BOARD OF DIRECTORS
MEETING AGENDA

MONDAY, SEPTEMBER 26, 2022, 3:30 P.M. 801 GROVE STREET
Fort Worth, Texas 76102

CALL TO ORDER

PLEDGE ALLEGIANCE

CITIZEN COMMENTS

MEETING MINUTES
1. Approval of August 22, 2022 Board Meeting Minutes

COMMITTEE REPORTS
1. Regional Transportation Council September 8, 2022 Jeff Davis
2. Commuter Rail Committee Meeting September 19, 2022 Charles Edmonds
3. Planning/Operations/Marketing Committee Meeting September 19, 2022 Chris Nettles
4. Finance & Audit Committee Meeting September 19, 2022 Nick Genua

ITEMS TO BE WITHDRAWN FROM CONSENT AGENDA

CONSENT AGENDA
1. BA2022-54 Magnetic Transit Fare Media Tickets Contract Modification Detra Whitmore
2. BA2022-55 Magnetic Transit Fare Media Tickets Detra Whitmore
3. BA2022-56 Contract to Purchase Yard lighting System at Trinity Railway Express (TRE) and Equipment Maintenance Facility (EMF) Jon-Erik Arjanen
4. BA2022-57 Contract Modification to the Regional Commuter Rail Operations and Maintenance Contract for additional scope of work for the Trinity Railway Express (TRE) Wash Bay Project Jon-Erik Arjanen
5. BA2022-62 Approval of the FY2023 Operating and Capital Budgets Fred Crosley
6. BA2022-52 Approval of the General Financial Standards Fred Crosley
7. BA2022-58 Security Broker/Dealers Authorization Fred Crosley
8. BA2022-59 Delegated Banking and Investment Authorization Fred Crosley
9. BA2022-53 2022 Service Standards Update Chad Edwards
10. BA2022-60 Trinity Metro Headquarters Design/Build Contract Modification Chad Edwards No. 3

RESOLUTION
1. R2022-04 Adoption of Investment Policy Resolution Fred Crosley

INFORMATION ITEM
1. Ridership Task Force Update Melissa Chrisman
2. ZIPZONE Fare Inclusion in Regional Tickets Melissa Chrisman

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 pursuant to Section 551.071; deliberation regarding real property pursuant to Section 551.072; deliberation regarding prospective gift pursuant to Section 551.073; deliberation regarding personnel matters pursuant to Section 551.074; deliberation regarding security devices pursuant to Section 551.076 and/or deliberations regarding economic development negotiations pursuant to Section 551.087.

1. BA2022-61 Master Developer Services for T&P Station Chad Edwards

VOTE ON ACTION TAKEN ON MATTERS DELIBERATED IN EXECUTIVE SESSION

ADJOURN
ATTENDEES:

Board Members Present: Tito Rodriguez, Vice Chair, Charles Edwards, Nick Genua, Alan Hooks, Sharla Horton-Williams, Chris Nettles, Ben Robertson, Paul Slechta

Board Members Absent: Teresa Ayala, Michael Crain, Jeff Davis

Executive Leadership Team: Rich Andreski, Jon-Erik Arjanen, Christine Black, Melissa Chrisman, Fred Crosley, Chad Edwards, Wayne Gensler, Kelli Shields, Detra Whitmore

Board Attorney: Albon Head

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.

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS
There were no citizen comments.

MEETING MINUTES
Motion: Paul Slechta motioned to approve the June 27, 2022, Meeting Minutes. Ben Robertson seconded. Motion passed unanimously.

COMMITTEE REPORTS
1. Regional Transportation Council – Tito Rodriguez reported on July 14 & August 18, 2022 meetings in Chairman Davis’ absence.
2. Commuter Rail Committee Working Session – Charles Edmonds reported on August 15, 2022 meeting.
4. Finance & Audit Committee Working Session – Nick Genua reported on August 15, 2022 meeting.
5. Fort Worth Bike Sharing Advisory Committee – Ben Robertson reported on May 3, 2022 meeting.

ITEMS TO BE WITHDRAWN FROM THE CONSENT AGENDA
No items were withdrawn from the Consent Agenda.

