Melissa Chrisman**
- iv. Customer Relations Report – Detra Whitmore**
- v. Transit Oriented Development Plan Grant – Jeff Davis/Kiran Vemuri**

**3. Finance & Audit**

- i. Balance Sheet – Fred Crosley**
- ii. Statement of Revenue and Expenses – Fred Crosley**

**Next Meeting Scheduled for September 21, 2020**

# COMMUTER RAIL COMMITTEE ACTION ITEMS



# COMMUTER RAIL COMMITTEE

## ACTION ITEM

**Item Number:** CRC2020-19  
**Item Title:** TEXRail Operation & Maintenance General Management Change of Contract

**Meeting Date:** August 24, 2020

### BACKGROUND

BA2015-32 approved the Regional Commuter Rail Operations & Maintenance Contract for commuter rail operations on both TEXRail and Trinity Railway Express (TRE). This opportunity included sharing personnel and resources between the two commuter rails. The contract operator, Herzog Transit Services, Inc. (HTSI), was required to provide a General Manager who would oversee operations for both TEXRail and TRE as part of the shared resources concept.

As TEXRail progressed, Trinity Metro determined that a dedicated General Manager would be required for TEXRail operations, separate from TRE operations. A candidate was selected as General Manager and filled the role with the understanding that after a period of performance, the role would be reviewed. The TEXRail general manager candidate has performed satisfactorily and proven the need for this position moving forward.

### FINANCING and PRICING

The cost for a dedicated General Manager position will be added to the TEXRail Operations and Maintenance contract as an increase of \$909,940.71. The current TEXRail operation contract is \$117,054.56, without contingency, and with this increase the new total will be \$117,963,948.27. The cost is included in TEXRail's FY2020 and proposed FY2021 operating budgets and will continue through the life of the contract which ends at the completion of FY2025. Funding for future years of the contract will be considered in the proposed operating budgets for those years.

### RECOMMENDATION

We request the Commuter Rail Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to execute a change order to amend the TEXRail Operations and Maintenance Contract No. 17-020 to include the cost of a dedicated General Manager position in the amount of \$909,940.71 for a revised contract not-to-exceed amount, including all contingency, of \$121,850,631.39.

Approved by:

DocuSigned by:  
*Jon-Erik Arjanen*  
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**JON-ERIK ARJANEN, VP/CHIEF OPERATING OFFICER OF RAIL**

Aug-18-2020

**DATE**

DocuSigned by:  
*Bob Baulsir*  
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**PRESIDENT/CEO**



# COMMUTER RAIL COMMITTEE

## ACTION ITEM

**Item Number:** CRC2020-20  
**Item Title:** TEXRail Operation & Maintenance Contract  
Maintenance of Way Change

**Meeting Date:** August 24, 2020

### BACKGROUND

TEXRail began commuter rail service in January of 2019 utilizing the Stadler FLIRT DMU (Diesel Multiple Unit). To enhance safety and efficiency, and comply with FRA (Federal Railroad Administration) requirements, a shunting mitigation plan was developed and approved by FRA for the TEXRail system.

This plan requires the regular scrubbing of the TEXRail alignment two times per week (currently scheduled for Monday and Thursday) with special consideration of scrubbing after a rain event or any climatic change that could affect shunting. The purpose of this activity is to ensure proper rail/wheel connectivity and the safety of the general public and TEXRail personnel.

### FINANCING and PRICING

The cost for this activity will require an increase in the current TEXRail Operations and Maintenance (O&M) Contract. The current contract amount is \$117,963,948.27, without contingency, and the costs for scrubbing for the remainder of the contract is \$816,367.14 with a 5% contingency of \$40,818.36 for any necessary unforeseen scrubbing. This will bring the new total amount of the TEXRail O&M contract to \$118,780,315.41. The life of the contract is through FY2025. The costs for the required scrubbing are included in TEXRail’s FY2020 and proposed FY2021 operating budget. Funding for future years of the contract will be considered in the proposed operating budgets for those years.

### RECOMMENDATION

We request the Commuter Rail Committee recommend to Trinity Metro Board of Directors to authorize the President / Chief Executive Officer executed a change order to amend the TEXRail Operations and Maintenance Contract No. 17-020 to include the cost of required scrubbing services in an amount of \$816,367.14 for a revised total contract amount of \$118,780,315.41, and establish a 5% contingency (\$40,818.36) for unforeseen expenses, for a revised contract not-to-exceed amount of \$122,707,816.89, including all contingency.

Approved by:

DocuSigned by:  
*Jon-Erik Arjanen*  
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**JON-ERIK ARJANEN, VP/CHIEF OPERATING  
OFFICER OF RAIL**

Aug-18-2020

**DATE**

DocuSigned by:  
*Bob Baulsir*  
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**PRESIDENT/CEO**



# COMMUTER RAIL COMMITTEE

## ACTION ITEM

**Item Number:** CRC2020-21

**Meeting Date:** August 24, 2020

**Item Title:** Purchase of Exhaust After-Treatment (EAT) Systems

### BACKGROUND

TEXRail began operations in January of 2019 utilizing a fleet of five Stadler FLIRT DMUs (diesel multiple units) and the remaining three DMUs were delivered after service commenced. The locomotive engines come with a manufacturer recommendation to overhaul certain components every 10,000 and 13,000 hours of operation. After 19 months of operations, the Deutz engines, which power the TEXRail fleet, are nearing the point where periodic overhauls are necessary to maintain fleet reliability and warranty.

These overhauls also require maintenance of the Exhaust After-Treatment (EAT) systems. Based on manufacturer recommendations, and in order to guarantee the smoothest possible operation of the EAT system, it is recommended by Deutz that we perform these overhauls at 10,000 and 13,000 hours, each with different components.

### PROCUREMENT

This single-sole source procurement is for original equipment manufacturer (OEM) kits that are required by Deutz to maintain the warranty on the engines. We were able to obtain advantageous pricing by sourcing materials directly from the OEM local distributor, Stewart Stevenson, at the Deutz pricing.

<u>Item</u>	<u>Quantity</u>	<u>Price</u>
10,000 Hour Kit	11	\$57,365.00
13,000 Hour Kit	16	\$412,888.00
Total		\$470,253.00

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

### FINANCING

Funds are available in TEXRail's FY2020 and the proposed FY2021 operating budgets.

### RECOMMENDATION

We request the Commuter Rail Committee recommend to Trinity Metro Board of Directors to authorize the President / Chief Executive Officer, to enter into an agreement with Stewart Stevenson to purchase the necessary engine overhaul kits, in the amount of \$470,253.00 plus a 6% (\$23,512.65) contingency for unforeseen expenses, for a total amount of \$498,468.18.

Approved by:

DocuSigned by:  
Jon-Erik Arjanen  
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**JON-ERIK ARJANEN, VP/CHIEF OPERATING  
OFFICER OF RAIL**

Aug-18-2020

**DATE**

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Bob Baulsir  
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**PRESIDENT/CEO**



# COMMUTER RAIL COMMITTEE

## ACTION ITEM

**Item Number:** CRC2020-22

**Meeting Date:** August 24, 2020

**Item Title:** Trinity Railway Express (TRE)  
Replacement of Automatic Train  
Announcement System

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### **BACKGROUND**

Trinity Railway Express (TRE) is a commuter railroad jointly operated by Dallas Area Rapid Transit (DART) and Trinity Metro, and runs between Dallas, Texas and Fort Worth, Texas.

TRE's current fleet consists of 17 bi-level coaches and 8 bi-level cab cars. Several of the bi-level coaches were manufactured in 1977-1978, while the balance of the coach cars and all the cab cars were manufactured between 2000-2009. Twelve of the bi-level vehicles were purchased from GO Transit in 2000 and refurbished by Amtrak prior to being added to the TRE revenue operating fleet in 2000. That refurbishment was primarily cosmetic (exterior painting), and some electrical wiring conversion was accomplished to accommodate the electrical requirements used in United States vehicles as opposed to Canada.

Amtrak hired Mackenzie Laboratories to develop and install the Automated Train Announcement System (ATAS) DADS-A1191 on the 12 coach cars. The same ATAS system was deployed, through Bombardier, on the cars TRE purchased directly from Bombardier. The DADS-A1191 ATAS satisfied the requirements of 49 CFR 238.121 and APTA (American Public Transit Association) Standard RT-VIM-S-026-12 for Emergency Communication equipment.

### **CURRENT STATUS**

The DADS-A1191 ATAS has been in revenue service over 20 years and utilizes 20-year old technology. Many of the system parts are obsolete. Due to age of the fleet, TRE requires a replacement ATAS designed with the same form factor and connector pinning as the current DADS-A1191 ATAS system. The replacement system is the DAS-A1392 version and shall, at a minimum, be capable of being used as a drop-in replacement, utilizing the same cabling and mounting hardware currently installed in TRE vehicles.

The replacement ATAS shall provide an upgrade, with the following capabilities at a minimum:

- Public Address Announcements (PA) through the communication stations located at the B end lower level and/or through the Head End Controller (HEC) located on the cab rear wall and in the locomotive.
- Intercom Communication (IC) between train crew personnel through the communications stations located at the B end lower level and/or through the Head End Controller (HEC) located on the cab rear wall and in the locomotive.
- Automatic audio/visual annunciation of passenger service announcements through the interior and exterior speakers and LED display signs.

**Item Number:** CRC2020-22  
**Item Title:** Trinity Railway Express (TRE)  
Replacement of Automatic Train  
Announcement System

**Meeting Date:** August 24, 2020  
**Page:** 2

- Passenger emergency communication between passengers and the Operator through the Passenger Emergency Communication (PEC) stations and the Head End Controller (HEC) located on the cab rear wall and in the locomotive.

Approval of the contract will allow for the replacement and upgrade of the Automatic Train Announcement System, including the public address announcements, intercom communication, automatic audio/visual annunciation of passenger service announcements through the interior and exterior speakers and LED display signs, and passenger emergency communication between passengers and the operator through the Passenger Emergency Communication (PEC) stations and the Head End Controller.

In addition, approval of this contract will assist TRE in achieving strategic prioritization of optimizing and preserving (state of good repair) the existing transit system.

**FINANCING**

This contract for the replacement of TRE’s current Automatic Train Announcement System is included in the Upgrade Existing Digital Audio and Display System (DADS) project budget of the approved FY2020 capital budget.

The contract cost (\$1,201,944.00) shall be equally shared between Dallas Area Rapid Transit (DART) and Trinity Metro in accordance with Section 5.4.1 (b) in the Interlocal Agreement between the two agencies (DART - \$600,972.00; Trinity Metro - \$600,972.00).

**RECOMMENDATION**

We request the Commuter Rail Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to award a contract with MacKenzie Laboratories, Inc., to replace TRE’s current Automatic Train Announcement System (Mackenzie DADS-A1191), on the TRE Fleet with an upgraded version, (DADS-A1392), for a total authorized amount not to exceed \$1,201,944.00. Trinity Metro’s portion of the total authorized amount is not to exceed \$600,972.00.

Approved by:

DocuSigned by:  
*Jon-Erik Arjanen*  
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**JON-ERIK ARJENAN, VP/CHIEF OPERATING  
OFFICER OF RAIL**

Aug-20-2020

**DATE**

DocuSigned by:  
*Bob Baulsir*  
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**PRESIDENT/CEO**



# COMMUTER RAIL COMMITTEE

## ACTION ITEM

**Item Number:** CRC2020-23  
**Item Title:** TEXRail Miscellaneous Projects

**Meeting Date:** August 24, 2020

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### **BACKGROUND**

In 2018, Trinity Metro completed the construction of TEXRail, a 27-mile commuter rail line connecting Downtown Fort Worth and Dallas/Fort Worth International Airport (DFWIA). Since the completion of construction there have been several civil improvements identified along the TEXRail Corridor that were not included with the TEXRail Construction Contract.

On July 8, 2020, Trinity Metro issued Invitation for Bid No. 20-T045 (IFB), to provide construction services for:

- The installation of a 60" culvert near Baylor Parkway in Grapevine;
- Hike and bike trail replacement and slope stabilization under State Highway 114 in Grapevine;
- Drainage channel stabilization and track shoulder reconstruction near Mustang Court in Southlake; and
- Track drainage improvements near Main Street in North Richland Hills.

### **PROCUREMENT**

In accordance with the Trinity Metro Procurement Policy, an Invitation for Bid (IFB 20-T045) for TEXRail Miscellaneous Projects was issued and advertised on Trinity Metro's website. Two (2) firms responded to the Invitation for Bid and complied with the requirements. Responding firms included:

Reyes Group  
Scott Tucker Construction Company

An evaluation team from Trinity Metro reviewed and evaluated the bids. As a result of the evaluation, the bid submitted by Scott Tucker Construction Company, LLC was determined to be the lowest, responsive and responsible bid, and is recommended for award to enter into a contract.

### **DBE UTILIZATION**

A Disadvantaged Business Enterprise (DBE) Goal of 20% was established for this solicitation. Scott Tucker Construction Company, LLC committed to a good faith effort to meet the DBE goal.

### **FINANCING**

The TEXRail Miscellaneous Projects will be funded from the TEXRail Program which is included in the FY2020 and proposed FY2021 capital budgets.

**Item Number:** CRC2020-23  
**Item Title:** TEXRail Miscellaneous Projects

**Meeting Date:** August 24, 2020  
**Page:** 2

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**RECOMMENDATION**

We request the Commuter Rail Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to enter into a contract with Scott Tucker Construction Company in the amount of \$1,256,394.44 and establish a 15% contingency (\$188,459.17) to cover unforeseen circumstances should they occur during construction, for a total not-to-exceed project cost of \$1,444,854.00

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Approved by:

DocuSigned by:  
*Rickey Thompson*  
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**RICHEY THOMPSON, PE CHIEF ENGINEER**

Aug-18-2020

**DATE**

DocuSigned by:  
*Bob Baulsir*  
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**PRESIDENT/CEO**



# COMMUTER RAIL COMMITTEE

## ACTION ITEM

**Item Number:** CRC2020-24

**Meeting Date:** August 24, 2020

**Item Title:** TEXRail Stations Wayfinding Signage

### BACKGROUND

In 2018, Trinity Metro completed the construction of TEXRail, a 27-mile commuter rail line connecting Downtown Fort Worth and DFW Airport, including the following passenger rail stations:

<u>Rail Station</u>	<u>Location</u>
Texas & Pacific Station	Downtown Fort Worth
Fort Worth Central Station	Downtown Fort Worth
North Side Station	Fort Worth
Mercantile Station	Fort Worth
Iron Horse Station	North Richland Hills
Smithfield Station	North Richland Hills
Grapevine Main Street Station	Grapevine
DFW Airport North Station	Grapevine
DFW Airport Terminal B Station	DFW Airport

On July 18, 2020, Trinity Metro issued Invitation for Bid No. 20-T043 (IFB), to provide construction services for the manufacturing and installation of Wayfinding Signage to provide standard signage and directions for motorists to the TEXRail passenger rail stations (excluding Terminal B Station). The contractor will be required to fabricate, procure, and install new roadway signs and sign assemblies, replacing and removing existing large and small roadway signage.

### PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, an Invitation for Bid (IFB 20-T043) for TEXRail Wayfinding Signage was issued and advertised on Trinity Metro's website. Two (2) firms responded to the Invitation for Bid and complied with the requirements. Responding firms included:

Scott Tucker Construction Company, LLC

Synergy Signs & Services, LLC

An evaluation team from Trinity Metro reviewed and evaluated the bids. As a result of the evaluation, the bid submitted by Synergy Signs & Services, LLC was determined to be the lowest, responsive and responsible bid, and is recommended for award to enter into a contract.

**Item Number:** CRC2020-24  
**Item Title:** TEXRail Stations Wayfinding Signage

**Meeting Date:** August 24, 2020  
**Page:** 2

**DBE UTILIZATION**

A Disadvantaged Business Enterprise (DBE) goal of 13% was established for this solicitation. Synergy Signs & Services, LLC committed to meet the DBE goal.

**FINANCING**

The TEXRail Station Wayfinding Signage installations will be funded from the TEX Rail Program which is included in the FY2020 and proposed FY2021 capital budgets.

**RECOMMENDATION**

We request the Commuter Rail Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to enter into a contract with Synergy Signs & Services, LLC in the amount of \$196,886.40 and a 15% contingency (\$29,533.60) to cover unforeseen circumstances should they occur during construction, for a total not-to-exceed cost of \$226,420.00.

Approved by:

DocuSigned by:  
*Richey Thompson*  
BC53BFEE988343C...

**RICHEY THOMPSON, PE CHIEF ENGINEER**

Aug-18-2020

**DATE**

DocuSigned by:  
*Bob Baulsir*  
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**PRESIDENT/CEO**



# COMMUTER RAIL COMMITTEE

## ACTION ITEM

**Item Number:** CRC2020-25

**Meeting Date:** August 24, 2020

**Item Title:** Reimbursement Agreement with Union Pacific Railroad (UP) for Engineering Reviews and Legal Services Related to the TEXRail Extension

### BACKGROUND

Trinity Metro is seeking to expand TEXRail from the Fort Worth Texas & Pacific (T&P) Station to the Near Southside Station (also referred to as Medical District Station). A segment of the proposed TEXRail extension alignment requires that the commuter rail line be constructed within the right of way of Union Pacific Railroad (UP) Dallas Subdivision property, between the Fort Worth and Western Railroad and Jennings Avenue.

UP and Trinity Metro have prepared a reimbursement agreement in which UP will provide Trinity Metro with engineering reviews and legal services for design approvals and preparation of the definitive documents for the TEXRail Extension. UP has provided an estimated price for these services of \$635,000. Trinity Metro agrees with reimbursement of UP and/or its third-party consultant for actual costs and expenses related to these services.

### FINANCE

Funds are available from the NCTCOG CMAQ Grant. The grant, independent from the Full Funding Grant Agreement (FFGA) will fund the environmental, preliminary engineering, design and construction phases for the TEXRail Segment 1 project. The grant will have Transportation Development Credits (TDC's) that will be used as local match. Trinity Metro will be responsible for the federal amount (80%) for reimbursement.

### RECOMMENDATION

We request the Commuter Rail Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to execute the Union Pacific Railroad Reimbursement Agreement for engineering and legal services related to the TEXRail Extension project in the amount of \$635,000, plus a 10% contingency of \$63,500 for unforeseen expenses, for a total not-to-exceed amount of \$698,500.

Approved by:

DocuSigned by:  
*Rickey Thompson*  
BC53BFEE988343C...

**RICHEY THOMPSON, PE CHIEF ENGINEER**

Aug-18-2020

**DATE**

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*Bob Baulsir*  
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**PRESIDENT/CEO**



# COMMUTER RAIL COMMITTEE

## ACTION ITEM

**Item Number:** CRC2020-26  
**Item Title:** City of Fort Worth Sanitary Sewer Manhole Construction

**Meeting Date:** August 24, 2020

### BACKGROUND

During the construction of TEXRail, an existing City of Fort Worth sanitary sewer manhole was in conflict with the TEXRail route. The manhole was capped below existing grade with TEXRail’s construction. The City of Fort Worth has requested a new manhole to be constructed to provide access to the existing 72” sanitary sewer line outside of the TEXRail right of way prior to closing out the TEXRail Community Facilities Agreement (CFA). To accomplish this request, on June 17, 2020, Trinity Metro issued Invitation for Bid No. 20-T040 to City of Fort Worth pre-qualified contractors to provide construction services for the installation of the new manhole and connection to an existing 72” Sanitary Sewer. The new manhole will be located near the intersection of Northside Drive and TEXRail station in Fort Worth, Texas.

### PROCUREMENT

In accordance with The Trinity Metro Procurement Policy, an Invitation for Bid (IFB 20-T040) for the City of Fort Worth Manhole/Sanitary Sewer Construction was issued to the City of Fort Worth pre-qualified contractors. One (1) Contractor responded to the Invitation for Bid and complied with the requirements. The single, compliant responsive bid was from Mountain Cascade of Texas, LLC for \$92,500.

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 procurement requirements.

### DBE UTILIZATION

A DBE Goal of 5% was established for this solicitation. Mountain Cascade of Texas, LLC committed to meet the DBE goal.

### FINANCING

The City of Fort Worth manhole construction will be funded from the TEXRail Program which is included in the FY2020 and proposed FY2021 capital budgets.

### RECOMMENDATION

We request the Commuter Rail Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to enter into a contract with Mountain Cascade of Texas, LLC in the amount of \$92,500 and a 15% contingency (\$13,875) to cover unforeseen circumstances should they occur during construction, for a total contract not-to-exceed amount of \$106,375.

