BOARD OF DIRECTORS
MEETING
MONDAY JUNE 27, 2022 3:30 P.M.
CALL TO ORDER
PLEDGE OF ALLEGIANCE
CITIZEN COMMENTS
MEETING MINUTES
  1. Approval of May 23, 2022 Board Meeting Minutes

COMMITTEE REPORTS
  1. Regional Transportation Council       June 9, 2022       Jeff Davis
  2. Commuter Rail Committee Working Session June 21, 2022       Charles Edmonds
  3. Planning/Operations/Marketing Committee Working Session June 21, 2022       Chris Nettles
  4. Finance & Audit Committee Working Session June 21, 2022       Nick Genua
  5. Fort Worth Bike Sharing Advisory Committee May 3, 2022       Ben Robertson
  6. ACCESS Advisory Committee                June 1, 2022       Tito Rodriguez

ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

CONSENT AGENDA
  1. BA2022-40 Extending Authorized Parking Timeframe at TEXRail Stations
  2. BA2022-41 DFW Airport Advertising for TEXRail
  3. BA2022-42 CNG Operations and Maintenance
  4. BA2022-43 Fire Protection Maintenance and Monitoring
  5. BA2022-44 Video Surveillance and Access Control Systems Replacement
  6. BA2022-45 September 2022 Service Changes

PRESIDENT’S REPORT
CHAIR’S REPORT
OTHER BUSINESS
EXECUTIVE SESSION

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

VOTE ON ACTION TAKEN ON MATTERS DELIBERATED IN EXECUTIVE SESSION

ADJOURN

NO JULY MEETING
CHECK WEBSITE FOR DETAILS

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.
CALL TO ORDER

With a quorum of the Board of Directors present, Vice-Chair Tito Rodriguez called the Board of Directors meeting to order at 3:30 p.m. at 801 Grove Street, Fort Worth, Texas 76102.

CITIZEN COMMENTS

There were no citizen comments.

MEETING MINUTES

Motion: Ben Robertson made a motion, seconded by Paul Slechta, that the April 25, 2022 Minutes be approved. Motion passed unanimously, Jeff Davis absent.

COMMITTEE REPORTS

1. Regional Transportation Council—Tito Rodriguez reported on May 12, 2022, meeting.

2. Commuter Rail Committee Working Session—Charles Edmonds reported on May 16, 2022, meeting.

3. Planning/Operations/Marketing Committee Working Session—Chris Nettles reported on May 16, 2022, meeting.
4. Finance & Audit Committee Working Session—Nick Genua reported on May 16, 2022, meeting.

ITEMS TO BE WITHDRAWN FROM THE CONSENT AGENDA

No items were withdrawn from the Consent Agenda.

CONSENT AGENDA

1. BA2022-38 Mobility on Demand (ZIPZONE) Service Renewal—Via
2. BA2022-39 Selection of Capital Projects

Motion: Charles Edmonds made a motion, seconded by Teresa Ayala, to approve the consent agenda. Motion passed unanimously, Jeff Davis absent.

PRESIDENT’S REPORT

Paul Ballard gave the President’s Report.

CHAIR’S REPORT

Tito Rodriguez, Vice-Chair, gave the Chair’s Report. He thanked Paul Ballard for his service on behalf of the Board and Trinity Metro. Other Board Members echoed the sentiment.

OTHER BUSINESS

1. Teresa Ayala discussed the scheduling of future board training sessions.
2. The June Committee meetings were changed from June 20, 2022, to June 21, 2022, at 9:00 a.m. due to the City of Fort Worth holiday on June 20, 2022, of Juneteenth.

EXECUTIVE SESSION

No executive session.

RECONVENE

VOTE ON MATTERS DELIBERATED IN EXECUTIVE SESSION

ADJOURN

The meeting adjourned at 3:53 p.m.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2022-40
Item Title: Extending Authorized Parking Timeframe at TEXRail Stations

Meeting Date: June 27, 2022

BACKGROUND

We routinely receive feedback from customers and city officials eager and wishful for overnight parking to enhance our already positive service. Therefore, to improve our customers’ already positive transit experience and capture new riders, we recommend the expansion of the authorized parking timeframe at the TEX Rail parking stations.

On April 18, 2022, an Information Item was presented to the Commuter Rail Committee and received positive feedback. The Information Item detailed the number of stations to support the expansion efforts of the parking timeframe. The list below shows our parking capacity for the five (5) stations. Three (3) TEXRail named stations are not included in this request; Fort Worth Central Station, Grapevine, and DFW North.

Overnight Parking Outline:

Managed Fee-Based Parking:

Trinity Metro contracts with ACE Parking Management (“ACE”). We received a proposal that would allow managed parking to our customers for $6.50/night (including all convenience fees). ACE would primarily support this effort by a phone App that provides reservation and payment conveniences to our customers; however, multiple payment options will be available to accommodate all customers.