CONSENT AGENDA
1. BA2022-46 Paint Booth Replacement Wayne Gensler
2. BA2022-47 Trinity Metro Headquarters Design/Build Chad Edwards
3. BA2022-48 Trinity Railway Express (TRE) Trinity Lakes Station-Positive Train Control Chad Edwards
4. BA2022-49  ILA for Fort Worth ISD Pilot for EASYRIDE  Melissa Chrisman
5. BA2022-50  Approval of BUILD Gran Sub-Recipient Agreement between Trinity Metro and the North Central Texas Council of Governments (NCTCOG)  Jon-Erik Arjanen
6. BA2022-51  FY2023 Preliminary Operating and Capital  Fred Crosley

Motion: Charles Edmonds motioned to approve Consent Agenda items as submitted. Alan Hooks seconded. Motion passed unanimously.

PRESIDENT’S REPORT
Richard Andreski gave the President’s Report. Noted that systemwide our ridership is up 30% year over year with 20% gains on bus and 84% gains year over year on TEXRail. We are leading the pack in comparison to all major public transportation agencies across Texas. Mr. Pasamonte, Business & Community Outreach Manager has negotiated 13 new EASYRIDE agreements. Mentioned our employee 30-day internal task force that will identify additional opportunities to build ridership. Looking at the future of Trinity Metro in regards to the continued growth rate of our city and the increased need for public transit. Mr. Andreski noted the Grapevine welcome event where 3 of our local Mayors participated and our gratefulness for their support. Lastly, customer experience is the key to everything we do and he invited the members to our Bus Stop Clean up Day is Saturday, Oct. 22, 2022.

CHAIR’S REPORT
No Chair Report was given.

OTHER BUSINESS
1. Alan Hooks inquired about funds in Austin. Steve Montgomery addressed the funds and associated projects.
2. Charles Edmonds mentioned the legislature requests and TX DOT.
3. Sharla Horton Williams reminded the Directors of the Railvolution in Miami Oct. 30 – Nov. 2, 2022. Thanked Detra Whitmore for her Diversity, Inclusion and Equity presentation and the Team for their professionalism and transition of leadership during this time of need

EXECUTIVE SESSION
No executive session was held.

ADJOURN
The meeting adjourned at 4:16 p.m.
BACKGROUND
Trinity Metro provides fare media tickets to its customers for fare payments that are utilized on bus, rail, and paratransit services through GFI FastFare payment system and the ticket vending machines on the rail stations. In August 2017, Trinity Metro’s Board of Directors approved BA2017-86, which authorized execution of a magnetic transit fare media ticket Contract No. 17-047 with Electronic Data Magnetics (EDM), Inc.

During the contract period in 2020, Trinity Metro introduced the Limited Use Contactless Card as another fare media ticket for its customers. This type of media is sold in the ticket vending machines and is another way to improve the customers’ experience, by an easy tap and go when boarding the bus.

During July and August of this year, due to extreme summer triple degree temperatures for an extended period of time, several types of fare media tickets began warping and adhering together, causing ticket jams in the ticket vending machines and other fare collection systems throughout our transit system affecting the customer’s experience as well as depleting the planned volume of tickets available for sell.

Trinity Metro was able to work with its current contractor to expedite replacement tickets. In order to close out the contract and process the final contract payments, a change order to the contract in the amount of $36,436.81 is required.

PROCUREMENT
Per Trinity Metro’ s Procurement Policy, the Change Monitoring Committee has reviewed and approved the recommendation to modify the contract.

FINANCING
Funds are included in Trinity Metro’s FY2022 Operating Budget through the permitted reassignment of approved funding levels from timing differences or project cost variations for operating expenditures. Consequently, approval of this Action Item will not result in a net modification of funding levels for operating expenditures in FY2022.

RECOMMENDATION
The Finance & Audit Committee recommends that the Trinity Metro’s Board of Directors authorize the President & Chief Executive Officer to execute a contract modification with EDM for additional pre-printed fare media tickets in the amount of $36,436.81 for a total amount not to exceed $286,438.81.