Approved by:

DocuSigned by:  
*Richey Thompson*  
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**RICHEY THOMPSON, PE CHIEF ENGINEER**

Aug-18-2020

**DATE**

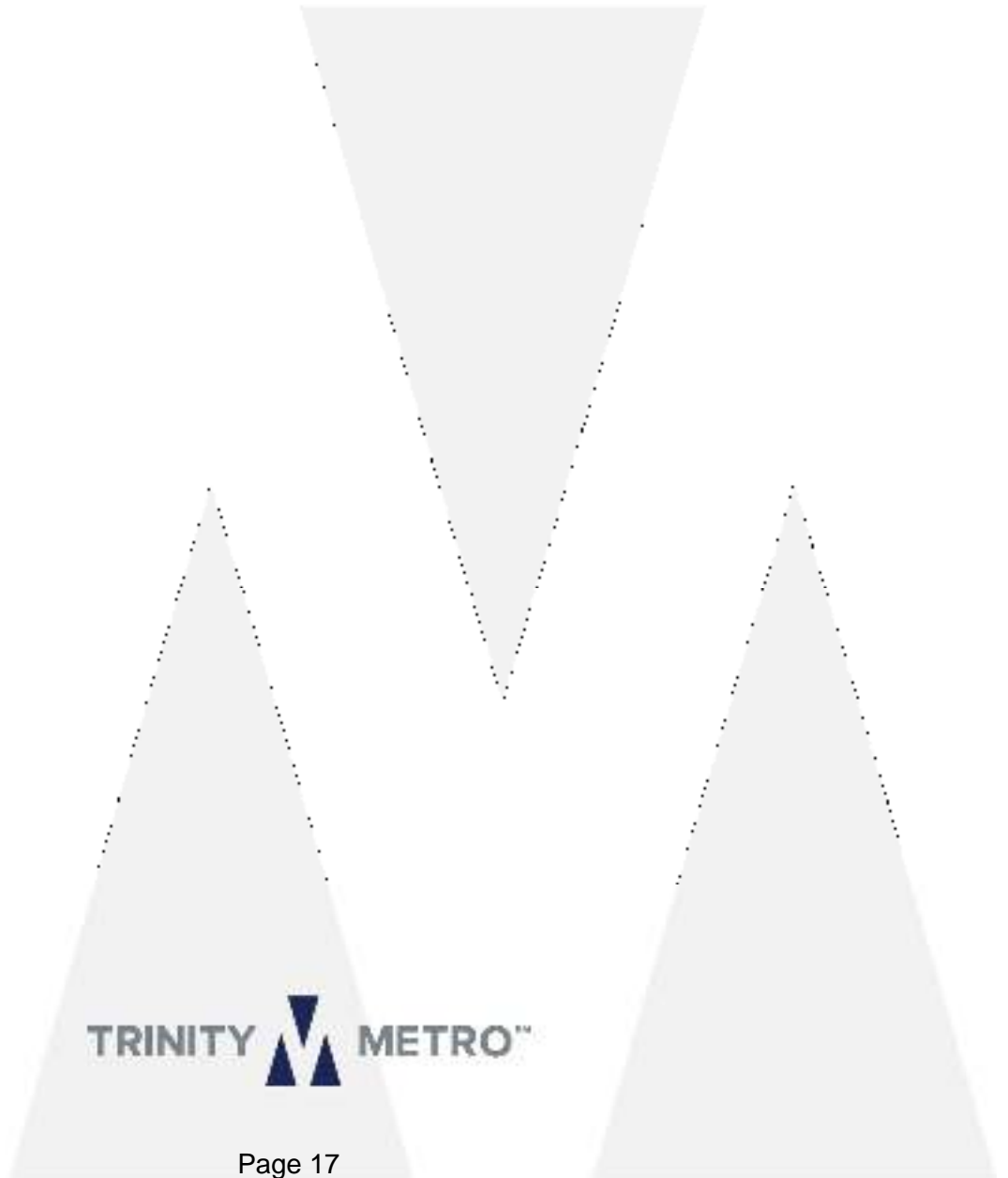
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*Bob Baulsir*  
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**PRESIDENT/CEO**





# **PLANNING/OPERATIONS/ MARKETING COMMITTEE ACTION ITEMS**



# PLANNING, OPERATIONS & MARKETING COMMITTEE

## ACTION ITEM

**Item Number:** POM2020-16

**Meeting Date:** August 24, 2020

**Item Title:** Thermal Scanner Systems

### BACKGROUND

In response to the community spread of COVID-19, Trinity Metro is taking precautionary steps for sanitation procedures, practicing adherence to social distancing protocol, requiring face masks and taking the additional measure of monitoring employee temperatures upon arrival to work as a necessary step to keep employees safe and help stop the spread of the virus. This applies to all Trinity Metro and McDonald Transit employees, as well as all contractors, vendors, or visitors entering a Trinity Metro worksite.

Currently, to monitor temperatures, hand-held thermometers are stationed at central locations throughout the workplace, with individuals using hand held devices to record temperatures and verify as a precautionary check. As Trinity Metro prepares for the safe return to the workplace, and to institute measures to keep employees safe, consideration for a method to passively measure the temperature of our employees was recognized as a best practice for the safety and welfare of employees as they enter and exit our facilities.

Research and review of various types of thermal monitoring systems was considered. Various systems were reviewed, including the Mobotix Thermographic cameras from Konica Minolta, an advanced thermal scanning system that can serve another purpose by integrating into our security surveillance system for use as security cameras. A demonstration of the Konica Minolta Mobotix Thermographic camera system was made to Trinity Metro staff, with the decision made to purchase the equipment for installation through a North Richland Hills company, Remote Monitoring Technologies (RMT), via the Department of Information Resources (DIR) State Contract No. DIR-TSO-3675.

A total of 10 cameras and equipment will be purchased and installed at the following Trinity Metro locations where 99% of our employees enter and exit daily:

<u>Number of Cameras</u>	<u>Location</u>
8	HRP Locations: <ul style="list-style-type: none"> <li>• HRP Front Entry Door</li> <li>• HRP East Parking Lot Entry Door</li> <li>• HRP Dispatch East Entry Door</li> <li>• HRP Dispatch West Entry Door</li> <li>• HRP Maintenance Facility Body Shop</li> <li>• HRP Maintenance Facility Fixed Route Bus Shop</li> <li>• HRP Employee Gym</li> <li>• HRP Healthcare Clinic Entry Door</li> </ul>
1	Trinity Metro Pine Street Location
1	Spare Camera Set

**Item Number:** POM2020-16  
**Item Title:** Thermal Scanner Systems

**Meeting Date:** August 24, 2020  
**Page:** 2

The total cost for equipment, installation and annual service is \$74,300.18.

**PROCUREMENT**

In accordance with Trinity Metro Procurement Policy, the quote for the Konica Minolta Mobotix thermal scanning system from RMT was secured using an established State of Texas Department of Information Resources (DIR) contract (DIR-TSO-3675). These types of contracts allow eligible customers, such as Trinity Metro, to buy IT equipment products, services and software at aggressive discounts. This contract complies with state purchasing requirements for fair and open competition.

Remote Monitoring Technologies (RMT) is a Texas DIR software reseller of Mobotix Thermographic cameras, equipment and installation under the State of Texas DIR Contract DIR-TSO-3675. The State of Texas DIR pricing under this contract is considered fair and reasonable.

**FINANCING**

Due to the situation caused by COVID-19, Trinity Metro requires that precautionary measures be taken to provide for the safety of staff and visitors to Trinity Metro to prevent the spread of the virus. Costs were not budgeted for this purchase; however, Trinity Metro will apply the CARES ACT funds available for the purchase of the thermal screening technology.

**RECOMMENDATION**

We request the Planning, Operations, and Marketing Committee recommend to the Trinity Metro Board of Directors to authorize the President/Chief Executive Officer to purchase the Mobotix Thermographic equipment and installation from Remote Monitoring Technologies (RMT) for a cost of \$74,300.18, and a 5% contingency (\$3,715.01) for any additional unforeseen expenses for an estimated total amount of \$78,015.19.

Approved by:

DocuSigned by:  
*Wayne Gensler*  
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**WAYNE GENSLER, VP/CHIEF OPERATING  
OFFICER OF BUS AND PARATRANSIT**

Aug-18-2020

**DATE**

DocuSigned by:  
*Bob Baulsir*  
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**PRESIDENT/CEO**



# PLANNING, OPERATIONS & MARKETING COMMITTEE

## ACTION ITEM

**Item Number:** POM2020-17

**Meeting Date:** August 24, 2020

**Item Title:** Board Resolution for State of Texas SmartBuy Membership Program

---

### BACKGROUND

The Texas SmartBuy Membership Program is the State of Texas Cooperative Purchasing (CO-OP) program that allows local and state funded government organizations to utilize cooperative purchasing contracts that are competitively established by the state. This empowers local agencies, such as Trinity Metro, to use the \$13 billion purchasing volume and power of the state to leverage purchases for commodities or services when appropriate.

Trinity Metro has been a member of the State of Texas SmartBuy program for several years under the name of "Fort Worth Transportation Authority", and is seeking Board approval to renew the membership status under the name of "Trinity Metro" and authorize Trinity Metro's participation by a signed resolution.

### PROCUREMENT

The Texas Comptroller of Public Accounts' (CPA) Texas SmartBuy Membership Program was created by legislation in 1979. It is authorized by Sections 271.081-271.083, Local Government Code, and Sections 2155.202 and 2175.001(1) for providing legal authority for the program.

Trinity Metro's Procurement Department follows state purchasing statutes and competitive bidding requirements, and has determined that membership with the Texas SmartBuy Program is an advantage for the Agency in obtaining value for purchases when applicable.

### FINANCING

The cost of membership in the Texas SmartBuy Program is \$100 per year. Funds are available in the Trinity Metro FY2020 operating budget.

### RECOMMENDATION

We request the Planning, Operations, and Marketing Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to authorize this Resolution for Trinity Metro to participate in the State of Texas SmartBuy Program, as per the attached resolution.

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Approved by:

DocuSigned by:  
*Wayne Gensler*  
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**WAYNE GENSLER, VP/CHIEF OPERATING OFFICER/VICE PRESIDENT OF BUS AND PARATRANSIT**

Aug-18-2020

**DATE**

DocuSigned by:  
*Bob Baulsir*  
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**PRESIDENT/CEO**





# Texas SmartBuy Membership Program

## Texas SmartBuy Membership Application

Name of Authorized Individual

Name of Authorized Individual (secondary contact)

*(NOTE: Please list 2 people who are authorized to sign for purchases and will receive all correspondence from CPA. Additional authorized signers or Agents of Record may be listed on the resolution with the signatures documented at the bottom of the resolution.)*

Organization/Qualified Entity Name

Address

City, State, Zip Code

Primary Email Address

Secondary Email Address

Phone Numbers

Fax Number

The annual membership fee for participation in the Texas SmartBuy Membership Program is:  
**\$100.00 – FEE IS NON-REFUNDABLE**

### Please make checks payable to:

**Texas Comptroller of Public Accounts**

### Please mail to:

**Texas Comptroller of Public Accounts  
P.O. Box 13186  
Austin, TX 78711**

## **PLEASE RETURN THIS FORM WITH PAYMENT AND ALL REQUIRED DOCUMENTS AND SIGNATURES**

Questions? Contact the Texas SmartBuy Membership Program at 512-463-3368 or at [members@cpa.texas.gov](mailto:members@cpa.texas.gov).



# RESOLUTION

## State of Texas

County of \_\_\_\_\_

Whereas, the Texas Comptroller of Public Accounts is authorized to provide purchasing services for local governments pursuant to §§ 271.082 and 271.083 of the Local Government Code;

and **WHEREAS**, the \_\_\_\_\_  
(e.g., Commissioner's Court, City Council, School Board, Board of Directors)

of \_\_\_\_\_, is a: (Check one of the following.)  
(Name of Qualified Entity)

- |  |  |
|--|--|
| <input type="radio"/> County   | <input type="radio"/> Independent School District                          |
| <input type="radio"/> Municipality   | <input type="radio"/> Junior College District                              |
| <input type="radio"/> Political Subdivision (Utility, Appraisal Districts) | <input type="radio"/> Mental Health and Mental Disability Community Center |
| <input type="radio"/> State-funded Assistance Organization                 | <input type="radio"/> Housing and Transportation Authority                 |

defined as an entity qualified to participate in the Texas SmartBuy Membership Program of the Texas Comptroller of Public Accounts pursuant to § 271.081 of the Local Government Code; and

WHEREAS, in accordance with the requirements of 34 TAC §20.85 administrative rules, the Agent(s) of Record,  
\_\_\_\_\_, \_\_\_\_\_  
(Name of Person, primary contact) (Title)

(and \_\_\_\_\_, \_\_\_\_\_) is/are authorized to execute  
(Name of Person, secondary contact) (Title)

any and all documentation for \_\_\_\_\_ pertaining to its participation in the Texas  
(Entity Name)

Comptroller of Public Accounts Cooperative Purchasing Program; and

WHEREAS, \_\_\_\_\_ acknowledges its obligation to pay annual participation fees  
(Entity Name)

established by the Texas Comptroller of Public Accounts.

NOW, THEREFORE BE IT RESOLVED, that request be made to the Texas Comptroller of Public Accounts to approve  
\_\_\_\_\_ for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.  
(Entity Name)

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_.  
(Entity Name)

By: \_\_\_\_\_  
(Signature of Chair)

\_\_\_\_\_  
(Signature of primary Agent of Record)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Name/Title of primary Agent of Record)

\_\_\_\_\_  
(Title of Chair)

\_\_\_\_\_  
(Signature of secondary Agent of Record)

\_\_\_\_\_  
(Name/Title of secondary Agent of Record)

# PLANNING, OPERATIONS & MARKETING COMMITTEE

## ACTION ITEM

**Item Number:** POM2020-18

**Meeting Date:** August 24, 2020

**Item Title:** Purchase and Installation of Hand Sanitizer and Dispensers for Revenue Service Vehicles – Fixed Route, Paratransit, and Rail

### **BACKGROUND**

As a result of the worldwide pandemic resulting in individuals with COVID-19 due to Coronavirus SARS CoV-2, Trinity Metro has deemed it appropriate to provide hand sanitizer for our patrons to include customers on all modes of service. Dispensers will be required to enable dispensation and are included for each mode of transit service.

Ridership was used to determine estimated quantities of hand sanitizer needed annually. To establish a benchmark for effective use, Trinity Metro installed dispensers with hand sanitizer at the Fort Worth Central Station. This installation revealed manageable installation adjustments and the need to include appropriate labels indicating contents and cautionary language.

### **INSTALLATION AND PRODUCT**

After speaking with other Suppliers, Fauxcades was found to be the supplier that could produce, deliver and install the needed dispensers in the required timeframe. Installation will only be required on TEXRail Commuter Railroad railcars. All Trinity Metro rubber-tire revenue service vehicles will have Trinity Metro's Maintenance personnel perform the installation. Product cost has been included for the expected first year's use. Following are expected quantities and costs for dispensers and hand sanitizer:

- 154 buses (1 each dispenser/vehicle)
- 38 cutaways (1 each dispenser/vehicle)
- 8 DMUs (1 each dispenser/railcar x 4 railcars/DMU)
- 12 future vans (1 each dispenser/vehicle)
- 14 spare dispensers
- Base purchase requirement 1 gallon hand sanitizer per dispenser
- Additional hand sanitizer stock on hand equal to base purchase quantity of 250 gallons for initial purchase total of 500 gallons of hand sanitizer
- Each gallon of hand sanitizer provides just over 3 refills per dispenser
- First year hand sanitizer quantity expected is 1,750 gallons for an annual ridership of 7,000,000 riders

Fixed Route buses will be have dispensers installed over interior wheel well covers. TEXRail railcars will have dispensers near entry/exit doors. Cutaways' and vans' installation location will be determined for best access point by riders and in a location that practicably avoid a potential strike hazard.

**Item Number:** POM2020-18

**Meeting Date:** August 24, 2020

**Item Title:** Purchase and Installation of Hand Sanitizer and Dispensers for Revenue Service Vehicles – Fixed Route, Paratransit, and Rail

**Page:** 2

**PROCUREMENT**

Trinity Metro’s Procurement Department has determined that this Single Source procurement meets the requirements of an unusual and compelling urgency in response to the COVID-19 efforts, has followed the established emergency purchase procurement policy and is in compliance with all applicable Federal, State, and local requirements. The cost estimate is found to be fair and reasonable for consideration to move forward with this emergency purchase

**FINANCING**

This procurement purchase is a result of the COVID-19 pandemic and intended mitigation accordingly. Funding will be provided from Trinity Metro’s apportionment from the CARES Act.

**RECOMMENDATION**

The Planning, Operations, and Marketing Committee recommends that Trinity Metro Board of Directors Authorize the President/Chief Executive Officer, to authorize the Procurement Department to issue a one-time Purchase Order to Fauxcades for the purchase of 250 hand sanitizer dispensers with Trinity Metro logo and caution labels, and 500 gallons of hand sanitizer with an option to purchase an additional 1,250 gallons during FY2020 totaling \$144,290 plus a 10% (\$14,429) contingency for unforeseen expenses, for a total estimated amount of \$158,719.

Approved by:

DocuSigned by:  
*Wayne Gensler*  
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**WAYNE GENSLER, VP/CHIEF OPERATING OFFICER OF BUS AND PARATRANSIT**

Aug-18-2020

**DATE**

DocuSigned by:  
*Bob Baulsir*  
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**PRESIDENT/CEO**





# PLANNING, OPERATIONS & MARKETING COMMITTEE

## ACTION ITEM

**Item Number:** POM2020-19

**Meeting Date:** August 24, 2020

**Item Title:** Complimentary Rides for Job Seekers

### BACKGROUND

The COVID-19 pandemic has affected the lives of citizens in many ways, including the impacted economy, resulting in the loss of jobs for many residents residing in the Trinity Metro service area. As the economy is opening up, many job seekers require the services of Trinity Metro to commute to their job interviews or job fairs. To provide support for our community, Trinity Metro is desiring to support job seekers who are seeking employment opportunities by providing rides to their job interviews and/or job fairs at no cost.

### POLICY

The riders will be required to provide a communication notice from the hiring company to the bus operator. An example could be a document that indicates the date of the interview from the hiring company and/or job fair. Documentation could be in the form of a text message or an e-mail. On the day of the job interview or job fair, the rider will simply show the document and their ID to the bus Operator to receive a free ride on Trinity Metro's provided services.

### FINANCING

There is no additional direct cost added to the agency.

### RECOMMENDATION

We request the Planning, Operations and Marketing Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to approve and adopt the policy for complimentary rides to job seekers as our community exits the economic downturn due to the pandemic and until such time to be determined by the President/Chief Executive Officer.

Approved by:

DocuSigned by:  
*Kiran Vemuri*  
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**KIRAN VEMURI, SENIOR DIRECTOR PLANNING**

Aug-18-2020

**DATE**

DocuSigned by:  
*Bob Baulsir*  
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**PRESIDENT/CEO**



# PLANNING, OPERATIONS & MARKETING COMMITTEE

## ACTION ITEM

**Item Number:** POM2020-20

**Meeting Date:** August 24, 2020

**Item Title:** Fort Worth Near Southside Partnership

### BACKGROUND

Fort Worth’s Near Southside is a 1,400-acre district that includes 40,000+ workers, anchored by the Near Southside Medical District. Seven Trinity Metro bus routes, plus TEXRail and Trinity Railway Express, as well as the new Near Southside ZIPZONE, serve the Near Southside.

Near Southside, Inc. is a private, member-funded, non-profit 501(c)(4) economic and community development organization dedicated to the revitalization of Fort Worth’s Near Southside district. Near Southside, Inc.’s 501(c)(3) charitable sister organization Historic Southside, Inc. serves the community by producing events and art initiatives that expand the district’s cultural experiences.

Trinity Metro will leverage these community events and Near Southside Inc.’s immense digital following and engagement to promote awareness and ridership of Fort Worth’s public transportation system, including Trinity Metro’s brand, services, and key messaging through signature community events and via online communications throughout a three-year partnership. Trinity Metro will be a Presenting Sponsor of Open Streets, Friday on the Green (five concerts), Artsgoggle and PARK(ing) Day. The Near Southside will provide Trinity Metro with promotional impressions topping 7.8 million each year through a combination of event attendance, social media posts and e-blasts to the district’s vast array of followers. In addition, Trinity Metro will be featured in Near Southside event advertisements, stage banners, newsletters, postcards, posters, programs, t-shirts and on-site signage, as well as given prominent display space at each event.

### PROCUREMENT

Trinity Metro will execute a Memorandum of Understanding with Near Southside, Inc. to establish the terms of the partnership in which Trinity Metro and Near Southside, Inc. will collectively promote awareness and ridership of the public transportation system. Being a part of these high-profile community events is only available through a direct partnership agreement with Near Southside, Inc.,

### FINANCING

Funds are available in the marketing department’s operating budget. Funding for future years will be included in the proposed budgets for those years.

### RECOMMENDATION

We request that the Planning, Operations, and Marketing Committee recommend to Trinity Metro Board of Directors to authorize the President / Chief Executive Officer, to execute the Memorandum of Understanding for the Near Southside, Inc. three-year partnership, for a total amount of \$157,500.

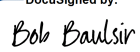
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**MELISSA CHRISMAN, VICE PRESIDENT  
MARKETING AND COMMUNICATIONS**

Aug-18-2020

**DATE**

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**PRESIDENT/CEO**



# PLANNING, OPERATIONS & MARKETING COMMITTEE

## ACTION ITEM

**Item Number:** POM2020-21

**Meeting Date:** August 24, 2020

**Item Title:** Purchase of Articulating Boom Lift

---

### BACKGROUND

Trinity Metro owns numerous facilities with elevated fixtures that require routine maintenance. Proper equipment is needed to safely perform routine maintenance and needed repairs. An articulated boom lift provides the ability to access hard-to-reach areas and allows for safer and more efficient maintenance.

### PROCUREMENT

In accordance with the Trinity Metro Procurement Policy, Invitation for Bid (IFB) 20-T035 for a 40-foot articulated boom lift was advertised on the Trinity Metro website and issued on June 22, 2020. Two firms submitted with a response to the IFB:

Equipment Depot  
United Rentals (North America), Inc.

The Trinity Metro Procurement Department has followed procurement policy with Invitation for Bid 20-T035 and is in compliance with all applicable federal, state, and Trinity Metro procurement requirements.

### DBE UTILIZATION

A Disadvantaged Business Enterprise (DBE) goal of 5% was established for this solicitation for equipment; however, there are limited opportunities for DBE participation with the purchase of the equipment and the supplier will perform the purchase contract without subcontractors.

### FINANCING

Funds were included in the Trinity Metro FY2020 Capital Budget to finance the purchase of this equipment.

### RECOMMENDATION

We request the Planning, Operating, and Marketing Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to execute a contract with Equipment Depot for the purchase of a 40-foot articulated boom lift and include training in the amount of \$49,876.72, plus a 5% (\$2,493.84) contingency for unforeseen expenses, for a total amount of \$52,370.56.

---

Approved by:

DocuSigned by:

*Carrie Weir*

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**CARRIE WEIR, DIRECTOR OF FACILITIES**

Aug-19-2020

**DATE**

DocuSigned by:

*Wayne Gensler*

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**WAYNE GENSLER, VP/CHIEF OPERATING OFFICE BUS AND PARATRANSIT**

# **PLANNING, OPERATIONS & MARKETING COMMITTEE**

## **ACTION ITEM**

**Item Number:** POM2020-22

**Meeting Date:** August 24, 2020

**Item Title:** Replacement of Rooftop HVAC Units

---

### **BACKGROUND**

The Trinity Metro Bus Maintenance Facility houses offices and bus repairs in a building that is approximately 42,000 square feet and is air conditioned with rooftop HVAC units. To maintain adequate air conditioning for the building that is cost-efficient and performing properly, Trinity Metro has identified eight (8) units that need to be replaced. The units to be replaced are ten (10) years old, and are no longer cost-efficient to maintain and operate.

### **PROCUREMENT**

In accordance with the Trinity Metro Procurement Policy, Request for Proposal (RFP) 20-T036 for HVAC Rooftop Units was issued and advertised on June 29, 2020.

Seven firms submitted a response to the RFP:

- Denali
- Infiniti
- Johnson Controls
- METCO
- PostL Group
- RD Electrical
- Way Mechanical

An evaluation team from Trinity Metro reviewed and evaluated the proposals. Following an evaluation and analysis of the proposals submitted, Johnson Controls was selected to enter into recommendation of award for a contract. Total cost for the turnkey project for equipment removal and installation of new equipment is \$120,297.

The Trinity Metro 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**

A DBE Goal of 5% was established for this solicitation. Johnson Controls will utilize a self-identified DBE electrical firm to meet the DBE goal.