Operation:

ACE currently holds contract No. 18-010 with Trinity Metro for parking management services and will manage the five (5) TEXRail lots using the Duncan Solutions/Civic Smart Enforcement System to enforce the paid parking program. There is a monthly management fee of $500 for each of the five (5) stations considered for extended parking with a 5% increase in years 2 and 3.

Additionally, the expected three-year revenue from the parking lots is estimated to be $388,000 less operating expenses of $223,000, resulting in a net income to Trinity Metro of $165,000. Accordingly, the Terms and Conditions of this Task Order will follow the current Contract No. 18-010, including, but not limited to, the right for either Party to terminate the extended overnight parking services upon a 30-day written notice.
FINANCING

The estimated operating revenues and expenses from overnight parking will be considered in the Trinity Metro’s future proposed budgets.

RECOMMENDATION

The Commuter Rail Committee requests that the Trinity Metro Board of Directors authorize the President/CEO to extend the current TEXRail Station parking hours to accommodate overnight parking and authorize Task Order #3 to the current ACE Parking Management ("ACE") Contract No. 18-010 to manage the five TEXRail Parking Lots for extended parking hours.
BACKGROUND

Trinity Metro has leveraged the “Arrivals Network” screen advertising program at DFW International Airport since February 2020 to promote the TEXRail commuter rail service. The current agreement was a result of the approved board action item BA2021-71. This program allows Trinity Metro to build awareness and create a customer connection point through advertising networked screens across all baggage claim areas at DFW International Airport as passengers depart the airport.

The current agreement expires on October 23, 2022, and there is an ongoing need to publicize this service at the airport, where there is a large percentage of potential riders, including travelers and airport employees. Based on the success of this advertising medium, Trinity Metro wishes to commit to a longer-term agreement with the ability to lock in the ad rate for three years.

JCDecaux is the agency that manages all advertising opportunities at DFW International Airport. In an agreement with them, Trinity Metro can purchase 10-second advertisements across 60 screens in the baggage claim areas in all terminals. The proposed timeline for this renewal is three years, commencing October 24, 2022, through October 19, 2025. For 60 screens at all terminals, the total agreement cost is $327,600 for 156 weeks of advertising.

PROCUREMENT

This is a sole-source procurement with JCDecaux as it is the only agency to offer advertising sales at DFW International Airport. Therefore, access to the Arrivals Network is only available to purchase from this provider.

FINANCE

Funds are available in Trinity Metro’s FY22 Operating budget for the first year of the Term. Funds for future contract years will be considered in their respective proposed budgets.

RECOMMENDATION

The Planning, Operations and Marketing Committee requests that the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to purchase advertising at DFW International Airport from JCDecaux for the total purchase amount of $327,600 from October 24, 2022, through October 19, 2025.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2022-42  Meeting Date: June 27, 2022
Item Title: CNG Operations and Maintenance

BACKGROUND

Trinity Metro utilizes a third party to maintain and operate the Compressed Natural Gas (CNG) Station at the Hershel R. Payne Complex. This company is responsible for all aspects of the station, from the electrical power connection through CNG delivery to a vehicle, except the physical dispensing of fuel into vehicles. The contractor performs preventative maintenance and repairs on the equipment to ensure fuel can be dispensed into vehicles daily. The vendor will provide the parts needed as part of the scope of work.

PROCUREMENT

The Trinity Metro Procurement Department has followed its procurement policies and procedures with this Request for Proposal and complies with all applicable Federal, State, and Trinity Metro procurement requirements.

FINANCE

This contract's funding for the first year is available in the Trinity Metro FY2022 Operating Budget. Funds for future contract years will be considered in the respective proposed budgets.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

The Disadvantaged Business Enterprise (DBE) Goal is 5%.

RECOMMENDATION

The Planning, Operations, and Marketing Committee requests that the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a five-year contract with five one-year option renewals with Clean Energy for $1,379,400.00 plus a 15% ($206,910.00) contingency for unforeseen expenses, for a total amount of $1,586,310.00.

Disposition by Board of Directors

Secretary Approval: 

DATE
BACKGROUND

Trinity Metro has fire protection and alarm equipment at the following locations: Hershel R. Payne Complex, Alarm Supply Building, 801 Grove Street, Fort Worth Central Station, Texas and Pacific Complex, and the communication huts at Trinity Railway Express stations in Tarrant County. The equipment needs to be maintained regularly and monitored continuously.

The scope of work of this contract provides fire protection equipment maintenance and alarm monitoring services. It includes testing, inspecting, repairing, monitoring, and maintaining the fire protection and fire alarm equipment at Trinity Metro’s facilities.

PROCUREMENT

The Trinity Metro Procurement Department has followed its procurement policies and procedures with this Request for Proposal and complies with all applicable Federal, State, and Trinity Metro procurement requirements.