STAFF DISPOSITION

EXECUTIVE LEADER APPROVAL

DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL

DATE
BACKGROUND
Trinity Metro provides fare media tickets to its customers for fare payments that are utilized on bus, rail, and paratransit services through GFI FastFare payment system and the ticket vending machines at rail stations. We are initiating a contract to consolidate ordering tickets under contracted pricing with a single provider to maintain consistency in products, stock levels and achieve cost savings.

In accordance with Trinity Metro’s Procurement policy, Request for proposal (RFP) # 22-T061 for Magnetic Fare Media Tickets was advertised and issued on August 5, 2022. One proposal response was received from Electronic Data Magnetics (EDM), Inc.

The proposal from Electronic Data Magnetics, Inc. was reviewed and is determined to be responsive and responsible. It is the single response received for a product with a limited supplier base and is recommended, based on a determined fair and reasonable cost. Trinity Metro has procured media tickets from EDM in the past and is satisfied with its customer service and response time. To ensure the quality of the tickets, Trinity Metro will work with EDM to provide a poly-blend material that will eliminate warping and ticket jams in the fareboxes and ticket vending machines.

PROCUREMENT
Trinity Metro’s Procurement Department has followed its procurement policies and procedures with this purchase and is in compliance with all applicable Federal, State, and Trinity Metro procurement requirements.

FINANCING
Funds are available in Trinity Metro’s FY2023 operating budget to finance this project. Provisions for funding for future years will be requested in the proposed annual budgets.

RECOMMENDATION
The Finance & Audit Committee recommends that the Trinity Metro’s Board of Directors authorize the President & Chief Executive Officer to enter into a two-year contract with three one-year renewal options with Electronic Data Magnetics, Inc. for the purchase of pre-printed fare media tickets and related fare media items, in the amount of $350,000 plus a 10% ($35,000) contingency for a total amount not to exceed $385,000.
BACKGROUND
Trinity Railway Express (TRE) is a commuter railroad jointly operated by Dallas Area Rapid Transit (DART) and Trinity Metro, and runs between Dallas, TX and Fort Worth, TX.

In December 1999, Dallas Area Rapid Transit (“DART”) and the Fort Worth Transportation Authority (“Trinity Metro”) acquired former Chicago, Rock Island and Pacific Railroad Company assets, from the cities of Dallas and Fort Worth.

TRE trains are serviced and maintained at the Equipment Maintenance Facility (EMF) located at 108 Valley View Ln., Irving, TX 75061. TRE’s current lighting at this location is inadequate to provide illumination in safety-critical locations.

Approval of this contract will allow for the purchase and installation of an LED lighting system to illuminate tracks, walkways and other areas to improve safety and security.

PROCUREMENT
The DART Procurement Department has followed its procurement policies and procedures with this purchase and complies with all applicable Federal, State, and Trinity Metro procurement requirements.

FINANCING
This contract is for the purchase and installation of an LED lighting system at the TRE-EMF. This project is included in the approved FY 2022 capital budget.

Sufficient funding for this contract in the amount of $1,147,257 is included in both the project budget and the Commuter Rail Capital line item of the FY 2022 Twenty-Year Financial Plan.

This contract is funded by a contribution from the Fort Worth Transportation Authority (Trinity Metro) in the amount of $573,628.50 which is 50% of the total authorized amount of $1,147,257.

Additionally, this contract is funded by a contribution from DART in the amount of $573,628.50 which is 50% of the total authorized amount of $1,147,257.

RECOMMENDATION
The Commuter Rail Committee recommends that Trinity Metro’s Board of Directors authorize the President & Chief Executive Officer or his designee to approve a resolution to award a one-year contract with no options to NEMA 3 Electric, Inc., for the purchase and installation of LED yard lighting at the TRE EMF, [Contract No. C-2068749-01] in the amount of $997,257, plus a contingency of $150,000, for a total authorized amount not to exceed $1,147,257.
STAFF DISPOSITION

EXECUTIVE LEADER APPROVAL

DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL

DATE
DATE: September 13, 2022

SUBJECT: Approval of Contract to Purchase Yard Lighting System at Trinity Railway Express (TRE) Equipment Maintenance Facility (EMF)

RECOMMENDATION

Approval of a resolution authorizing the President & Chief Executive Officer or her designee to award a one-year contract with no options to NEMA 3 Electric, Inc., for the purchase and installation of LED yard lighting at the TRE EMF, [Contract No. C-2068749-01] in an amount not to exceed $997,257, plus a 15.04% contingency of $150,000, for a total authorized amount not to exceed $1,147,257.