**Item Number:** POM2020-22  
**Item Title:** Replacement of Rooftop HVAC Units

**Meeting Date:** August 24, 2020  
**Page:** 2

**FINANCING**

Funds were included in the Trinity Metro FY2020 Capital Budget to finance the cost of replacing these HVAC units.

**RECOMMENDATION**

We request the Planning, Operations, and Marketing Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer, to execute a contract with Johnson Controls for the replacement of eight (8) roof top HVAC units in the amount of \$120,297 plus a 10% (\$12,029.70) contingency for unforeseen expenses, for a total amount not-to-exceed \$132,326.70.

Approved by:

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*Carrie Weir*  
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**CARRIE WEIR, DIRECTOR OF FACILITIES**

Aug-19-2020

**DATE**

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*Wayne Gensler*  
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**WAYNE GENSLER,  
VP/CHIEF  
OPERATING  
OFFICER OF BUS  
AND PARATRANSIT**



# PLANNING, OPERATIONS & MARKETING COMMITTEE

## ACTION ITEM

**Item Number:** POM2020-23

**Meeting Date:** August 24, 2020

**Item Title:** NextBus / Cubic Modem Cellular 4G Upgrade

---

### BACKGROUND

Cubic NextBus equipment (signs and buses) currently utilizes 3G cellular technology. Verizon is discontinuing the support of 3G service on December 31, 2020. Functionality (vehicle location, upcoming buses, etc.) will cease to function unless upgraded to 4G cellular.

### PROCUREMENT

In accordance with Trinity Metro’s Procurement Policy, this is a sole source procurement with Next Bus/Cubic, and is an addition to the current Next Bus/Cubic services already under contract. A cost analysis was performed to compare the cost with the cost of other NextBus services, and is deemed fair and reasonable and is in compliance with Trinity Metro’s Procurement Policy.

### FINANCING

Funds were originally available in the Trinity Metro FY2020 Capital Budget and are considered in the proposed FY2021 Capital Budget to finance the current cost of the NextBus / Cubic 3G to 4G upgrade. Funds for future NextBus Service Maintenance contract years will be included in the proposed budgets for those years.

### RECOMMENDATION

We request the Planning, Operations, and Marketing Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to enter into a service agreement with NextBus/Cubic, for the 3G to 4G upgrade, in the amount of \$129,259.00 plus a 17% (\$21,974.00) contingency for unforeseen expenses, for a total estimated amount of \$151,233.00.

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Approved by:

DocuSigned by:  
*Kelli Shields*  
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**KELLI SHIELDS, VICE PRESIDENT HUMAN RESOURCES**

Aug-18-2020

**DATE**

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*Bob Baulsir*  
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**PRESIDENT/CEO**



# **FINANCE & AUDIT COMMITTEE ACTION ITEMS**



# FINANCE AND AUDIT COMMITTEE

## ACTION ITEM

**Item Number:** FAC2020-23  
**Item Title:** Dell Server Replacement

**Meeting Date:** August 24, 2020

### BACKGROUND

The current Dell server environment supports all Trinity Metro systems. It includes the servers, infrastructure and related software. Due to the age of the equipment and advanced technology, the server environment needs to be replaced. This request is for a purchase that will support the server environment by removing and replacing the existing Dell equipment thus creating a more reliable infrastructure with improved performance. This purchase will also establish a five-year maintenance and support agreement for on-going services needed after installation.

### PROCUREMENT

In accordance with the Trinity Metro Procurement Policy, the quotation for the servers, infrastructure, and related software from Dell was secured using an established State of Texas Department of Information Resources (DIR) contract (DIR-TSO-3763). These types of contracts allow eligible customers, such as Trinity Metro, to buy IT products, services and software at aggressive discounts. This contract complies with state purchasing requirements for fair and open competition.

### FINANCING

Funds are considered in the Trinity Metro proposed FY2021 Capital Budget to finance the cost of the Dell server and infrastructure replacement. Funds for future server and infrastructure system contracted years will be included in the proposed budgets for those years.

### RECOMMENDATION

We request the Finance and Audit Committee recommend to the Trinity Metro Board of Directors to authorize the President / Chief Executive Officer to establish a five-year equipment and service contract with Dell EMC, for the replacement of the current Dell server environment and on-going maintenance and support in the amount of \$1,154,926.00, plus an 8% (\$91,492.00) contingency for unforeseen expenses, and obtain outside contracted services not to exceed \$24,000 for the installation and setup of the Dell servers and related hardware, for a total not-to-exceed amount of \$ 1,270,418.00.

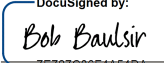
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**KELLI SHIELDS, VICE PRESIDENT HUMAN RESOURCES**

Aug-18-2020

**DATE**

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**PRESIDENT/CEO**



# FINANCE AND AUDIT COMMITTEE

## ACTION ITEM

**Item Number:** FAC2020-24  
**Item Title:** FY2021 Preliminary Operating and Capital Budgets

**Meeting Date:** August 24, 2020

---

### BACKGROUND

A summary of the preliminary operating and capital budgets for FY2021 is attached for approval. The preliminary budget will be sent to the governing bodies of our member cities.

### RECOMMENDATION

We request the Finance and Audit Committee recommend to Trinity Metro Board of Directors to adopt the attached Preliminary FY2021 Operating and Capital Budgets.

---

Approved by:

DocuSigned by:  
*Fred Crosley*  
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**FRED CROSLEY, VP/CHIEF  
FINANCIAL OFFICER**

Aug-18-2020

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

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*Bob Baulsir*  
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**PRESIDENT/CEO**

**Trinity Metro  
Fiscal 2021 Operating Budget**

(All Amounts in \$000's)

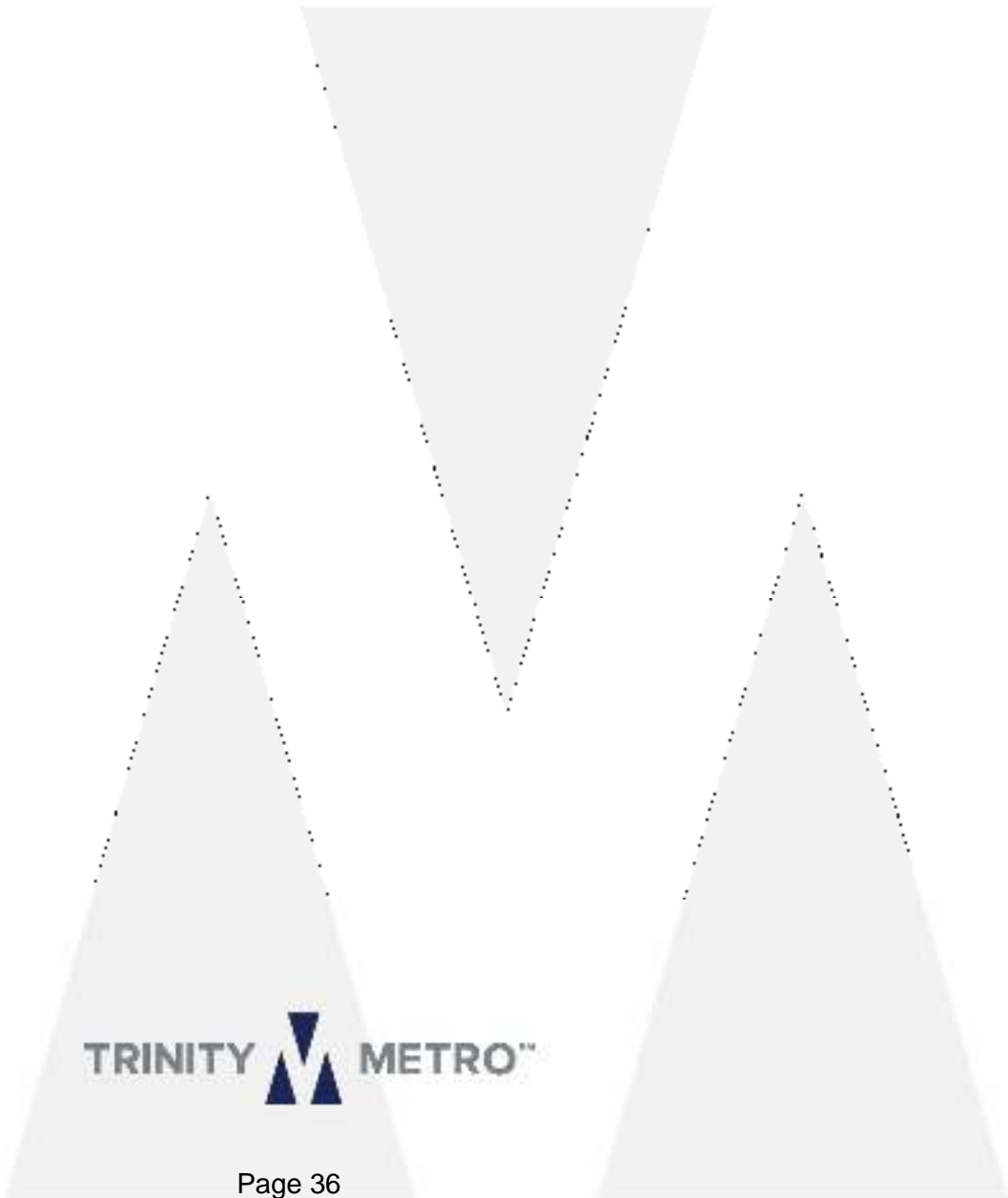
	<b>FY2021 Budget</b>
<b>Operating Revenue</b>	
Fixed Route	\$ 4,192
Para-transit	865
TRE	1,736
TEX Rail	339
<b>Total Operating Revenue</b>	<u>7,132</u>
<b>Other Revenue</b>	
Sales Tax	57,112
Investment	80
Advertising	500
Operating Grants	27,345
CARES Act	15,161
Capital Grants	56,914
Contributions from Grapevine	6,275
Contributions from Partners	3,910
Miscellaneous	459
Rental Income	712
Fort Worth Bike Share Revenue	417
<b>Total Other Revenue</b>	<u>168,885</u>
<b>Total Revenue</b>	<u>176,017</u>
<b>Operating Expense</b>	
Salary and Benefits	48,329
Services	58,979
Fuels and Lubricants	1,222
Tires and Tubes	469
Maintenance Materials	3,001
Supplies and Materials	1,235
Utilities	1,690
Insurance	7,657
Taxes and Fees	80
Interest Expense	2,150
Miscellaneous	952
<b>Total Operating Expense</b>	<u>125,765</u>
<b>Net Available for Capital Expenditures and Reserves</b>	<u>\$ 50,252</u>
<b>Non-Cash Depreciation</b>	<u>\$ 57,479</u>

**Trinity Metro**  
**Fiscal 2021 Capital Expenditures**

(All Amounts in \$000's)

<b>Project Name</b>	<b>FY2021 Budget</b>
Twenty 40-ft Bus Replacements	\$ 11,655
Four BRT Bus Replacements for TRE Link	2,342
Seven ACCESS Vehicle Replacements	962
Grove Street Design and Renovations	6,173
Underground Fuel Tanks Replacement	100
Re-Key All Buildings	20
TRE Capital Maintenance	7,743
Trinity Lakes Station	17,548
TRE Grade Crossings	397
Automated Fare Collection System	909
Intelligent Transportation System	1,708
IT Equipment Replacement	66
Non-Revenue Vehicle Purchases	385
BRT Concept Development	244
HVAC Replacements	132
DriverMate CAD/AVL	73
Bus Stop Manager	143
Modem Upgrade from 3G to 4G	151
Thermal Cameras	133
Articulated Lift Boom	52
HRP Fire System Upgrade	500
TEXRail Capital Maintenance	83
New TRE Capital Maintenance	244
Cyber Security Server and Firewall Upgrades	1,270
Facility Vehicle Replacement	75
TEXRail FFGA	16,320
<b>Total Expenditures</b>	<b>\$ 69,429</b>

# COMMITTEE REPORTS



TRINITY  METRO™

# COMMUTER RAIL COMMITTEE

## INFORMATION ITEM

**Item:** TEXRail and Trinity Railway Express (TRE)  
Update

**Meeting Date:** August 24, 2020

---

Jon Erik Arjanen, Chief Operating Officer / Vice President of Rail, will present an update on TEXRail and Trinity Railway Express (TRE).

# TEXRail Report

June 2020

Jon-Erik "AJ" Arjanen  
COO/VP of Rail

August 2020



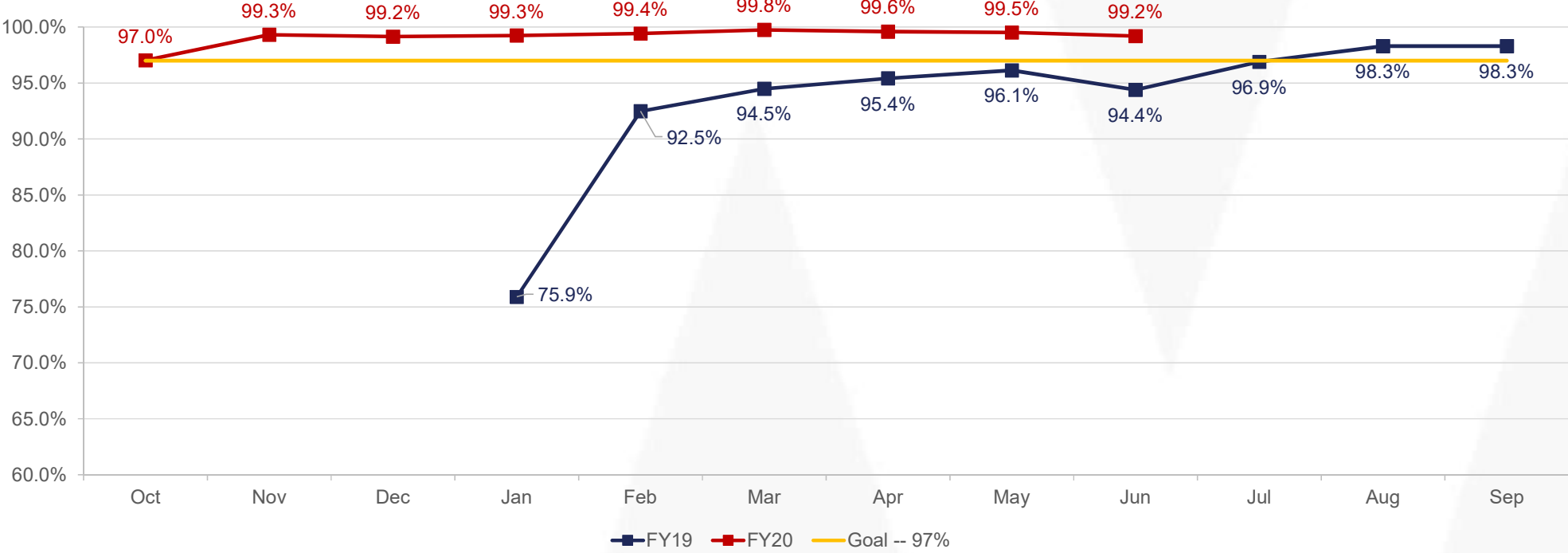
# TEXRail Safety

Days without a lost time injury:

- Transportation/Maintenance of Equipment - 902
- Maintenance of Way/Signal - 69

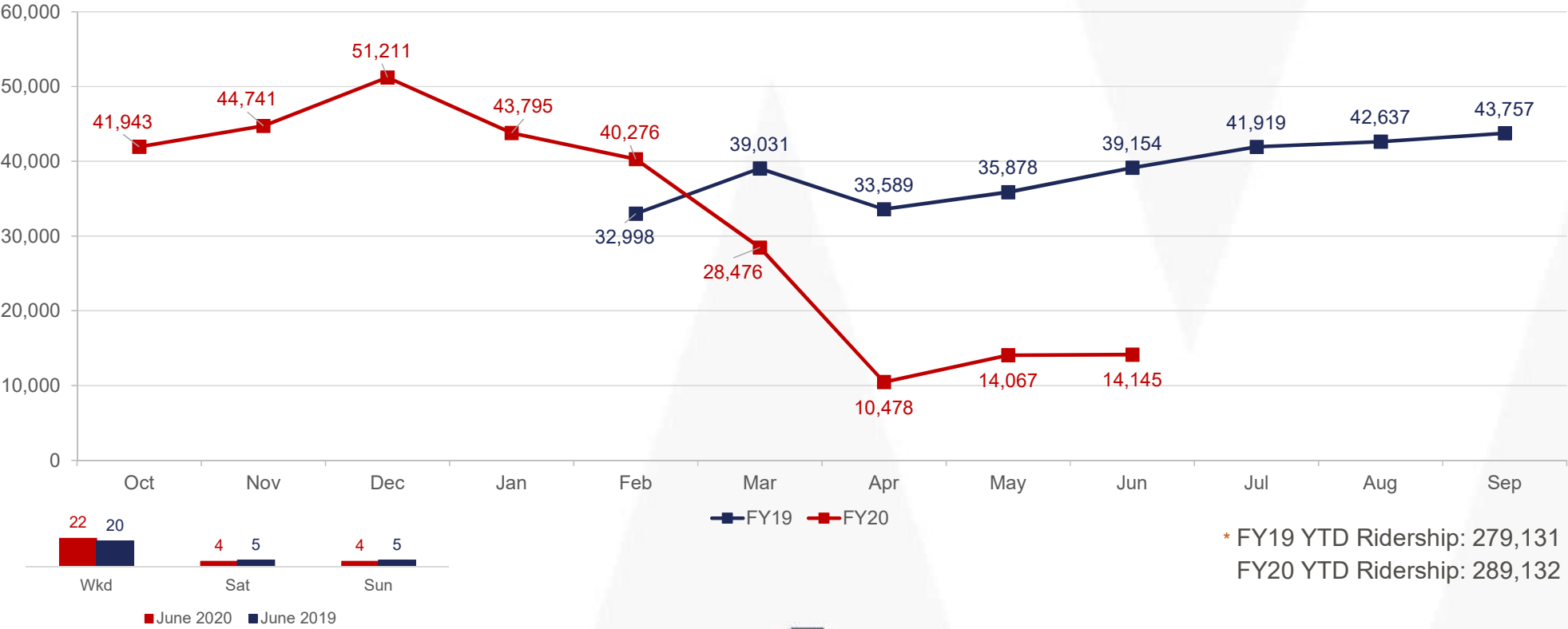


# TEXRail On-Time Performance





# TEXRail Monthly Ridership

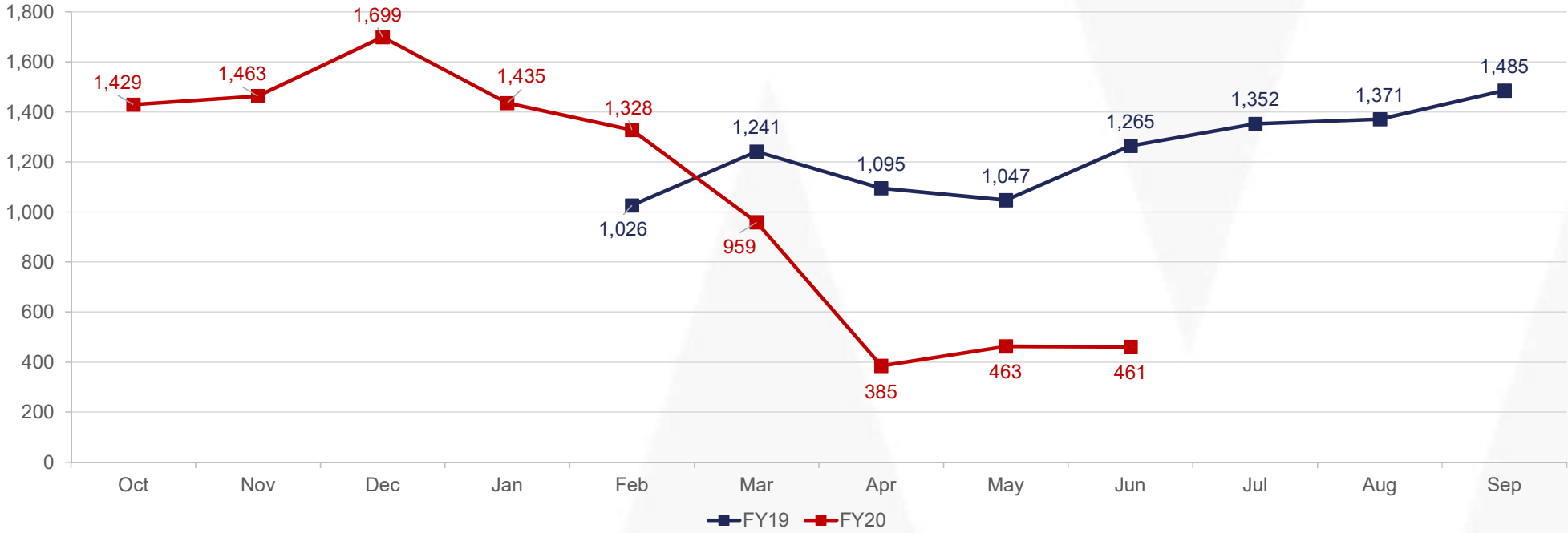


\* FY19 YTD Ridership: 279,131  
 FY20 YTD Ridership: 289,132

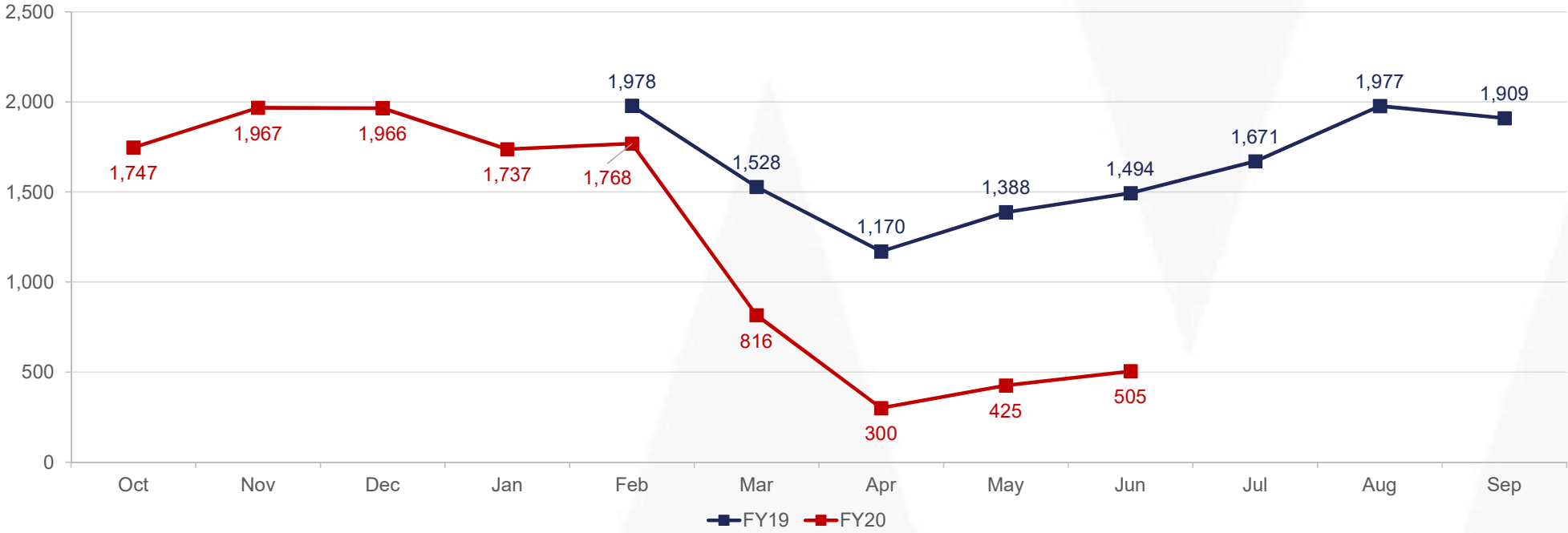
\* January 2019 free service included



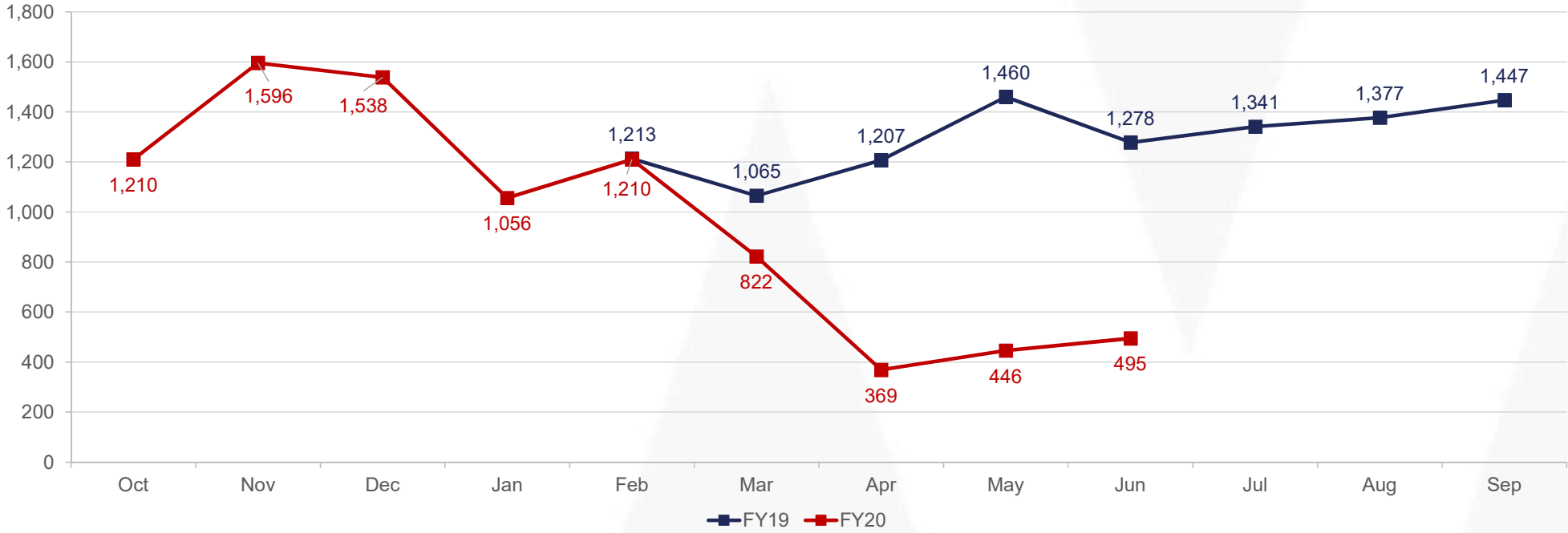
# TEXRail Average Weekday Ridership



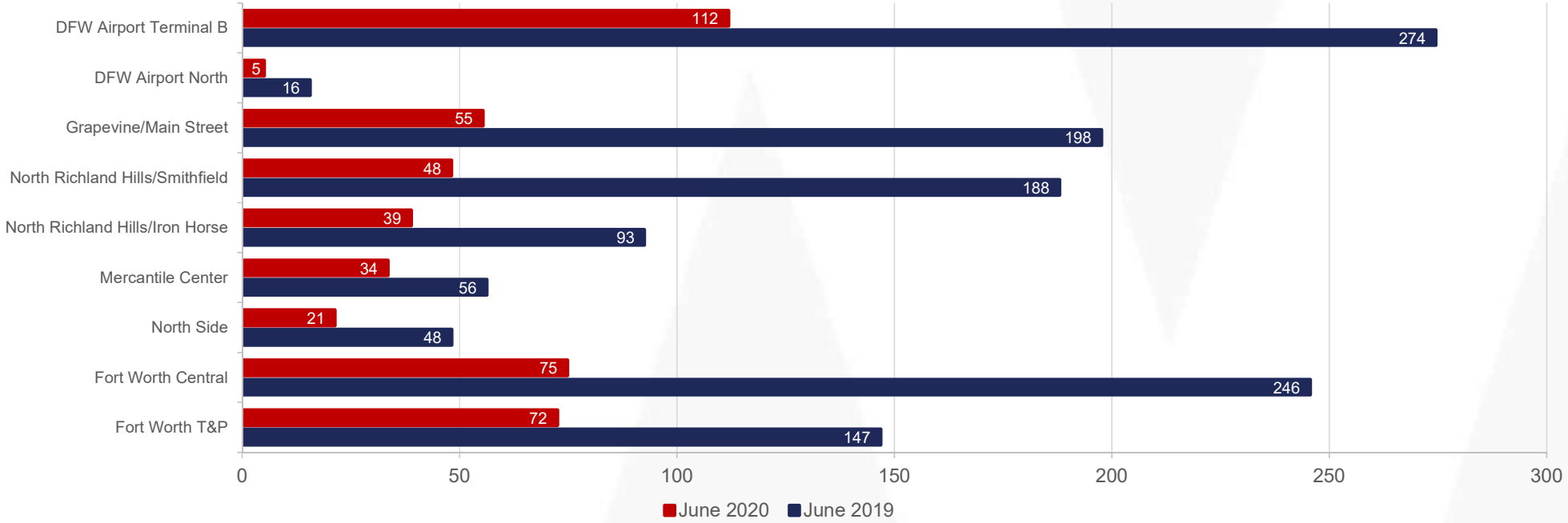
# TEXRail Average Saturday Ridership



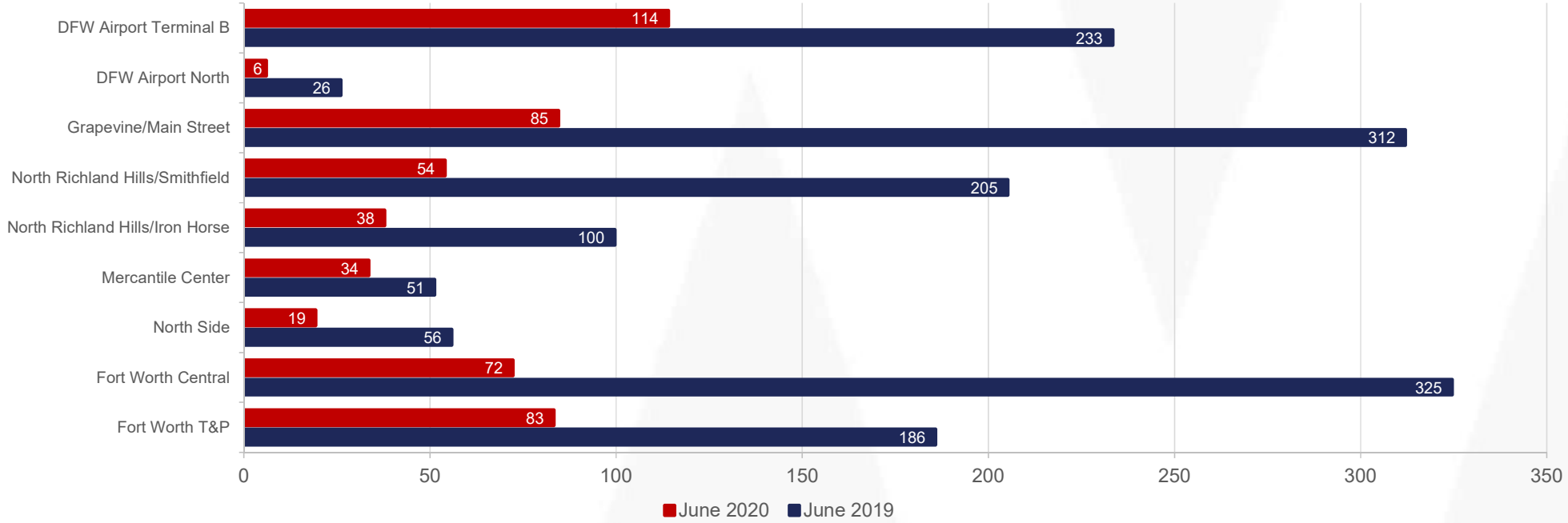
# TEXRail Average Sunday Ridership



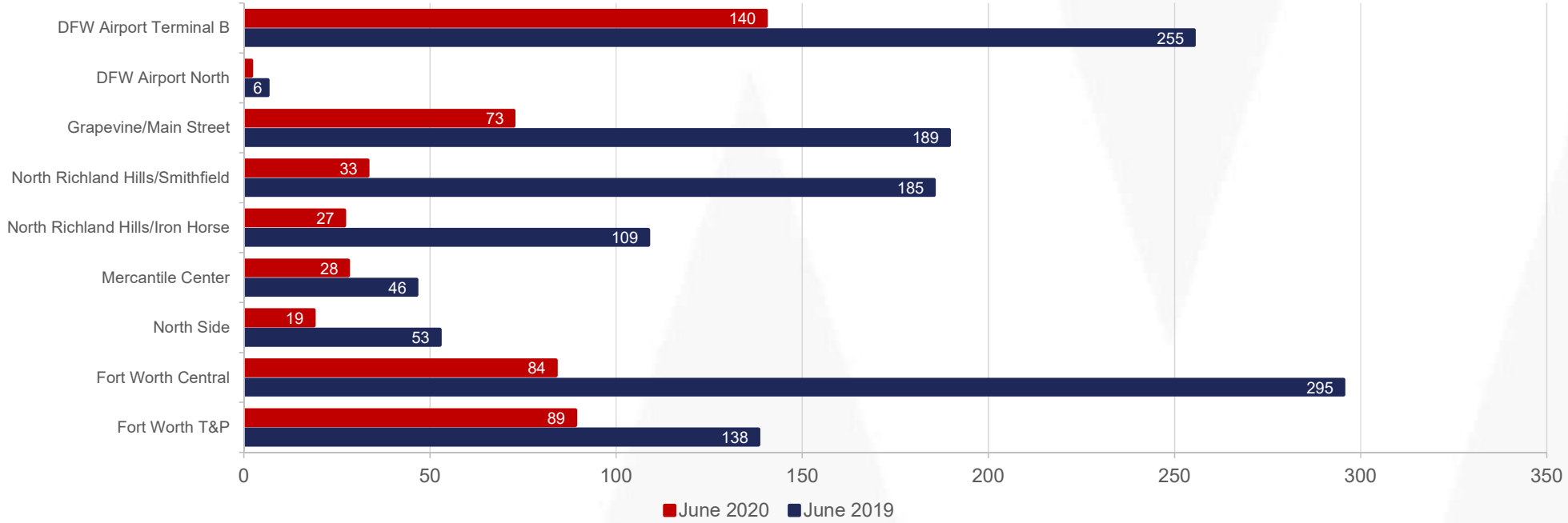
# TEXRail Average Weekday Ridership



# TEXRail Average Saturday Ridership



# TEXRail Average Sunday Ridership



# TRE Report

## June 2020

Jon-Erik "AJ" Arjanen  
COO/VP of Rail  
August 2020





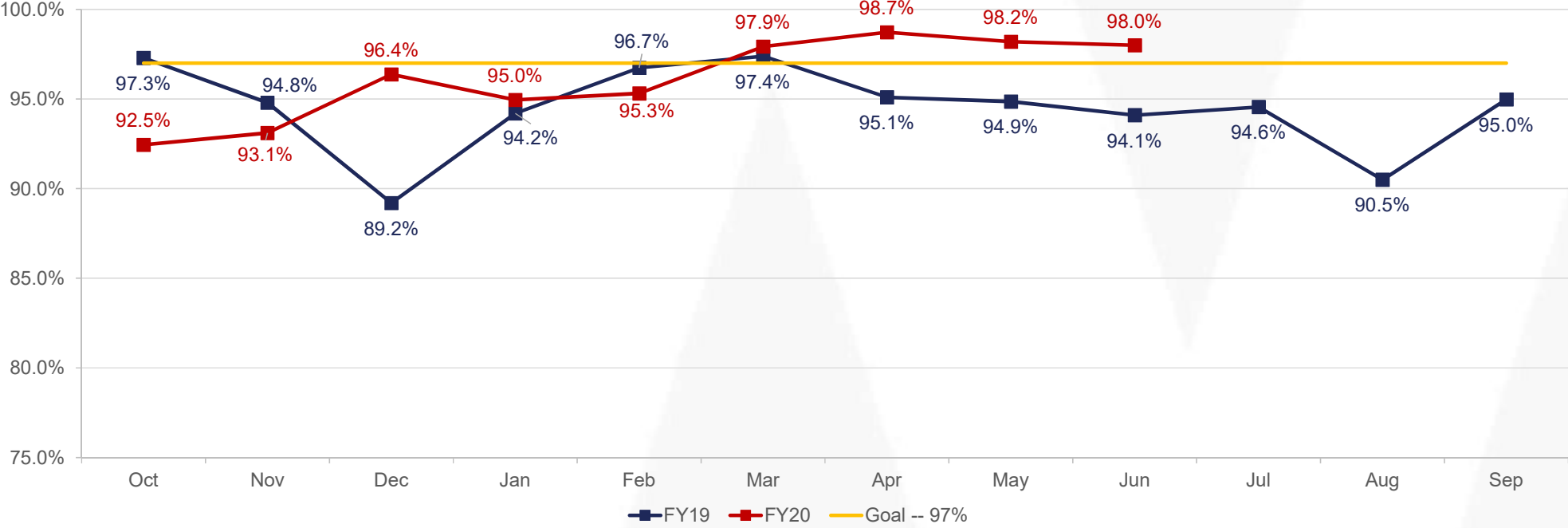
# TRE Safety

Days without a lost time injury:

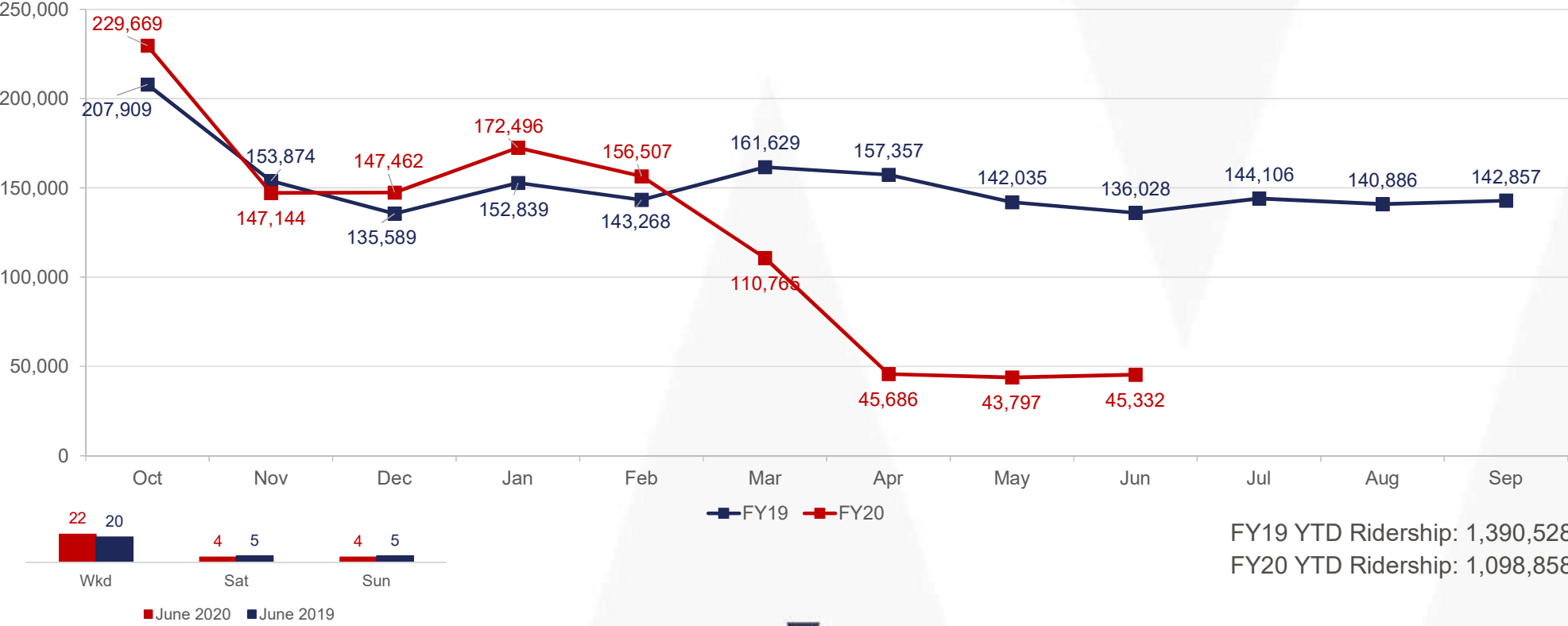
- Transportation/Maintenance of Equipment - 673
- Maintenance of Way/Signal - 62



# TRE On-Time Performance



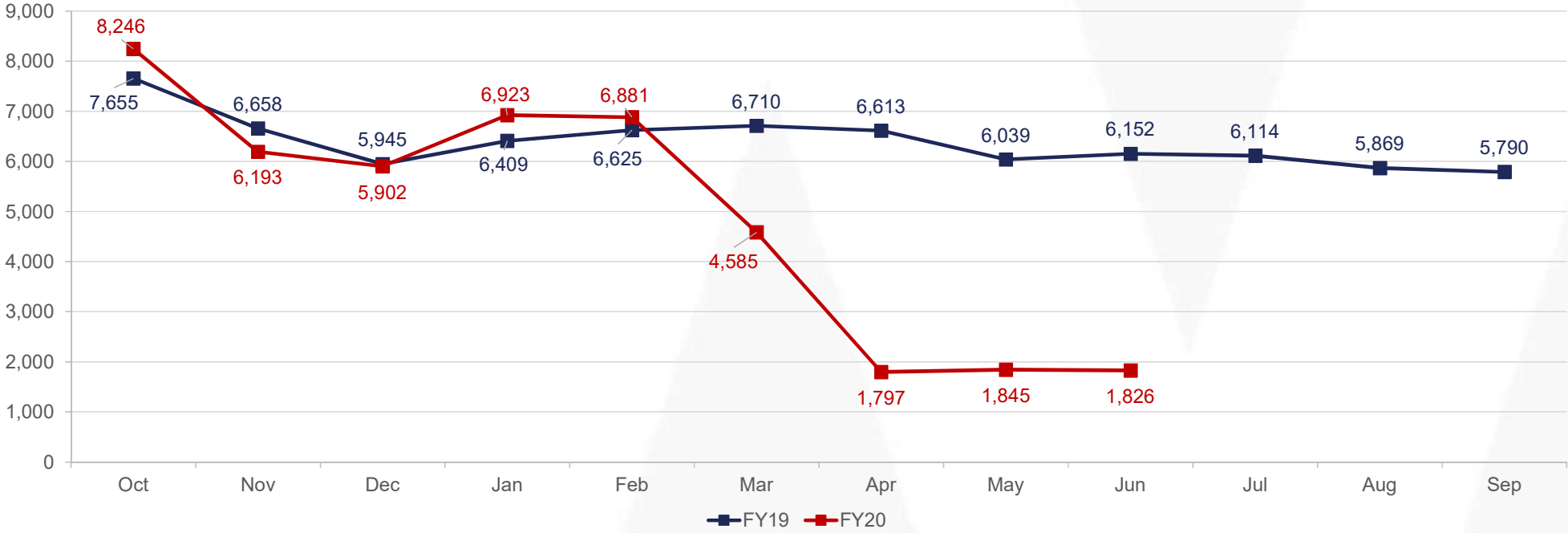
# TRE Monthly Ridership



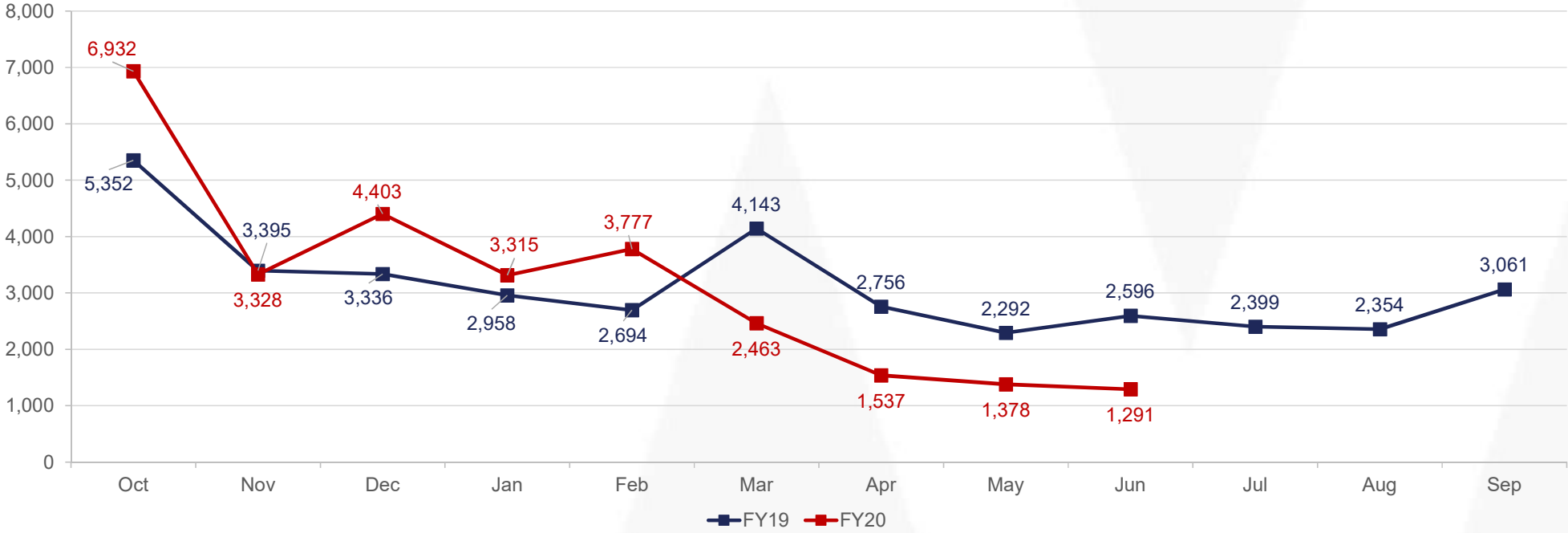
FY19 YTD Ridership: 1,390,528  
 FY20 YTD Ridership: 1,098,858