FINANCE

Funding for the first year of this contract is available in the Trinity Metro FY2022 Operating Budget. Funds for future contract years will be considered in the respective proposed budgets.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

The Disadvantaged Business Enterprise (DBE) Goal for this solicitation is 5%.

RECOMMENDATION

The Planning, Operations, and Marketing Committee requests that the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to enter into a six-year contract with TD Industries for $1,148,531.00 plus a 15% ($172,280.00) contingency for unforeseen expenses for a total amount of $1,320,811.00.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2022-44  
Meeting Date: June 27, 2022

Item Title: Video Surveillance and Access Control Systems Replacement

BACKGROUND

Trinity Metro is seeking to replace its existing Access Control and CCTV Video Surveillance Management Systems, designed to provide multi-layer security enhancement of its HRP Operations & Maintenance Facility, Fort Worth Central Station, and Grove Administrative Headquarters. The current Honeywell-based access control management system was installed during the construction of the HRP Operations and Maintenance Facility, at 1600 East Lancaster Avenue, with many of its original components still in operation. The access control system was eventually extended to the Fort Worth Central Station in 2001 and the 801 Grove Headquarters building in 2017. The HRP Facility’s current video management and surveillance system was installed in 2009, with sixty-one of the seventy-nine originally installed cameras needing replacement.

Per Trinity Metro’s Procurement Policy, Request for Proposal (RFP) 22-T043 was advertised on April 14, 2022, for Video Surveillance and Access Control Systems Replacement. Three firms responded with a proposal. Those firms included EMC Integrated Systems Group, Logical Solutions Inc., and Digi Security Systems.

An Evaluation Committee reviewed the proposals. Based on the overall scores, Logical Solutions Inc. was the highest scored, most responsive, and responsible proposer.

PROCUREMENT

The Trinity Metro Procurement Department has followed its procurement policy with this formal solicitation and has complied with all applicable Federal, State, and Trinity Metro procurement requirements.

FINANCE

Funding for this project is available through the Federal Emergency Management Administration’s (FEMA) Transit Security Gant Program awarded to Trinity Metro, which covers 100% of the cost of this project. In addition, the respective proposed operating budgets will consider annual maintenance and support of new systems.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

The Disadvantaged Business Enterprise (DBE) Goal for this solicitation is 10%.
RECOMMENDATION

The Planning, Operating & Marketing Committee requests that the Trinity Metro Board of Directors authorize the President and Chief Executive Officer to execute a contract with Logical Solutions Inc. for an amount of $570,505.00, plus an 18% contingency of $102,690.90 for any unforeseen expenses, for a total project amount of $673,195.90.
BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2022-45
Item Title: September 2022 Service Changes

Meeting Date: June 27, 2022

BACKGROUND

In responding to public and stakeholder requests for improved service to the VA Clinic on Loop 820 at Campus Drive, we have analyzed alternatives to the current service. As a result, we are recommending the following changes for approval.

- Route 5 Evans Ave/Sierra Vista extended 4.7 miles south from Sierra Vista Transfer Center to TCC South Campus and the VA Clinic.
- Route 54 Riverside/Sylvania shortened by 4.7 miles between Sierra Vista Transfer Center and TCC South Campus.

Currently, the trip for most veterans to the VA Clinic involves at least one transfer. Most veterans from west of I-35 ride Route 1 Hemphill to La Gran Plaza and transfer to Route 33 Felix/Oak Grove. Coming from east of I-35, veterans ride Route 54 Riverside/Sylvania to the Resource Connection and then transfer to Route 33 Felix/Oak Grove. While Routes 1 Hemphill and 54 Riverside/Sylvania operate more frequently, Route 33 Felix/Oak Grove runs only once per hour. This improvement will provide service to the VA Clinic every 30 minutes on Route 5 Evans Ave/Sierra Vista, reduce the number of transfers required for most veterans, and provide a one-seat ride from Central Station, particularly for those who’ve come in on the train. Route 33 Felix/Oak Grove will continue to serve the VA clinic once per hour. See attached maps.

FINANCE

Due to the increased frequency of service to the VA clinic, this improvement will increase the operations budget by approximately $300,000 annually. If approved, service will begin on September 18, 2022, and funding will be considered in Trinity Metro’s proposed FY2023 Operating Budget.

TITLE VI

We have analyzed the effects of these changes on minorities and low-income persons in our service area using Remix software and determined that there are no disparate impacts nor disproportionate burdens. We also held public meetings at noon and 6:00 p.m. at Central Station on May 24, 2022. Attendees were all in favor of the proposed changes.

RECOMMENDATION

The Planning, Operations & Marketing Committee requests that the Trinity Metro Board of Directors authorize the President and Chief Executive Officer to implement these service changes to Route 5 Evans Ave/Sierra Vista and Route 54 Riverside/Sylvania beginning September 18, 2022.

Disposition by Board of Directors

Secretary Approval: __________________________ DATE: ____________

TRINITY METRO