FINANCIAL CONSIDERATIONS

- This contract is for the purchase and installation of an LED security lighting system at the TRE-Equipment Maintenance Facility (EMF). This project is included in the approved FY 2022 capital budget.
- Sufficient funding for this contract in the amount of $1,147,257 is included in both the project budget and the Commuter Rail Capital line item of the FY 2022 Twenty-Year Financial Plan.
- This contract is funded by a contribution from the Fort Worth Transportation Authority (Trinity Metro) in the amount of $573,628.50 which is 50% of the total authorized amount of $1,147,257.
- Additionally, this contract is funded by a contribution from DART in the amount of $573,628.50 which is 50% of the total authorized amount of $1,147,257.

BUSINESS PURPOSE

- Approval of this contract will allow for the purchase and installation of an LED security lighting system at TRE’s EMF, located at 108 Valley View Lane, Irving, Texas, 75061.
- Approval of this contract will assist TRE in achieving Board Strategic Priority 2: Provide stewardship of the transit system, agency assets and financial obligations.
- TRE’s current lighting is inadequate to provide illumination in safety critical locations.
- This item is tentatively scheduled for consideration at the Trinity Metro Board of Directors' meeting on September 26, 2022.
- Pursuant to Section 2.4 of the Restated Interlocal Cooperative Agreement by and between Dallas Area Rapid Transit (DART) and Trinity Metro for the Operation and Development of the Trinity Railway Express Commuter Rail Service, dated September 6, 2003 (Resolution No. 030084), DART is acting as the procuring agency on behalf of Trinity Metro and the TRE for this contract.
PROCUREMENT CONSIDERATIONS

DIMIWBE CONSIDERATIONS

LEGAL CONSIDERATIONS

Section 452.055 of the Texas Transportation Code authorizes DART to contract for the provision of goods and services.
DRAFT RESOLUTION

of the

DALLAS AREA RAPID TRANSIT BOARD

(Executive Committee)

Approval of Contract to Purchase Yard Lighting System at Trinity Railway Express (TRE) Equipment Maintenance Facility (EMF)

WHEREAS, there is routine need for exterior lighting for security and train safety purposes at the TRE’s Equipment and Maintenance Facility (EMF) located at 108 Valley View Lane, Irving, Texas, 75061; and

WHEREAS, this contract will allow for the purchase and installation of an LED security lighting system at TRE’s EMF; and

WHEREAS, TRE’s current lighting is inadequate; and

WHEREAS, pursuant to Section 2.4 of the Restated Interlocal Cooperative Agreement by and between Dallas Area Rapid Transit (DART) and Trinity Metro for the Operation and Development of the Trinity Railway Express Commuter Rail Service, dated September 6, 2003 (Resolution No. 030084), DART is acting as the procuring agency on behalf of Trinity Metro and the TRE for this contract.; and

WHEREAS, a competitive sealed proposal procurement for a one-year contract with no options was conducted in accordance with the DART Procurement Regulations; and

WHEREAS, the proposed price is fair and reasonable; and

WHEREAS, the purchasing of the LED security lighting system is valued at a total amount not to exceed of $1,147,257, which will be 100% jointly funded by each agency ($573,628.50 – DART; $573,628.50 – Trinity Metro); and

WHEREAS, this contract for the purchase and installation of LED yard lighting at the TRE EMF project's budget is included in the approved FY 2022 capital budget; and

WHEREAS, sufficient funding for this contract in the amount not to exceed of $1,147,257 is included in both the project budget and the Commuter Rail Capital line item of the FY 2022 Twenty-Year Financial Plan.