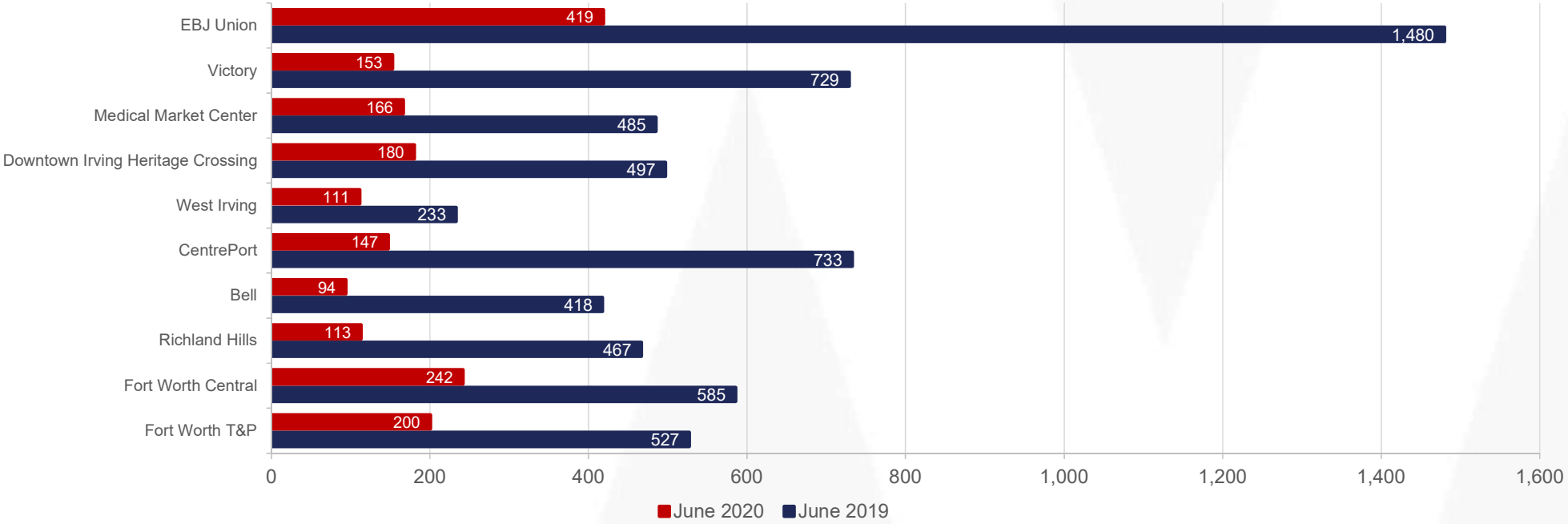
# TRE Average Weekday Ridership



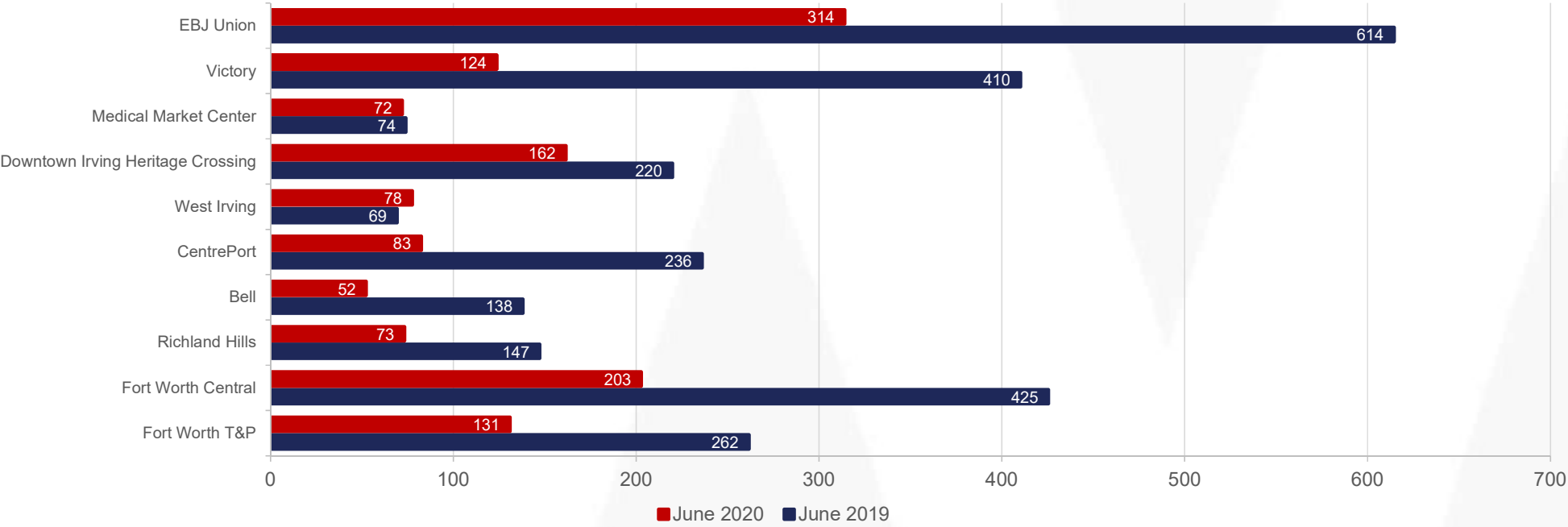
# TRE Average Saturday Ridership



# TRE Average Weekday Ridership



# TRE Average Saturday Ridership



# PLANNING, OPERATIONS & MARKETING COMMITTEE

## INFORMATION ITEM

**Item:** Operations Update

**Meeting Date:** August 24, 2020

---

Wayne Gensler, Chief Operating Officer / Vice President of Bus and Paratransit, will present an update on Operations.



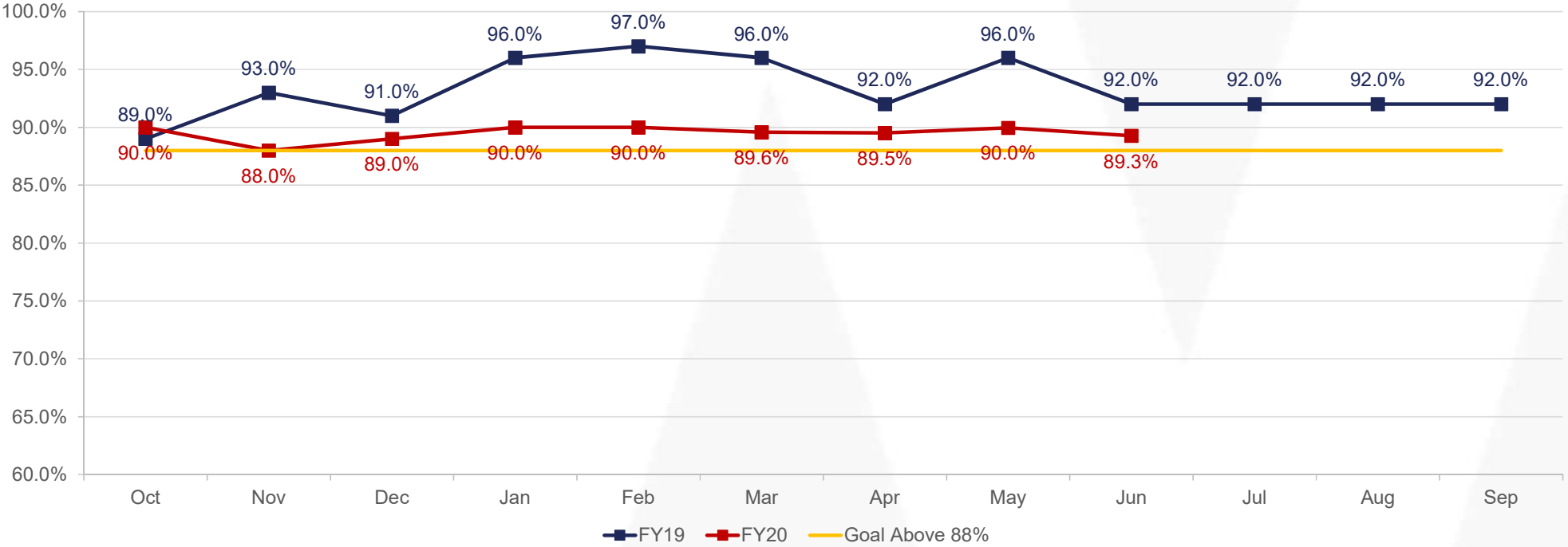
# Operations Report

## June 2020

Wayne Gensler  
COO/VP of Bus and Paratransit  
August 2020

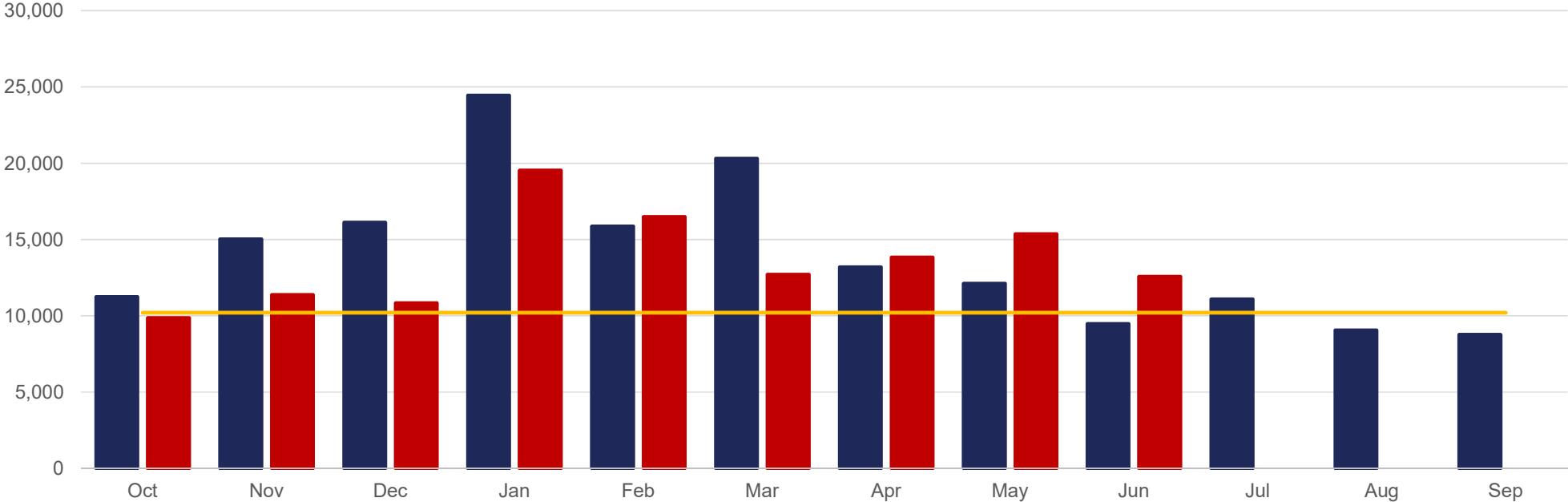


# Fixed Route On-Time Performance



# Fixed Route

# Miles Between Road Calls



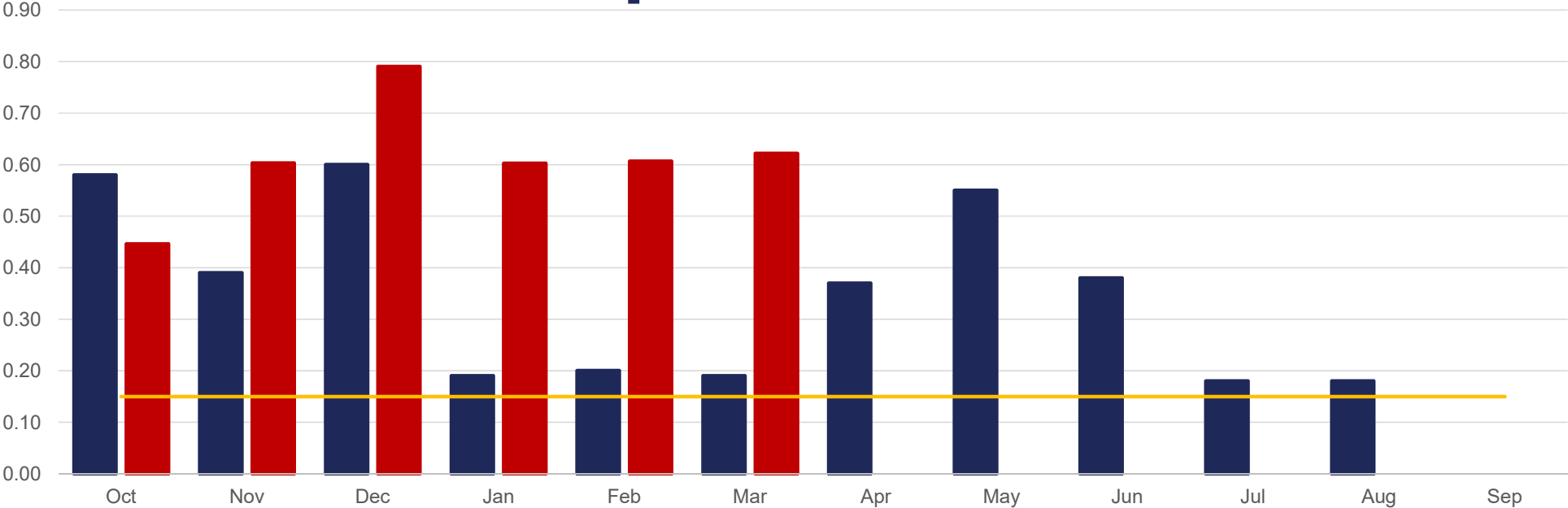
<b>FY19</b>	11,241	15,025	16,111	24,440	15,867	20,296	13,194	12,121	9,474	11,086	9,048	8,758
<b>FY20</b>	9,858	11,364	10,828	19,522	16,490	12,701	13,819	15,351	12,569			

Goal Above 10,200



# Fixed Route

# Preventable Major Collisions per 100K Miles

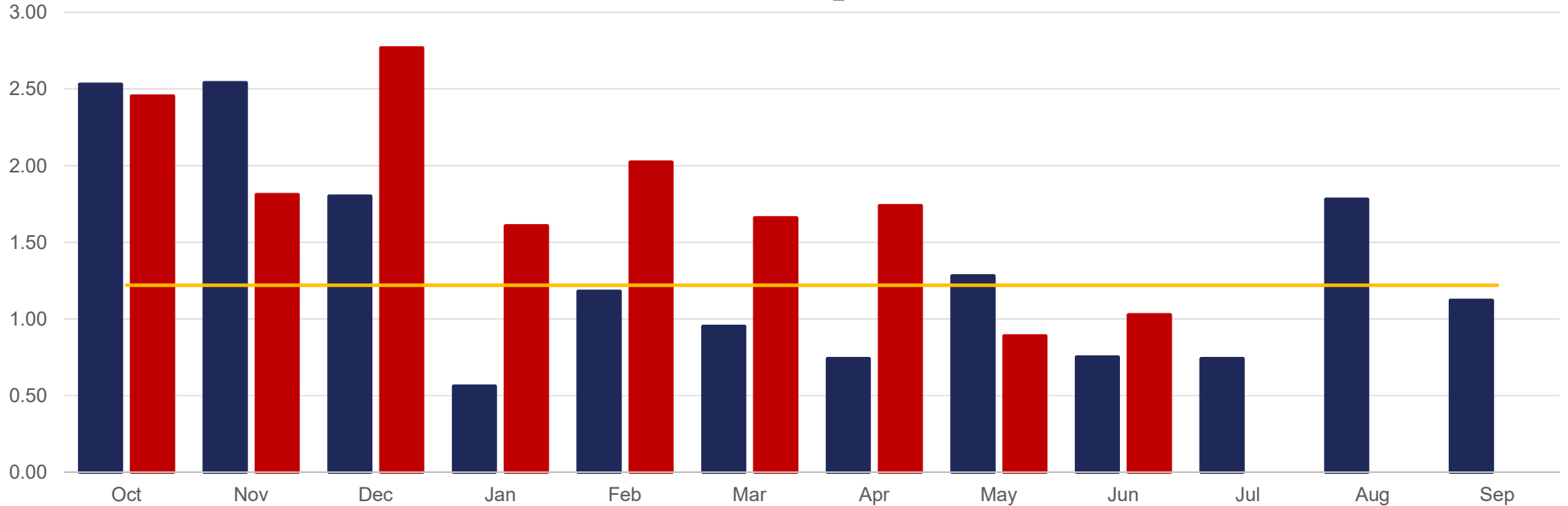


	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>FY19</b>	0.58	0.39	0.60	0.19	0.20	0.19	0.37	0.55	0.38	0.18	0.18	0.00
<b>FY20</b>	0.45	0.60	0.79	0.60	0.61	0.62	0.00	0.00	0.00			
Goal Below	0.15											
	No Collisions											



# Fixed Route

## Preventable Collisions per 100K Miles



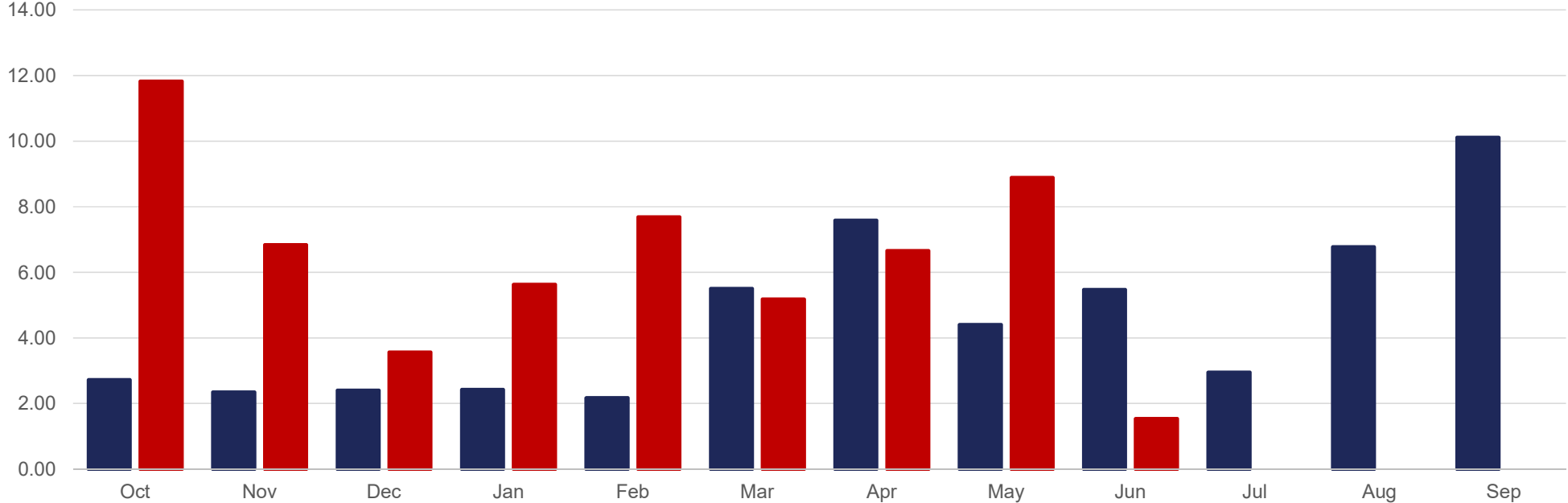
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>FY19</b>	2.53	2.54	1.80	0.56	1.18	0.95	0.74	1.28	0.75	0.74	1.78	1.12
<b>FY20</b>	2.45	1.81	2.77	1.61	2.02	1.66	1.74	0.89	1.03			

Goal Below 1.22



# Fixed Route

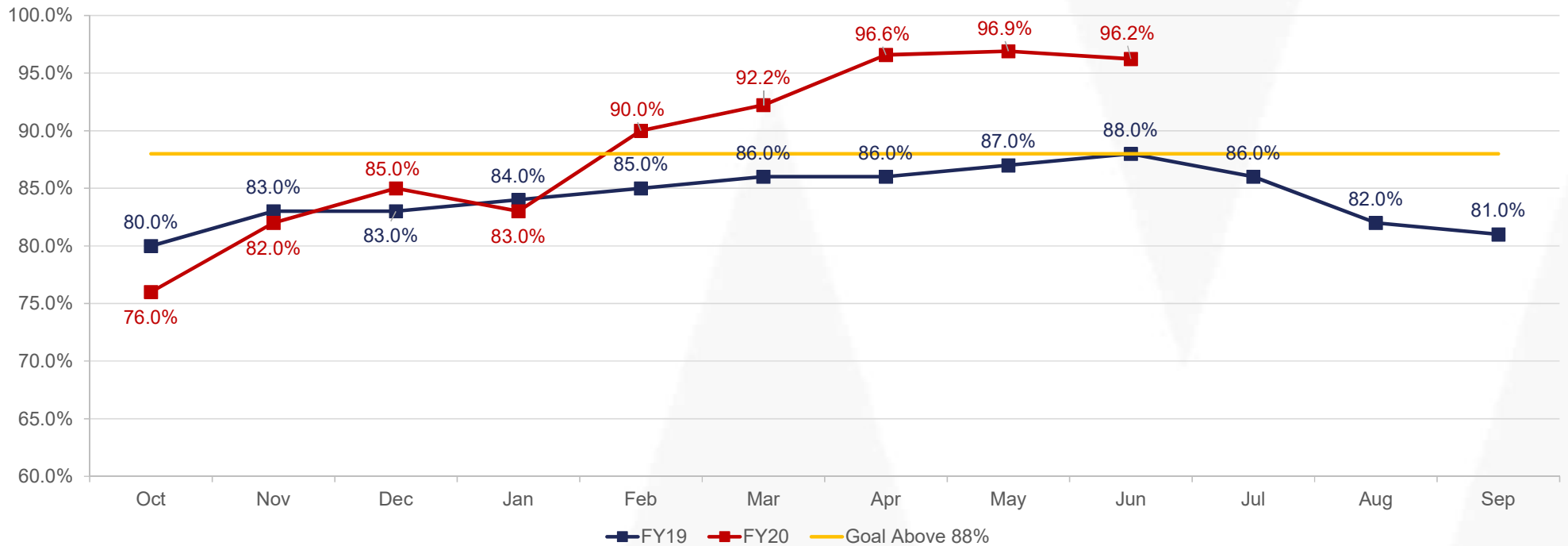
# Non-Preventable Collisions per 100K Miles