NOW, THEREFORE, BE IT RESOLVED by the Dallas Area Rapid Transit Board of Directors that the President & Chief Executive Officer or her designee is authorized to award a one-year contract with no options to NEMA 3 Electric, Inc. for the purchase and installation of yard lighting at the TRE EMF, [Contract No. C-2068749-01] in an amount not to exceed $997,257, plus a 15.04% contingency of $150,000 for a total authorized amount not to exceed $1,147.257.
Approval of Contract to Purchase Yard Lighting System at Trinity Railway Express (TRE) Equipment Maintenance Facility (EMF)

Customer Service, Safety and Mobility Committee
September 13, 2022

Bonnie Murphy
Vice President, Commuter Rail & Railroad Mgmt.
Today’s Consideration

Approval of a resolution authorizing the President & Chief Executive Officer or her designee to award a one-year contract with no options to Nema 3 Electric, Inc., for the purchase and installation of LED yard lighting at the TRE EMF, [Contract No. C-2068749-01] in an amount not to exceed $997,257, plus a 15% contingency of $150,000, for a total authorized amount not to exceed $1,147,257.
Background

- Approval of this contract will allow for the purchase and installation of an LED security lighting system at TRE’s EMF, located at 108 Valley View Lane, Irving, Texas, 75061.
- TRE’s current lighting is inadequate to provide illumination in safety critical locations.
- This item is tentatively scheduled for consideration at the Trinity Metro Board of Directors' meeting on September 26, 2022.
- The contract cost will be split 50% by both DART and Trinity Metro in the amount of $573,628.50 of the total authorized amount of $1,147,257.
Expenditure Justification

• This project is necessary as the EMF lighting is inadequate for performing safety critical functions.
• This needs to happen now as currently lighting is inadequate to perform safety critical functions and places personnel in danger of being struck by a train.
• This is a single item purchase.
• The bid was competitively solicited and the amount determined fair and reasonable.
Recommendation

Approval of a resolution authorizing the President & Chief Executive Officer or her designee to award a one-year contract with no options to Nema 3 Electric, Inc., for the purchase and installation of LED yard lighting at the TRE EMF, [Contract No. C-2068749-01] in an amount not to exceed $997,257, plus a 15% contingency of $150,000, for a total authorized amount not to exceed $1,147,257.
COMMUTER RAIL COMMITTEE

ACTION ITEM

Item Number: BA2022-57  
Meeting Date: September 26, 2022

Item Title: Contract Modification to the Regional Commuter Rail Operations and Maintenance Contract for Additional Scope of Work for the Trinity Railway Express (TRE) Wash Bay Project

BACKGROUND

Trinity Railway Express (TRE) is a commuter railroad jointly operated by Dallas Area Rapid Transit (DART) and Trinity Metro, and runs between Dallas, TX and Fort Worth, TX. As you are aware, TRE trains are serviced and maintained at the Equipment Maintenance Facility located at 108 Valley View Ln, Irving, TX 75061. This facility includes a wash bay to clean the exterior of the trains, as well as a service pit where inspections and maintenance is performed on locomotives.

The original contract modification for the TRE Wash Bay Improvement Project (CCRM00121), was approved by the DART Board (Resolution No. 210112) on September 24, 2021, in an amount not to exceed $450,000. Repairs under the original authorized contract modification has not begun.

The initial scope of work required bids from equipment contractors and from concrete contractors. The submitted bid was for limited concrete repairs at the entrance and exit of the Wash Bay and repairs to concrete supports in the service pit located to the east of the Wash Bay entrance. This bid did not account for the significant amount of damage to the concrete supporting the embedded rail running from the service pit into the Wash Bay, nor did the bid address the structural integrity of the anchor bolts supporting the I-Beams in the service pit or the anchor bolts supporting the track inside the Wash Bay.

The awarded concrete contractor has withdrawn their bid, and has declined to perform the work necessary to repair the concrete in and around the Wash Bay. Herzog Transit Services Incorporated (HTSI) engaged TRE’s Chief Engineer, and refined the scope of work to include the additional concrete repairs, anchor bolt supports, and resolicited the concrete portion of this work. Herzog has identified a qualified concrete contractor and has received a proposal and quote.

The revised scope for the concrete structural repairs is now expected to cost $565,642. TRE can fund this amount through cost savings on other projects. Approval of this contract modification will pay for and allow HTSI, under the TRE Operations and Maintenance Contract, to manage contractors hired to do concrete and equipment replacement related to the updating of the current TRE Wash Bay and service pit to current structural/environmental standards.

PROCUREMENT

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

FINANCING

This contract modification for the TRE Wash Bay is included in the TRE Wash Bay project budget of the approved FY 2021 TRE Capital Budget. Sufficient funding for this contract in the amount of $565,642 is included in both the TRE Wash Bay project budget and the Commuter Rail Capital line item of the FY 2021 Twenty-Year Financial Plan.

The contract modification cost will be split 50% by each agency ($282,821 – DART; $282,821 – Trinity Metro).
RECOMMENDATION
The Commuter Rail Committee recommends that the Trinity Metro’s Board of Directors approve a resolution authorizing the President & Chief Executive Officer or his designee to execute a contract modification with Herzog Transit Services, Inc. [Contract No. 2005858-01], for repairs to the wash bay at the Trinity Railway Express Equipment Maintenance Facility in the amount of $466,642, plus a contingency of $99,000 for a total amount not to exceed $565,642 and a new total contract value not to exceed $340,058,016.

The costs for the concrete repairs shall be allocated equally to Trinity Metro and DART in accordance with the TRE Inter-local Agreement dated 4/13/2021.

STAFF DISPOSITION

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EXECUTIVE LEADER APPROVAL       DATE

DISPOSITION BY BOARD OF DIRECTORS

______________________________
SECRETARY APPROVAL               DATE
FINANCE AND AUDIT COMMITTEE

ACTION ITEM

Item Number: BA2022-62
Meeting Date: September 26, 2022
Item Title: Approval of the FY2023 Operating and Capital Budgets

BACKGROUND
The preliminary FY2023 Operating and Capital Budgets were presented at the Finance & Audit Committee meeting held on August 15, 2022. During the meeting the budgets were discussed in detail and reviewed. Preliminary approval was given at the August 22, 2022 Board Meeting. The preliminary budgets were made available to member city mayors and city council members for comment.

Changes made to the preliminary Operating Budget included a month hiatus on fare revenue collections, an increase in anticipated sales tax receipts to conform with recent revisions from the member cities, a decrease in build grant receipts due to the assigned reimbursement of costs utilizing grant funds, a change in the provider of ZIPZONE services for Alliance area, increases in training budgets from the prior suspension of activities due to the pandemic, and salary study adjustments.

Changes made to the Capital Budget were projects related to replacing the 4th street warehouse roof and needed rekeying of facilities.

RECOMMENDATION
The Finance and Audit Committee recommends that the Board of Directors adopt the FY2023 Operating and Capital Budgets attached.
Trinity Metro  
Fiscal 2023 Operating Budget  
($ millions, rounding not corrected)

<table>
<thead>
<tr>
<th>FY2023 Budget</th>
<th></th>
</tr>
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<tbody>
<tr>
<td><strong>Fare Revenue</strong></td>
<td>$ 8,247</td>
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<tr>
<td><strong>Other Revenue</strong></td>
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<tr>
<td>Sales Tax</td>
<td>102,792</td>
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<td>Investment Income</td>
<td>2,300</td>
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<td>Advertising</td>
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<td>Operating Grants</td>
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<td>Capital Grants</td>
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<td>Contributions from Grapevine</td>
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<td>Contributions from NRH</td>
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<td>Contributions from Partners</td>
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<td>Miscellaneous</td>
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<td>Rental Income</td>
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<tr>
<td>Fort Worth Bike Share Revenue</td>
<td>506</td>
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<tr>
<td><strong>Total Other Revenue</strong></td>
<td>248,819</td>
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<td><strong>Total Revenue</strong></td>
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<td><strong>Operating Expense</strong></td>
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<td>Salary and Benefits</td>
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<td>Services</td>
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<td>Fuels and Lubricants</td>
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<td>Tires and Tubes</td>
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<td>Maintenance Materials</td>
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<td>Supplies and Materials</td>
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<td>Utilities</td>
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<td>Insurance</td>
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<td>Taxes and Fees</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<td><strong>Total Operating Expense</strong></td>
<td>138,091</td>
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</table>