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY19	2.72	2.35	2.40	2.42	2.17	5.50	7.58	4.40	5.47	2.95	6.77	10.11
FY20	11.82	6.84	3.56	5.62	7.68	5.18	6.66	8.88	1.54			

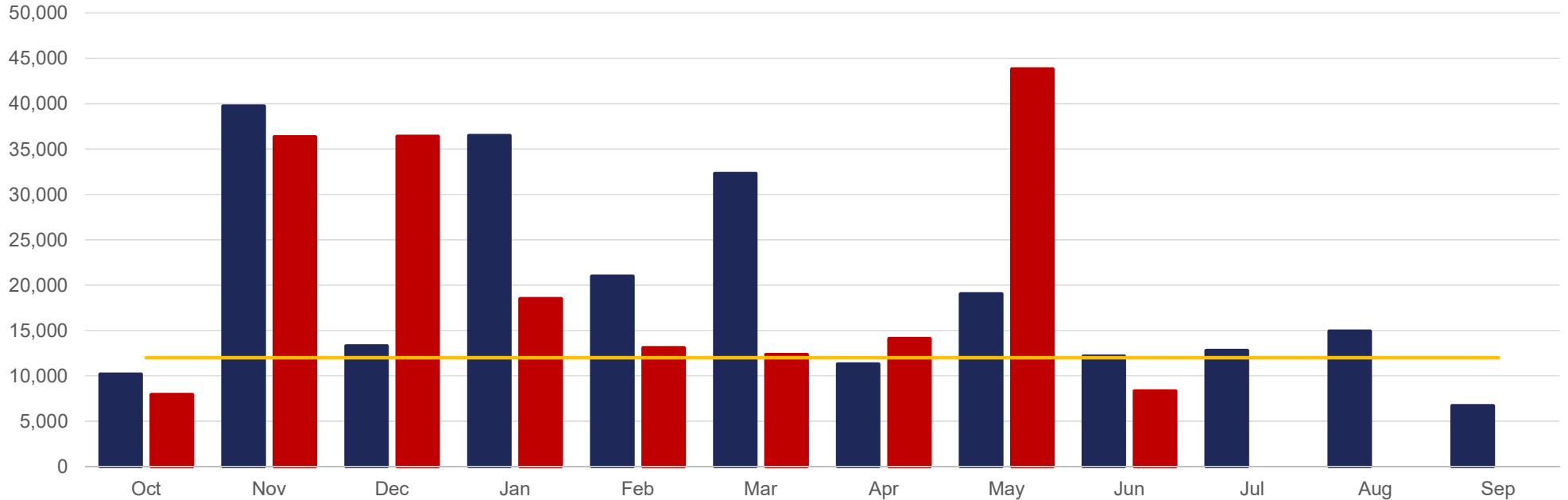


# ACCESS On-Time Performance



# ACCESS

# Miles Between Road Calls



<b>FY19</b>	10,184	39,728	13,280	36,487	20,968	32,291	11,287	19,033	12,158	12,778	14,905	6,678
<b>FY20</b>	7,929	36,318	36,396	18,480	13,070	12,335	14,104	43,800	8,314			

Goal Above 12,000





# ACCESS

## Preventable Major Collisions per 100K Miles



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>FY19</b>	0.00	0.00	0.84	0.00	0.00	0.00	0.00	0.00	0.82	0.00	0.00	1.66
<b>FY20</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

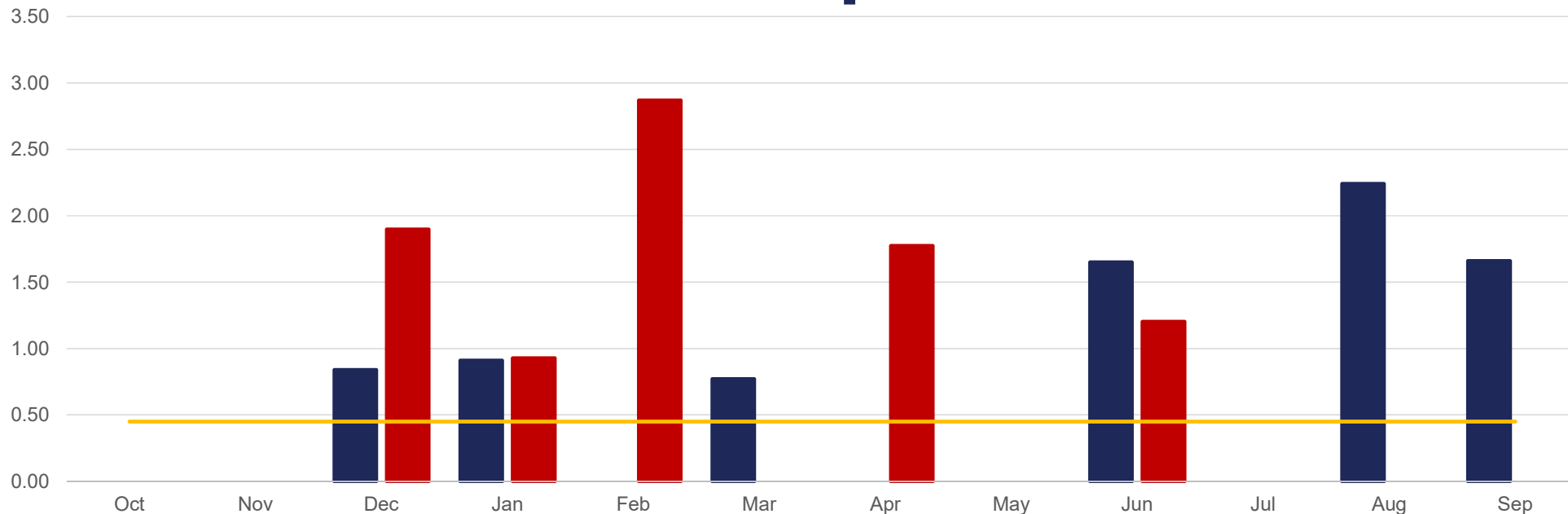
Goal Below 0.40

No Collisions



# ACCESS

## Preventable Collisions per 100K Miles



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>FY19</b>	0.00	0.00	0.84	0.91	0.00	0.77	0.00	0.00	1.65	0.00	2.24	1.66
<b>FY20</b>	0.00	0.00	1.90	0.93	2.87	0.00	1.77	0.00	1.20			

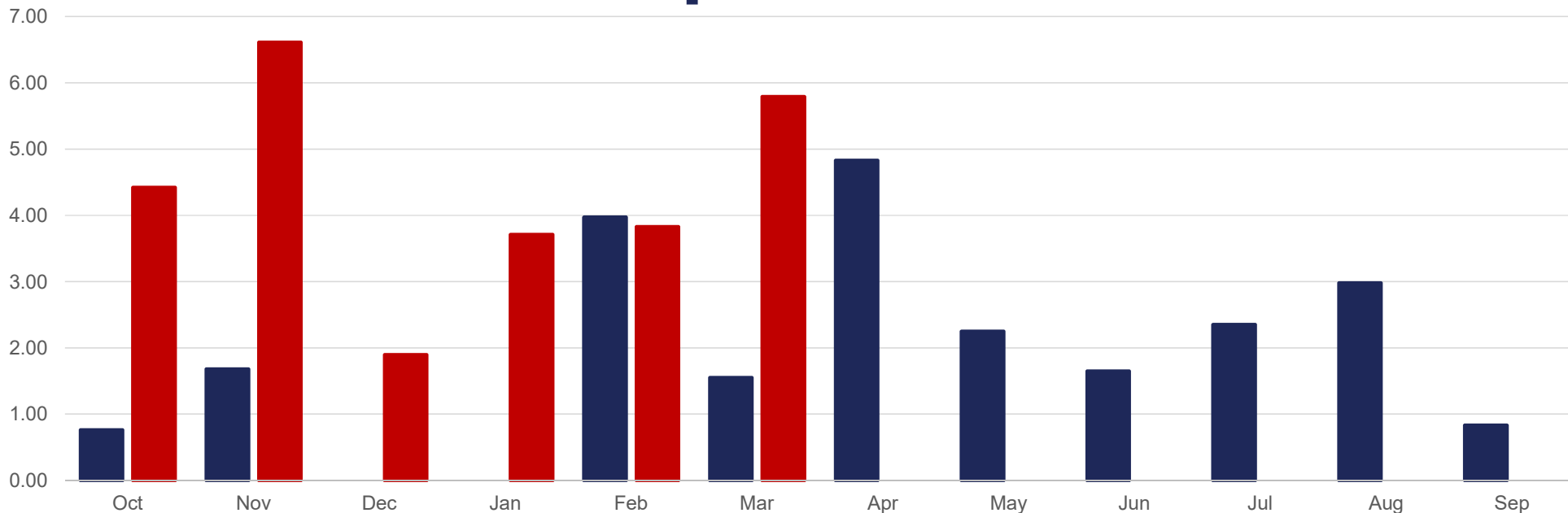
Goal Below 0.45

No Collisions



# ACCESS

## Non-Preventable Collisions per 100K Miles



<b>FY19</b>	0.76	1.68	0.00	0.00	3.97	1.55	4.83	2.25	1.65	2.35	2.98	0.83
<b>FY20</b>	4.42	6.61	1.90	3.71	3.83	5.79	0.00	0.00	0.00			

No Collisions



# PLANNING, OPERATIONS & MARKETING COMMITTEE INFORMATION ITEM

**Item:** Ridership Report

**Meeting Date:** August 24, 2020

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Wayne Gensler, Chief Operating Officer / Vice President of Bus and Paratransit, will present the Ridership Report.