**Net Available for Capital Expenditures and Reserves** $ 118,974

**Non-Cash Depreciation** $ 50,201
Trinity Metro  
**Fiscal 2023 Capital Expenditures**  
($ millions, rounding not corrected)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>FY2023 Budget</th>
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<tbody>
<tr>
<td>TRE Capital Maintenance</td>
<td>$ 22,297</td>
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<tr>
<td>TEXRail Segment One</td>
<td>19,590</td>
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<td>TRE Trinity Lakes Station</td>
<td>15,362</td>
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<td>Facilities State of Good Repair</td>
<td>10,658</td>
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<td>Bus Camera System Replacement</td>
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<td>Bus Stop Signs, Bench, Pad, and Shelter Replacements</td>
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<td>Revenue Vehicles</td>
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<td>HRP Fire Alarm System Upgrade</td>
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<td>Bus Seat Upgrades</td>
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<td>TRE Double Tracking Handley Ederville to Precinct Line Rd.</td>
<td>2,530</td>
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<tr>
<td>Electric Bus Expansion and Infrastructure</td>
<td>1,769</td>
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<td>Support and Staff Vehicles</td>
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<td>Intelligent Transportation System</td>
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<td>Server and Equipment Upgrades</td>
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<td>IT Cybersecurity Projects</td>
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<td>Security Video and Access Controls Upgrades</td>
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<td>TEXRail Automatic Passenger Counters</td>
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<td>TEXRail Segment Two</td>
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<td>FW Bike Sharing Expansion</td>
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<td>ERP Database Migrations</td>
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<td>High Intensity Bus Corridor</td>
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<td>Paint Booth Renovations</td>
<td>587</td>
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<td>Equipment Purchases and Replacements</td>
<td>567</td>
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<td>Trinity Metro GoPass App</td>
<td>563</td>
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<td>Trinity Metro Building Rebranding</td>
<td>500</td>
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<tr>
<td>Mercantile Center Station Pedestrian Accessibility Improvements</td>
<td>478</td>
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<tr>
<td>Transit Signage Improvements and Solar Panels at Bus Stops</td>
<td>470</td>
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<tr>
<td>TRE Ticket Vending Machines Replacements</td>
<td>438</td>
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<tr>
<td>HVAC Replacements at HRP, T&amp;P, FWCS, and Pine St.</td>
<td>385</td>
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<tr>
<td>Bus Backup Batteries</td>
<td>285</td>
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<tr>
<td>TRE Grade Crossings</td>
<td>265</td>
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<tr>
<td>Fare Collection System</td>
<td>250</td>
</tr>
<tr>
<td>Modernize Underground Fuel Storage Tank Monitoring System</td>
<td>200</td>
</tr>
<tr>
<td>Bus Wi-Fi Router and GPS - Refresh</td>
<td>154</td>
</tr>
<tr>
<td>Miscellaneous Engineering and Construction</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total Expenditures**  
$ 107,451
Trinity Metro  
Capital, Debt and Cash & Investments Projections  
($ millions, rounding not corrected)

<table>
<thead>
<tr>
<th></th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Cash from Operations</strong></td>
<td>64.5</td>
<td>79.9</td>
<td>44.1</td>
</tr>
<tr>
<td><strong>Capital Expenditures</strong></td>
<td></td>
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<tr>
<td>Capital Expenditures</td>
<td>(31.9)</td>
<td>(39.5)</td>
<td>(107.5)</td>
</tr>
<tr>
<td>Capital Grants</td>
<td>35.3</td>
<td>20.8</td>
<td>74.2</td>
</tr>
<tr>
<td><strong>Net Capital Expenditures</strong></td>
<td>3.4</td>
<td>(18.7)</td>
<td>(33.2)</td>
</tr>
<tr>
<td><strong>Debt &amp; Loan Repayments:</strong></td>
<td>(70.7)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Cash</strong></td>
<td>(2.7)</td>
<td>61.2</td>
<td>10.9</td>
</tr>
<tr>
<td><strong>Cash &amp; Investments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>33.7</td>
<td>30.9</td>
<td>92.1</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$ 30.9</td>
<td>$ 92.1</td>
<td>$ 103.0</td>
</tr>
<tr>
<td>Reserve Requirement $(1)$</td>
<td>$ 8.1</td>
<td>$ 8.6</td>
<td>$ 10.4</td>
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<tr>
<td>Reserve Difference</td>
<td>$ 22.8</td>
<td>$ 83.5</td>
<td>$ 92.5</td>
</tr>
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</table>