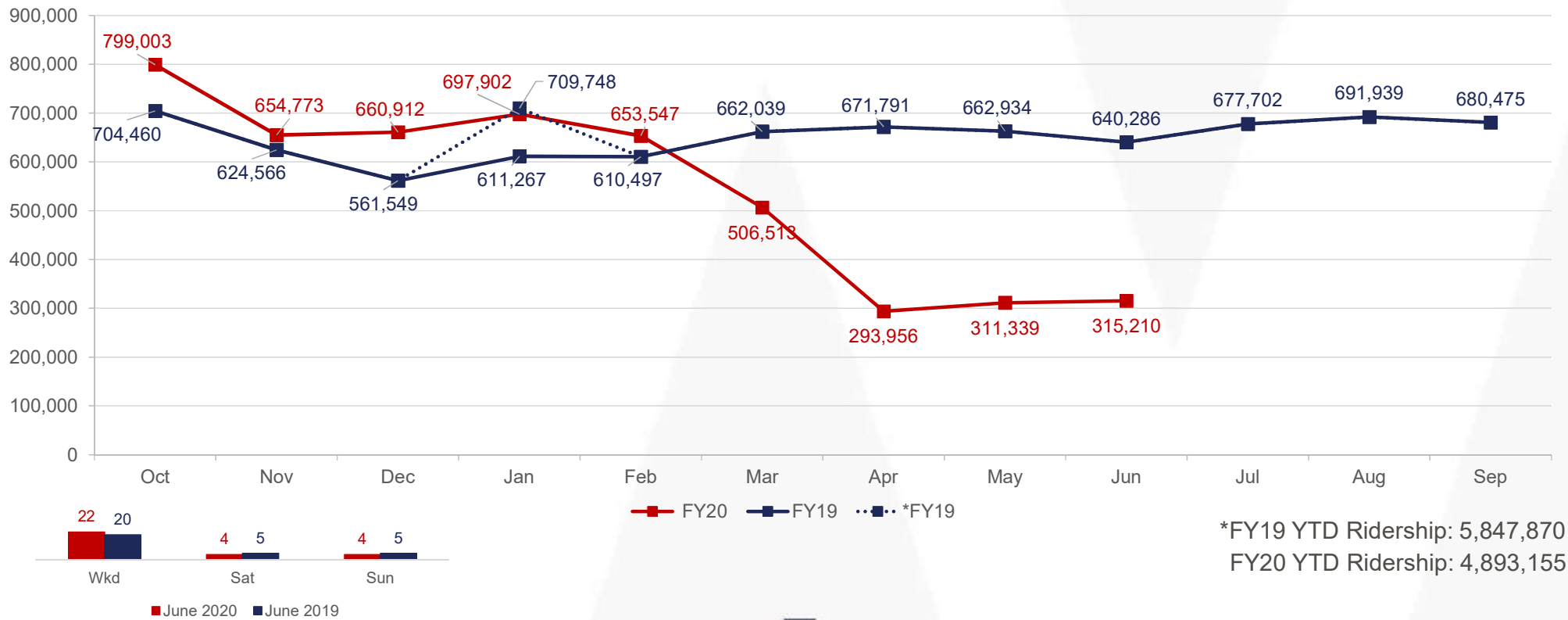
# Ridership Report

## June 2020

Wayne Gensler  
COO/VP of Bus and Paratransit  
August 2020



# System-wide Monthly Ridership

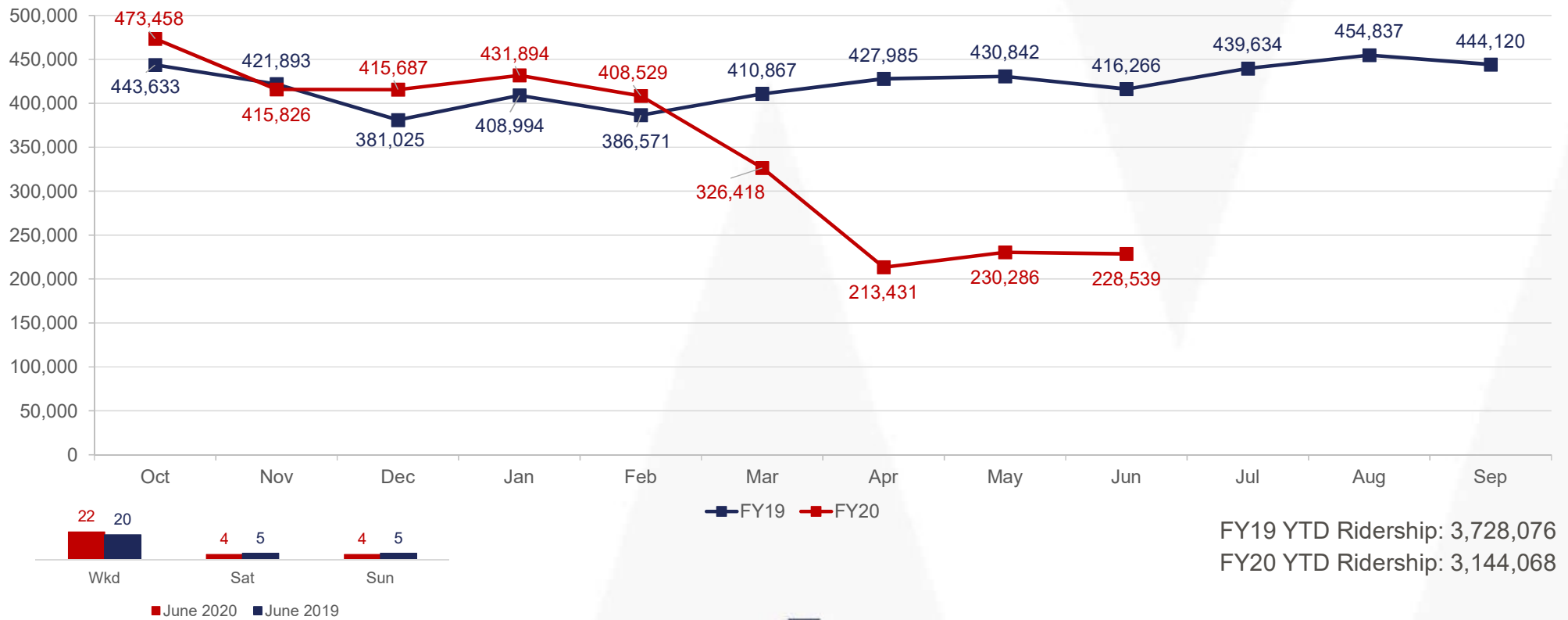


\*FY19 YTD Ridership: 5,847,870  
 FY20 YTD Ridership: 4,893,155

\* January 2019 free service included



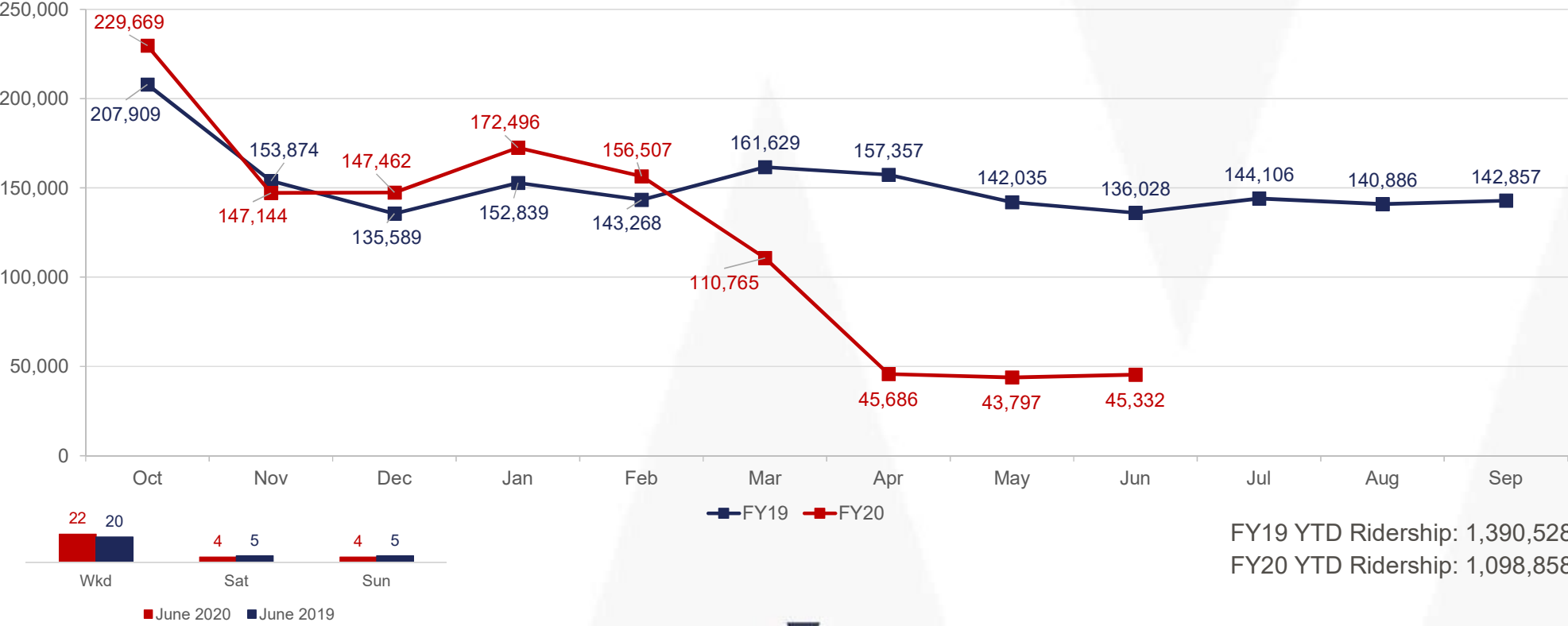
# Fixed Route Monthly Ridership



FY19 YTD Ridership: 3,728,076  
 FY20 YTD Ridership: 3,144,068



# TRE Monthly Ridership

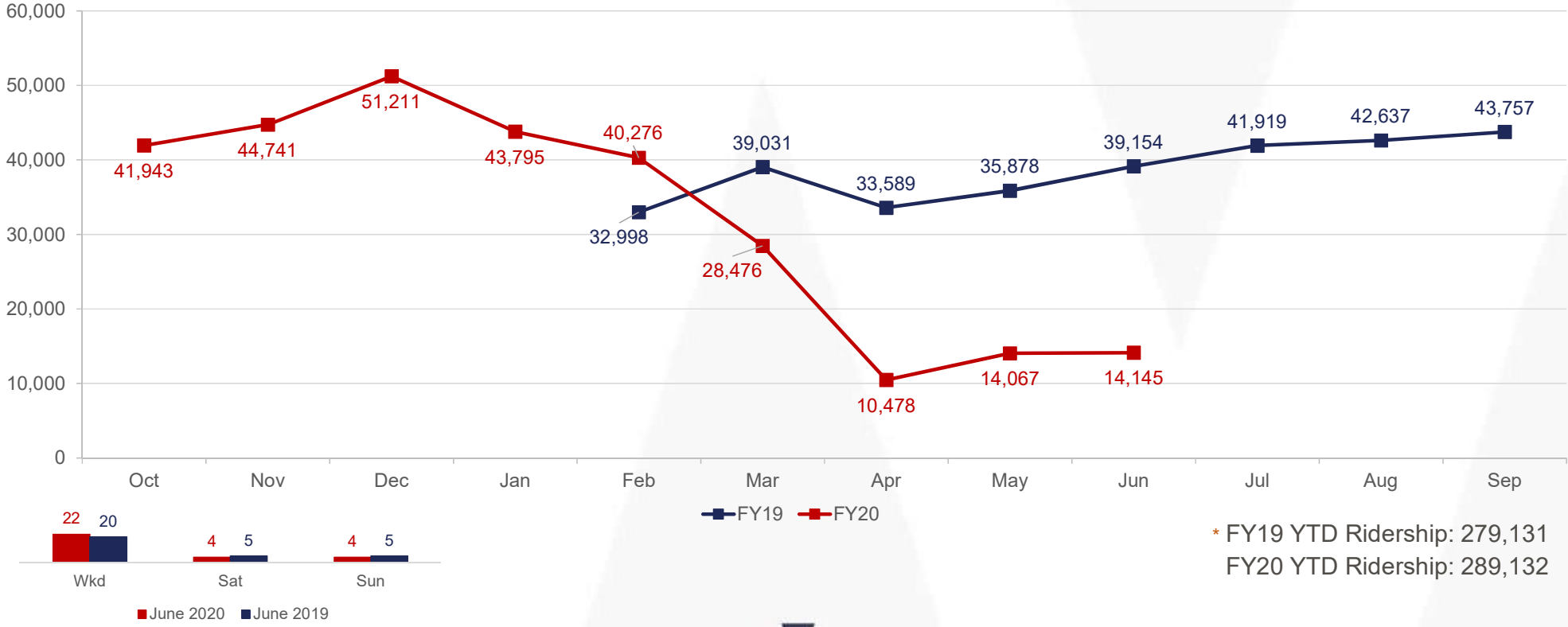


FY19 YTD Ridership: 1,390,528  
 FY20 YTD Ridership: 1,098,858





# TEXRail Monthly Ridership

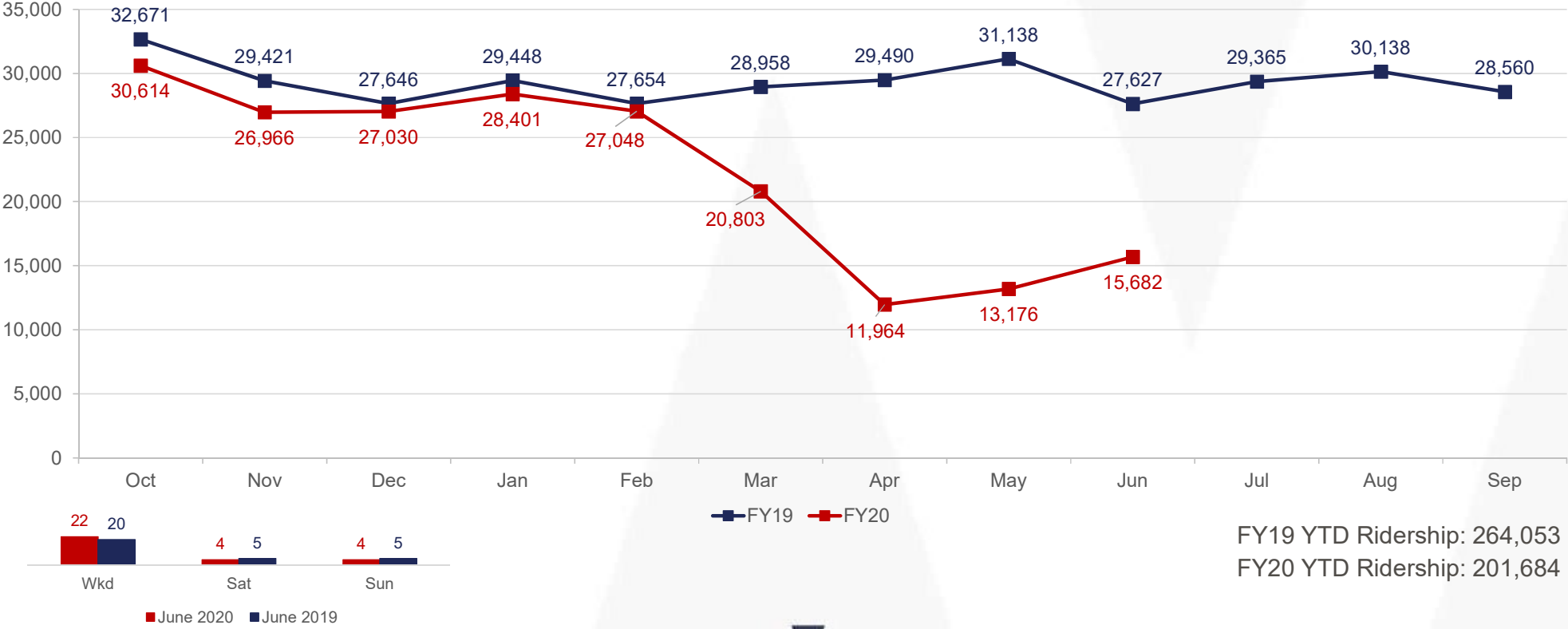


\* FY19 YTD Ridership: 279,131  
 FY20 YTD Ridership: 289,132

\* January 2019 free service included



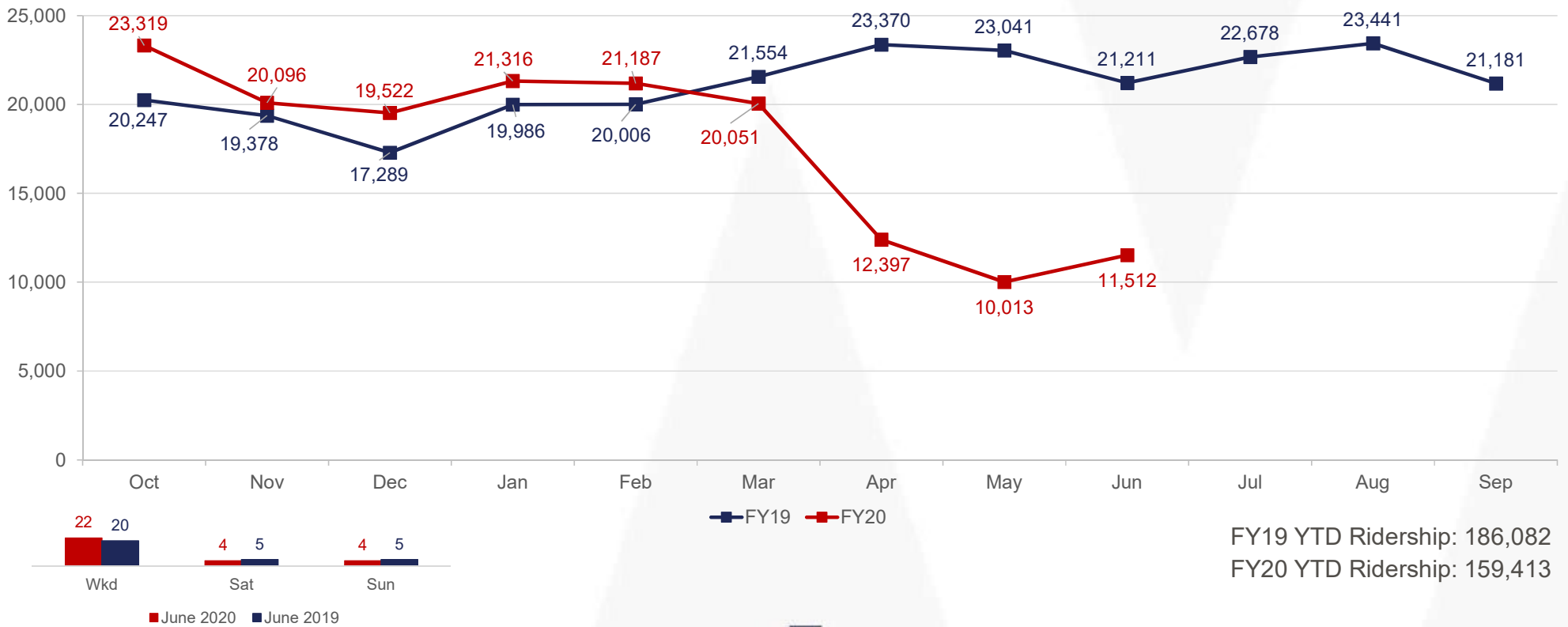
# ACCESS Monthly Ridership



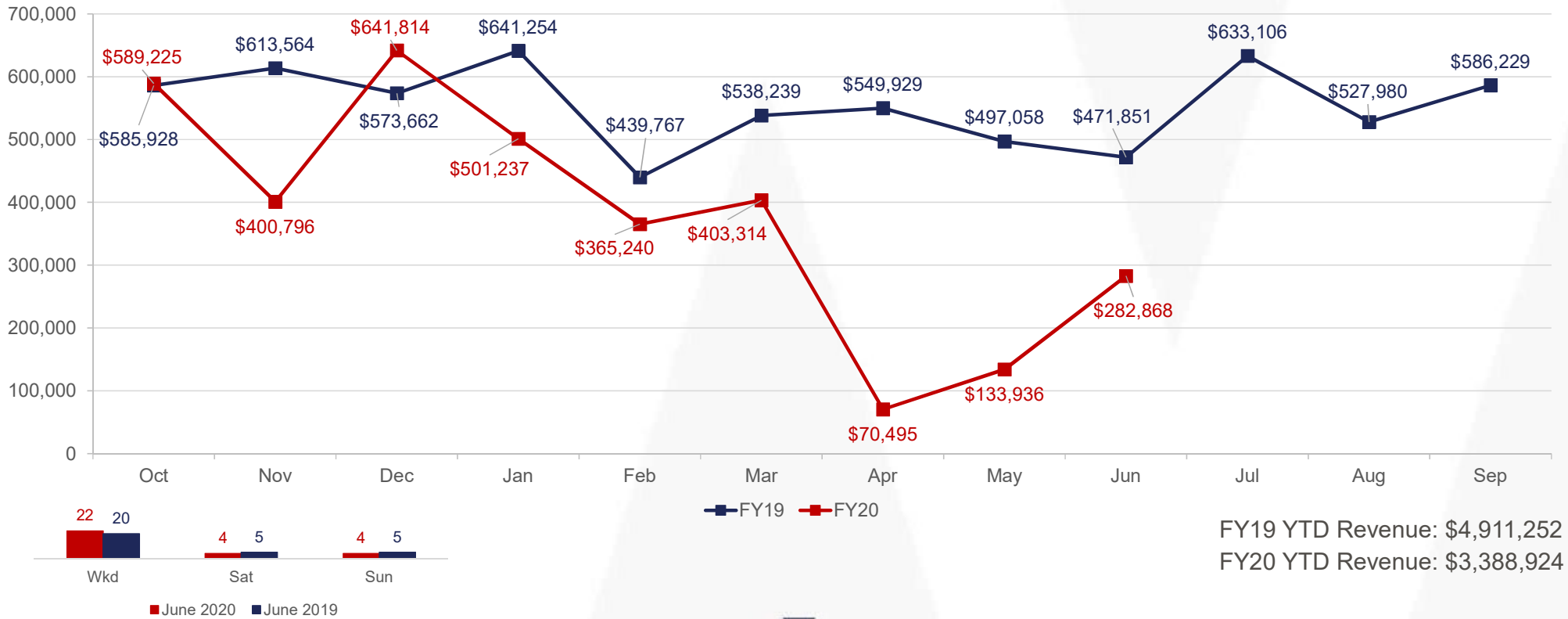
FY19 YTD Ridership: 264,053  
 FY20 YTD Ridership: 201,684



# Other Services Monthly Ridership



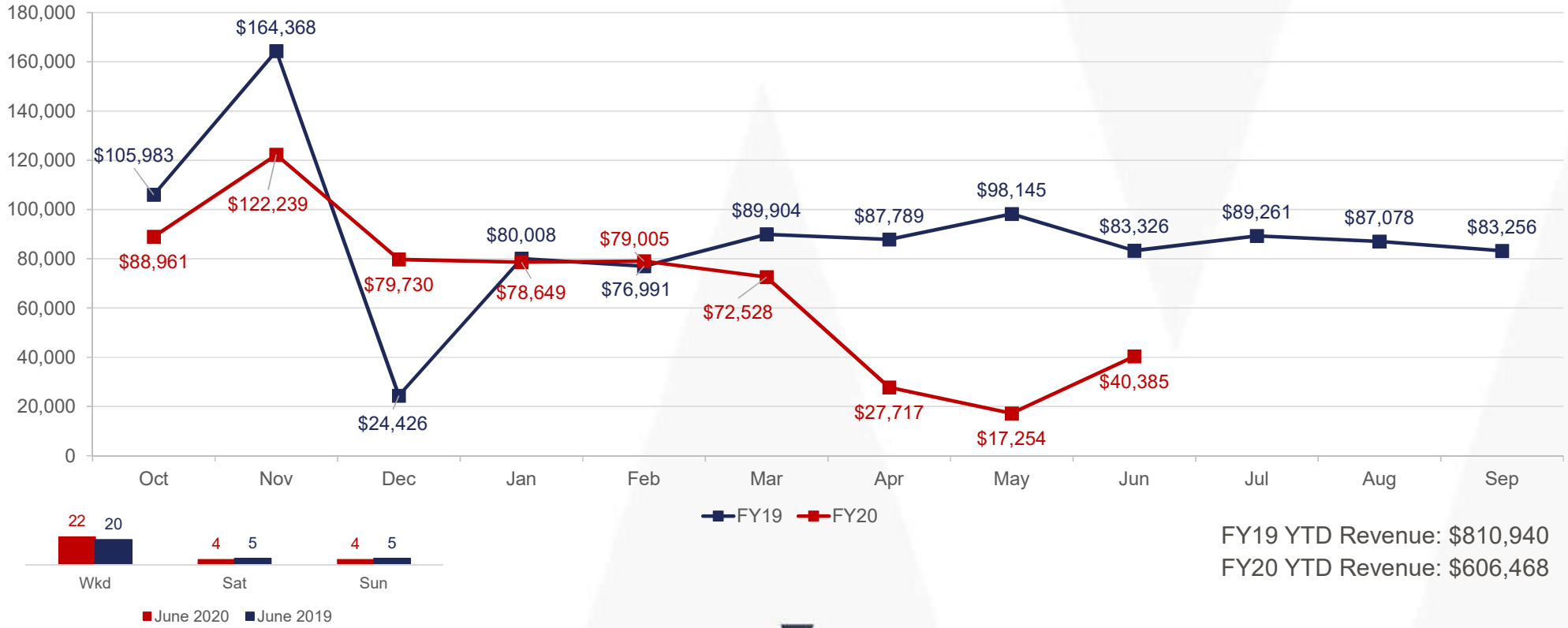
# Fixed Route Revenue



FY19 YTD Revenue: \$4,911,252  
 FY20 YTD Revenue: \$3,388,924



# ACCESS Revenue



# Summary

June 2020	Bus	ACCESS	TRE	TEXRail	System Wide
Recovery Ratio	17.51%	9.33%	14.81%	12.56%	15.51%
Average Fare per Boarding	\$1.24	\$2.58	\$0.80	\$1.19	\$1.24

FY2020 - FYTD	Bus	ACCESS	TRE	TEXRail	System Wide
Recovery Ratio	10.63%	6.16%	11.47%	1.45%	8.02%
Average Fare per Boarding	\$1.08	\$3.01	\$1.17	\$0.79	\$1.16



## July COVID Service Highlights

- Provided 11,277 trips to Medical District on Fixed Route service
- Provided 8,081 medical and grocery trips on Paratransit service
- Provided 6,829 dialysis trips on Paratransit service
- Provided 891 work trips on ZIPZONES
- 142 trips on Near Southside ZIPZONE that started service on July 19<sup>th</sup>

# PLANNING, OPERATIONS & MARKETING COMMITTEE INFORMATION ITEM

**Item:** August 2020 Marketing & Communications  
Report

**Meeting Date:** August 24, 2020

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Melissa Chrisman, Vice President of Marketing & Communications, will present an update on Marketing & Communications.



# PLANNING, OPERATIONS & MARKETING COMMITTEE INFORMATION ITEM

Item Number: Marketing & Communications Update

Meeting Date: Aug. 24, 2020

## PAID MEDIA – NEW

CAMPAIGN NAME:	<b>ZIP IN. ZIP SOUTH. NEAR SOUTHSIDE ZIPZONE LAUNCH</b>
TIMEFRAME:	JULY – AUGUST 2020
RIDERSHIP GOAL:	15 AVERAGE DAILY RIDES BY AUG. 31, 2020
RESULTS TO DATE:	11 AVERAGE DAILY RIDES THROUGH JULY 31, 2020
TACTICS:	PRINT, DIGITAL, PAID SOCIAL, TARGETED EMAIL
URL:	RIDETRINITYMETRO.org/ZIPSOUTH



*In July, Near Southside ZIPZONE ads were just under 500,000 ad views.*

**PAID MEDIA – UPDATE**

CAMPAIGN NAME: **TEXRAIL RIDERSHIP. DELIVERING YOU SAFELY.**

TIMEFRAME:	MAY – AUGUST 2020
CAMPAIGN GOAL:	1,000,000 AD IMPRESSIONS
RESULTS	24,654,800 AD IMPRESSIONS
RIDERSHIP GOAL:	41,023 AVERAGE MONTHLY RIDERSHIP BY AUG. 31, 2020 (6% INCREASE)
BENCHMARK:	38,701 AVERAGE MONTHLY RIDERSHIP MAY – AUGUST 2019
RESULTS TO DATE:	14,425 AVERAGE MONTHLY RIDERSHIP MAY – JULY 2020
TACTICS:	BILLBOARDS, PAID SOCIAL, CABLE TV, DIGITAL, PRINT



## **EARNED MEDIA – JUNE AND JULY RESULTS**

### **NATIONAL/INTERNATIONAL**

The Near Southside ZIPZONE was featured on the cover of Passenger Transport: [New Trinity Metro ZIPZONE serves Fort Worth Medical District.](#)

Bob Baulsir, president and CEO, and Wayne Gensler, vice president and COO of bus and paratransit, were quoted in Mass Transit: [Too hot to walk in Fort Worth’s medical district or Magnolia? Here’s how to get a ride.](#)

The Fort Worth T&P Station was featured in an MSN-Australia and Travel MSN article: [50 stunning photos of historic train stations across America.](#)

Board Chairman Jeff Davis was quoted in a Mass Transit article: [Would Fort Worth residents rather spend more of their taxes on police or transit?](#)

Wayne Gensler, vice president and COO of bus and paratransit, was quoted in a Passenger Transport article: [Trinity Metro launches new ZIPZONE service.](#)

Reed Lanham, deputy COO of rail, was quoted in a Mass Transit article: [Final push to PTC deadline.](#)

### **LOCAL/REGIONAL**

CEO and President Bob Baulsir was quoted in a Fort Worth Weekly article about the Near Southside ZIPZONE: [Night & Day.](#)

The Near Southside ZIPZONE was featured in the Fort Worth Star-Telegram: [These COVID face masks will get you big discounts at Fort Worth businesses.](#)

Bob Baulsir, president and CEO, and Wayne Gensler, vice president and COO of bus and paratransit, were quoted in a Fort Worth Star-Telegram article: [Too hot to walk in Fort Worth’s medical district or Magnolia? Here’s how to get a ride.](#)

Bob Baulsir and Wayne Gensler were quoted in an article on the City of Fort Worth website: [Near Southside ZIPZONE starts July 19.](#)

Seniorific News published article with quotes from Bob Baulsir and Wayne Gensler: [Near Southside ZIPZONE starts July 19.](#)

Rodney Woods, emerging mobility manager, was interviewed on WBAP news radio about the Near Southside ZIPZONE.

Bob Baulsir, president and CEO, and Wayne Gensler, vice president and COO of bus and paratransit, were quoted in a Fort Worth Business Press article: [Near Southside ZIPZONE starts July 19.](#)

Potential funding for public transportation was part of a Fort Worth Star-Telegram editorial: [Fort Worth wants 10 more years of anti-crime sales tax. Here’s our recommendation.](#)

Trinity Metro was featured on the City of Fort Worth website: [Face coverings required onboard all Trinity Metro vehicles.](#)

Trinity Metro was mentioned in a Fort Worth Business Press article: [North Central Texas receives \\$11 million transit grant.](#)



CEO and President Bob Baulsir was quoted in a Community Impact Newspaper article: [\\$600k federal grant boosts joint Fort Worth, Trinity Metro project.](#)

Trinity Metro was featured in a Letter to the Editor in the Fort Worth Star-Telegram: [Trinity Metro deserves support.](#)

Trinity Metro is mentioned in a Fort Worth Weekly article: [Reining in police spending.](#)

The Seniorific.com website featured the article: [Trinity Metro awarded \\$600,000 grant from FTA.](#)

Board Chairman Jeff Davis was quoted in a Fort Worth Star-Telegram article: [Would Fort Worth residents rather spend more of their taxes on police or transit?](#)

CEO and President Bob Baulsir was quoted on the What's Up Fort Worth website: [Trinity Metro receives \\$600k grant!](#)

Bob Baulsir was also quoted in articles on the City of Fort Worth website: [Trinity Metro resumes regular service on some routes](#), [Trinity Metro awarded \\$600,000 grant from Federal Transit Administration.](#)

**SHARED MEDIA – JUNE AND JULY RESULTS**

SHARED MEDIA RESULTS

SUMMARY: JUNE AND JULY SOCIAL MEDIA HIGHLIGHTS

TOTAL ENGAGEMENTS:	15,479 (1,878 IN MAY)
TOTAL MESSAGES SENT:	304 (50 IN MAY)
TOTAL FOLLOWERS GAINED:	349 (106 IN MAY)
TOTAL IMPRESSIONS:	372,210 (149,528 IN MAY)

SHARED MEDIA RESULTS

SUMMARY: JULY SOCIAL MEDIA DETAILS

Network	Engagements	Clicks	Page Likes	Comments	Shares	Reactions	Impressions	Average Daily Users Reached
Facebook	3,297 ↓ 18% YOY ↓ 95% MOM	1,962 ↓ 68% YOY ↓ 87% MOM	11,847 ↑ 63% YOY ↑ 1% MOM	182 ↓ 83% YOY ↓ 37% MOM	145 ↓ 71% YOY ↓ 75% MOM	1,018 ↓ 31% YOY ↓ 34% YOY	96,250 ↓ 49% YOY ↓ 88% MOM	70,474 ↓ 36% YOY ↓ 81% MOM

Network	Engagements	Engagement Rate	Link Clicks	Mentions	Retweets	Likes	Impressions
Twitter	1,071 ↓ 33% YOY ↓ 22% MOM	3% ↓ 33% YOY ↓ 33% MOM	245 ↓ 46% YOY ↑ 50% MOM	14 ↓ 44% YOY ↓ 52% MOM	49 ↓ 8% YOY ↓ 27% MOM	167 ↓ 48% YOY ↑ 2% MOM	45,906 ↓ 29% YOY ↓ 21% MOM

Network	Engagements	Engagement Rate	Likes	Comments	Saves	Impressions	Reach
Instagram	442 ↓ 39% MOM	19% ↓ 30% MOM	409 ↓ 37% MOM	6 ↓ 77% MOM	27 ↓ 98% MOM	14,091 ↓ 1% MOM	10,576 ↓ 17% MOM



**OWNED MEDIA – JUNE AND JULY**

**OWNED MEDIA RESULTS**

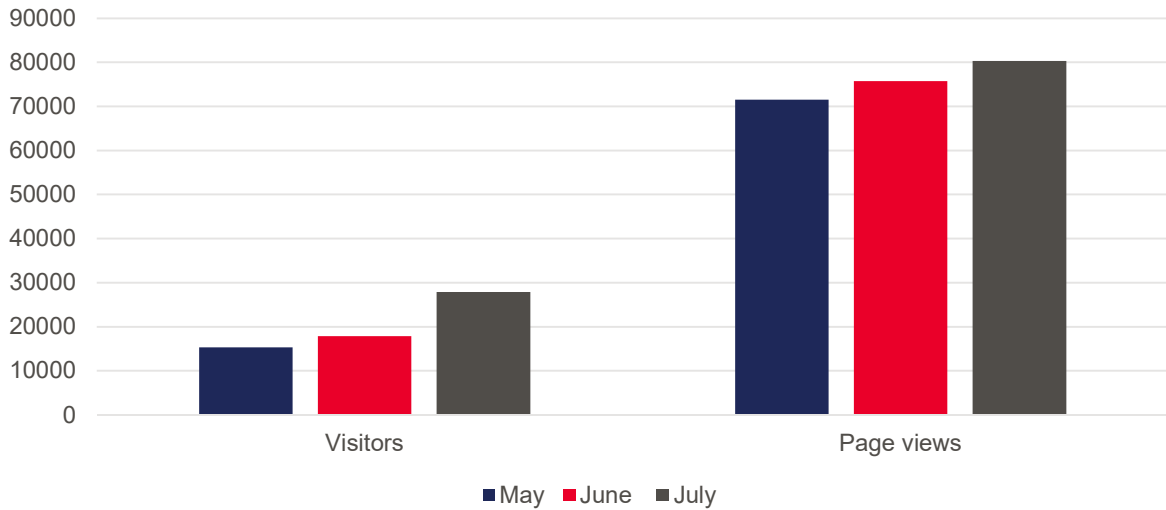
**SUMMARY: GOVDELIVERY EMAIL/TEXT MARKETING**

BULLETINS SENT:	56 (9 IN MAY)
TOTAL RECIPIENTS:	341,688 (53,796 IN MAY)
EMAIL OPENS:	65,309 (11,707 IN MAY)
EMAIL OPEN RATE:	23% (24% IN MAY)
LINK CLICKS:	6,684 (1,070 IN MAY)
TOTAL SUBSCRIBER PROFILES	19,293 18,917 (+376)
TOTAL SUBSCRIPTIONS	154,187 149,395 (+4,792)

**OWNED MEDIA RESULTS**

**SUMMARY: TRINITY METRO WEBSITE**

**Website Data**



**TRINITY METRO EASYRIDE – JUNE AND JULY RESULTS**

Total EASYRIDE organizations	Total EASYRIDE registered participants	Monthly EASYRIDE revenue (includes online and in-person sales)
71 (+1)	1,602 (-29)* <small>*includes City of Fort Worth</small>	JUNE = \$1,640 JULY = \$1,020



# PLANNING, OPERATIONS & MARKETING COMMITTEE INFORMATION ITEM

**Item:** Customer Relations Report

**Meeting Date:** August 24, 2020

---

Detra Whitmore, Vice President of Customer Experience, will present an update on Customer Relations.

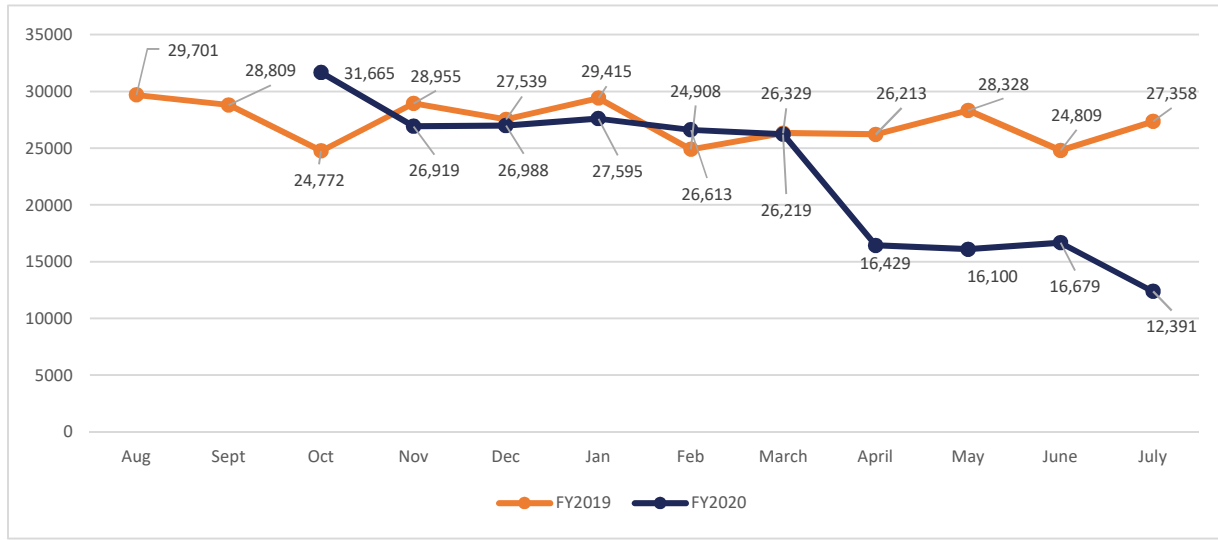
# PLANNING, OPERATIONS & MARKETING COMMITTEE

## INFORMATION ITEM

Item Number: Customer Relations Report

Meeting Date: Aug. 24, 2020

### INCOMING CALLS



### CUSTOMER SATISFACTION

#### COMMENDATIONS

0

#### TOP 4 COMMENDATIONS

- HELPFUL DRIVER- FIXED ROUTE
- HELPFUL CUSTOMER CARE REP
- HELPFUL ACCESS DRIVER
- HELPFUL TRANSIT ENVOY

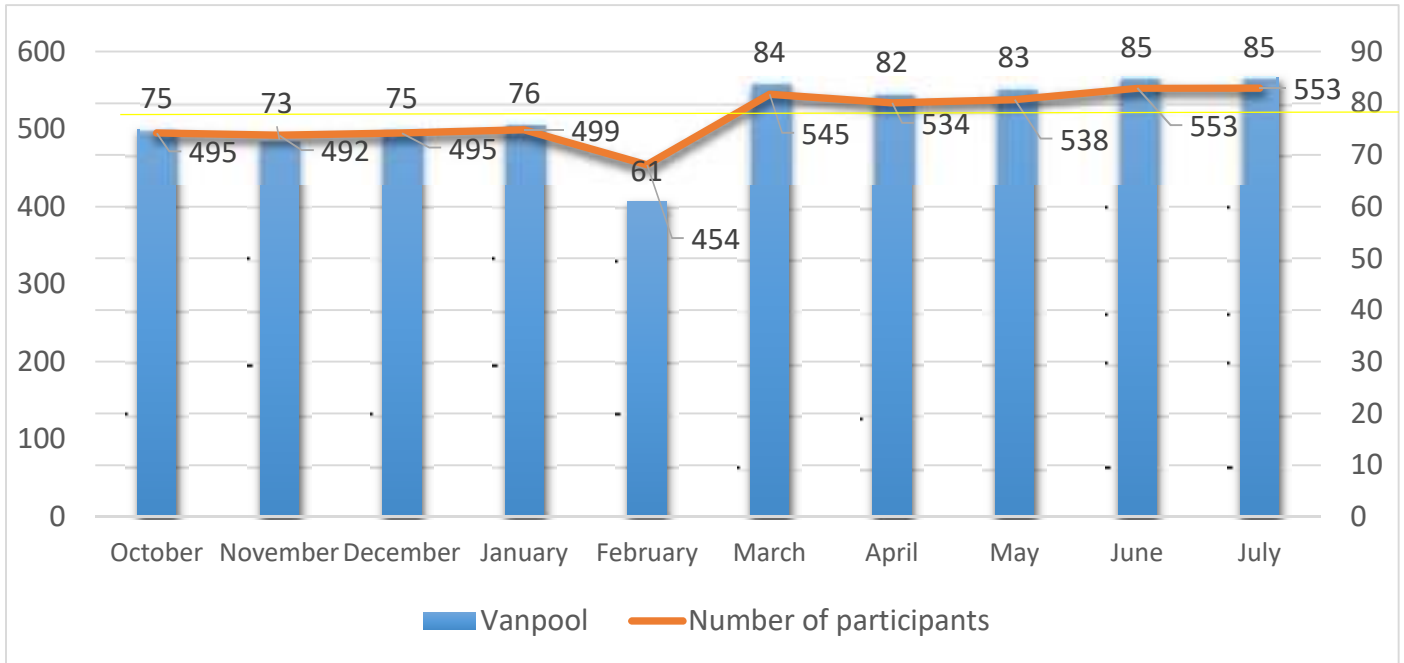
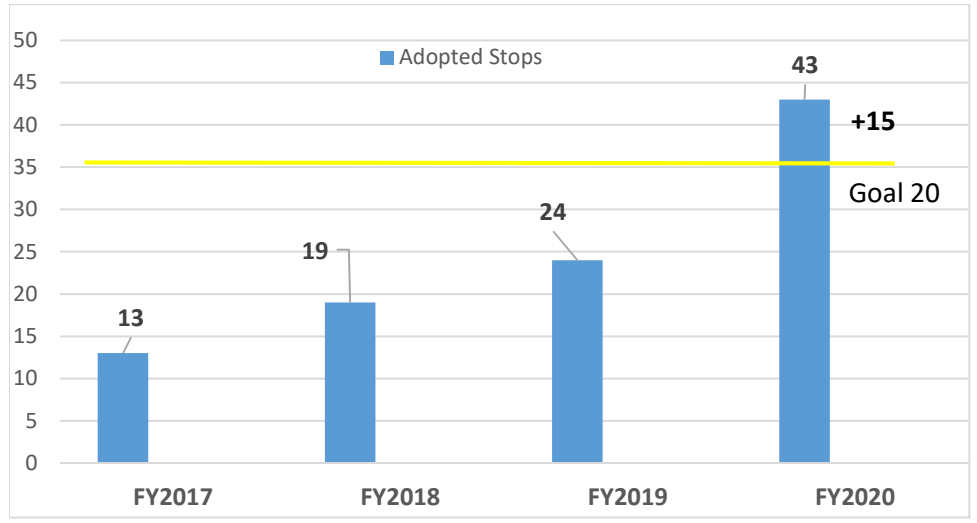
#### COMPLAINTS

152 – DOWN 22 OVER THE MONTH OF JUNE

#### TOP COMPLAINTS

- LATE BUS
- PASSED BY PASSENGER AT STOP
- LATE ACCESS PICKUP

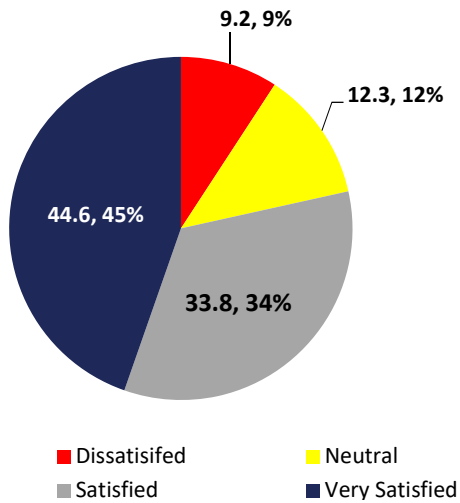
# CUSTOMER RELATIONS- Adopt-A-Stop Program



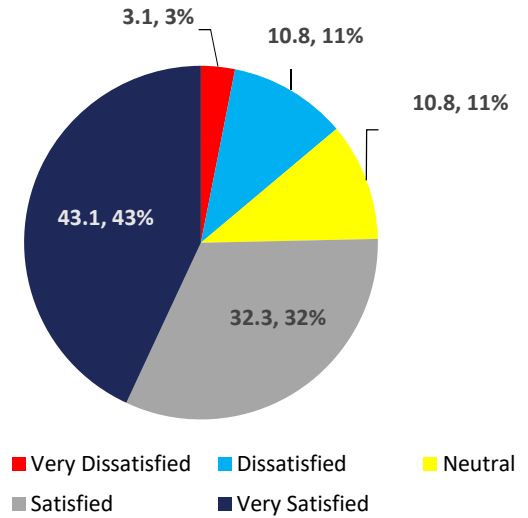


**CUSTOMER SATISFACTION SURVEY RESULTS**

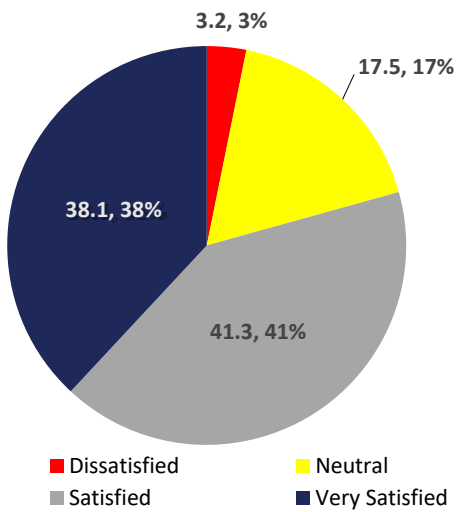
How satisfied are you with the current selection of vehicles offered as part of the vanpool program?



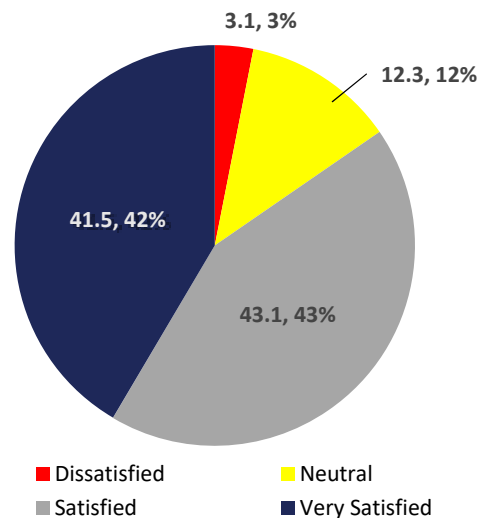
How satisfied are you with your current assigned vehicle?



How satisfied are you with the maintenance procedures for your vanpool?

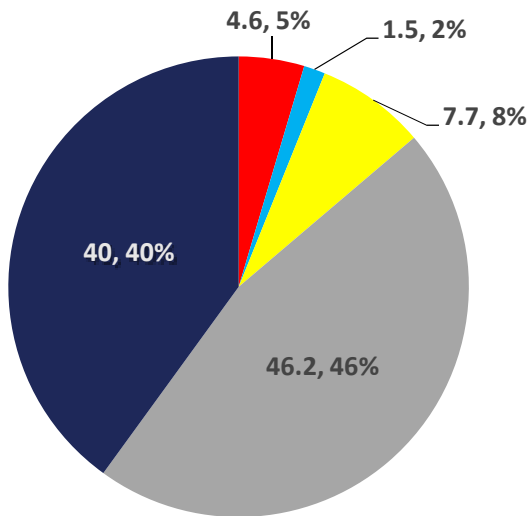


How satisfied are you with the customer service and responsiveness of the vanpool team?



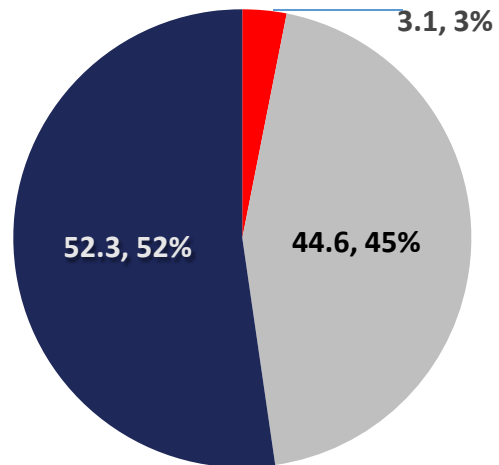
**CUSTOMER SATISFACTION SURVEY RESULTS CONT'D**

Overall, how satisfied are you with the vanpool experience with Trinity Metro?



■ Very Dissatisfied      ■ Dissatisfied  
■ Neutral                      ■ Satisfied  
■ Very Satisfied

Overall, how likely would you be to recommending the Trinity Metro vanpool program to a friend or coworker?



■ Not likely      ■ Likely      ■ Very Likely

**SUMMARY: 60 responses/ 50 comments**

**Comments:**

- Awesome!
- Great job!
- Need a better supplement
- I love that Trinity Metro is paying for the gas and Enterprise gave us a very nice vehicle to use.
- I love this because I do not have to drive to work. No complaints from my end, this option is convenient and helpful in not putting wear and tear on my own vehicle.
- It's a pleasure working with Trinity Metro
- I am constantly having problems logging onto the mileage and reporting page.
- Having trouble finding companies to do maintenance on my van due to long waits on the phone to get approval.
- The vanpool is a life link not just for me but everyone who rides, it gets those extra cars off the roadways to lower the emissions and provides a nice clean safe way to get to work and back home! Our driver really cares about the safety and concerns of the riders. Takes great care of the equipment.



# **FINANCE & AUDIT COMMITTEE INFORMATION ITEM**

**Item:** Finance Update

**Meeting Date:** August 24, 2020

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Fred Crosley, Chief Financial Officer/ Vice President, will present an update on Finance.

**Fort Worth Transportation Authority**  
**Balance Sheet**

As of  
June 30, 2020

(Unaudited)

**CURRENT ASSETS**

Cash reserved for Operations and Insurance Claims	\$11,000,000
Cash restricted for Rail Vehicles	806,342
Unrestricted cash and cash equivalents	45,007,352
Receivables	20,317,578
Inventory	2,156,184
Prepaid	3,621,246

**Total Current Assets**

82,908,702

**FIXED ASSETS**

Work in Progress	38,932,793
Land	155,309,340
Buildings	152,349,638
Building Improvements	4,023,746
Machinery and Equipment	364,757,158
Improvements other than Buildings	733,052,119
Intangible Assets	18,897,291

1,467,322,085

Less: Accumulated Depreciation & Amortization

(293,767,372)

**Total Fixed Assets**

1,173,554,713

**TOTAL ASSETS**

\$1,256,463,415

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

Accounts Payable and Accrued Liabilities	\$19,411,729
Payroll Liabilities	3,752,165
Unearned Revenue	1,338,627
Unearned Grant Revenue	806,342
Cash Held for FWTA Scholarship Fund	57,187
Current portion of LT Payable to State	137,764
Current portion of LT TEXRail Loan	60,000,000
Current portion of LT Due Grapevine	156,382

**Total Current Liabilities**

85,660,194

**LONG TERM LIABILITIES**

Long Term Payable to State	2,617,498
Long Term Payable to City of Grapevine	3,588,341
TEX Rail Loan	60,000,000

**Total Long Term Liabilities**

66,205,839

**TOTAL LIABILITIES**

\$151,866,033

**NET POSITION**

Net Investment in Capital Assets	\$1,024,306,178
Operating and Insurance Reserve	11,000,000
Restricted (Escrow Reserve)	2,000,000
Unrestricted	67,291,204

**TOTAL NET POSITION**

\$1,104,597,382

**Fort Worth Transportation Authority**  
**Statement of Revenues and Expenses**  
**Fiscal Year to Date June 30, 2020**  
**(Unaudited)**

	Actual	Budget	Variance
<b>Operating Revenue:</b>			
<b>Fares</b>			
Multi Modal Fares	\$4,460,498	\$5,853,306	(\$1,392,808)
ACCESS Fares	606,468	827,509	(221,041)
Easy Ride & Corporate	442,291	431,244	11,047
<b>Other Revenue</b>			
Sales Tax	58,769,794	62,198,346	(3,428,551)
Advertising	375,003	375,003	0
Rental Income	543,082	575,000	(31,918)
Other	781,892	877,407	(95,515)
<b>Total Operating Revenue:</b>	<b>65,979,028</b>	<b>71,137,814</b>	<b>(5,158,786)</b>
<b>Federal/State/Local Income:</b>			
Operating Assistance Grants	23,490,199	901,617	22,588,582
Grapevine Contribution	6,579,464	7,939,806	(1,360,342)
Contributions from Partners	1,012,776	1,780,316	(767,540)
<b>Total Assistance Income</b>	<b>31,082,439</b>	<b>10,621,739</b>	<b>20,460,700</b>
<b>Total Revenue</b>	<b>\$97,095,421</b>	<b>\$81,759,553</b>	<b>\$15,335,868</b>
<b>Operating Expenses</b>			
<b>Fixed Route Operations</b>			
Salaries & Fringe Benefits	\$19,019,794	\$18,537,373	(\$482,422)
Services	867,455	2,227,096	1,359,641
Fuels & Lubricants	710,753	1,135,868	425,115
Tires & Tubes, Materials and Supplies	1,894,169	1,477,154	(417,015)
Utilities	76,499	15,593	(60,906)
Insurance	0	0	0
Other	9,597	18,919	9,322
<b>Total Fixed Route Operations</b>	<b>22,578,267</b>	<b>23,412,002</b>	<b>833,735</b>
<b>ACCESS Operations</b>			
Salaries & Fringe Benefits	4,043,503	4,540,045	496,542
Services	3,166,977	2,963,747	(203,229)
Fuels & Lubricants	179,766	352,646	172,880
Tires & Tubes, Materials and Supplies	344,995	440,455	95,460
Utilities	75,642	35,775	(39,867)
<b>Total ACCESS Operations</b>	<b>7,812,207</b>	<b>8,341,368</b>	<b>529,161</b>
<b>TRE Operations</b>			
Salaries & Fringe Benefits	57,832	89,532	31,701
Services	10,834,550	11,150,625	316,075
Other	2,133	1,080	(1,053)
<b>Total TRE Operations</b>	<b>10,921,339</b>	<b>11,241,237</b>	<b>319,898</b>
<b>TEXRail Operations</b>			
Salaries & Fringe Benefits	360,831	373,197	12,366
Services	10,044,961	10,482,713	437,752
Other	6,589,628	6,720,445	130,817
<b>Total TEXRail Operations</b>	<b>16,995,421</b>	<b>17,576,355</b>	<b>580,935</b>
<b>General &amp; Administrative</b>			
Salaries, Wages & Fringe Benefits	10,282,740	10,429,028	146,288
Legal Services	378,454	391,271	12,817
Security Services	1,462,437	1,867,554	405,117
Other Professional Services	2,342,903	3,368,217	1,025,314
Vehicle & Facilities Maintenance	1,252,969	1,938,369	685,400
Utilities	839,880	1,086,222	246,343
Other General & Administrative	3,563,223	3,963,091	399,868
<b>Total General &amp; Administrative</b>	<b>20,122,605</b>	<b>23,043,752</b>	<b>2,921,147</b>
<b>Total Operating Expenses:</b>	<b>\$78,429,839</b>	<b>\$83,614,715</b>	<b>\$5,184,877</b>
<b>Operating Income / (Deficit)</b>	<b>\$18,665,583</b>	<b>(\$1,855,162)</b>	<b>\$20,520,744</b>
Capital Grants	19,553,403	27,553,403	(8,000,000)
Investment Income	745,457	1,850,452	(1,104,995)
Depreciation	(31,666,741)	(34,214,265)	2,547,524
Interest expense	(53,472)	(53,472)	0
<b>Net Income / (Deficit)</b>	<b>\$7,244,229</b>	<b>(\$6,719,043)</b>	<b>\$13,963,273</b>