$(1)$ Cash reserve requirement established by the Board of Directors for unanticipated financial events.
FINANCE AND AUDIT COMMITTEE
ACTION ITEM

Item Number:  BA2022-52  
Item Title: Approval of the General Financial Standards

Meeting Date:  September 26, 2022

BACKGROUND
Financial standards are a key element of sound fiscal administration. Their scope and complexity varies with the complexity of an organization's capital and operating structure as well as environmental considerations and the needs of the Board, management and other stakeholders.

GENERAL FINANCIAL STANDARDS
The proposed General Financial Standards are:

1. The Board of Directors (“Board”) of the Fort Worth Transportation Authority (“Trinity Metro”) shall review and adopt a set of General Financial Standards periodically, but no less frequently than every five years.

2. Financial reporting shall be in accordance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards or as otherwise prescribed by law or regulation.

3. The fiscal year-end for financial reporting purposes shall be September 30.

4. Funds of Trinity Metro shall be invested within the Investment Policy guidelines of Board Resolution 2020-01 adopted on October 28, 2019, as revised from time to time, and in compliance with applicable State law, including Section 452.102 of the Texas Transportation Code, the Texas Public Funds Investment Act, and other applicable law and regulations.

5. An independent accounting firm shall examine at least annually Trinity Metro’s financial statements, annual single audit reporting and other financial statements or reports as otherwise required by law or regulation.

6. The Board shall receive a Preliminary Budget for the next fiscal year no later than August of each fiscal year for the upcoming fiscal year. Once accepted by the Board, the Preliminary Budget will be mailed to member cities who be given at least 30 days for comment. The Board shall adopt the Final Budget no later than September 30 of each year for the following subsequent fiscal.

7. The Board must approve amendments to the operating or capital budget after the final budget is formally adopted. The President/Chief Executive Officer shall have the authority to allocate approved amounts between departments but not to change the overall approved budgeted total expenditures for the fiscal year.

8. The Board shall annually receive a Five-Year Forecast of operating results and capital asset activity which shall include expenditures for asset replacement and expansion projects and any debt acquisition or service.

9. The Board will approve all project or capital expenditures before the amounts are committed if the total for the project or expenditure exceeds $250,000 or if subsequent revision of costs exceeds the previously approved costs.

10. Trinity Metro will maintain operating and maintenance reserve to accommodate variations in funding resources and cash requirements for operations and maintenance activities. This reserve will be equal for each annual fiscal reporting period to ten percent of the prior fiscal year’s annual sales tax revenues as recognized for financial reporting purposes.
12. The operating and maintenance reserve of Trinity Metro will be available to meet commitments if such reserves are required to meet funding needs due to variations in funding resources or cash requirements. In such event, the Board will approve the expenditure of the applicable cash reserves.

14. Trinity Metro shall maintain appropriate insurance coverages in light of the Net Position of Trinity Metro.

15. The Net Position of the Trinity Metro and, as appropriate, cash and equivalent balances will include amounts restricted by operating agreements entered into to support the activities of Trinity Metro.

16. Trinity Metro may not enter into a debt or financing agreement unless the transaction is in full compliance with the Trinity Metro’s enabling statutes, all applicable provisions of the Texas Transportation Code and other applicable laws and regulations.

17. Trinity Metro follows a pay-as-you-go governance goal wherein current fiscal year operating expenses are paid for from current year operating revenues.

**RECOMMENDATION**

The Finance and Audit Committee recommends the General Financial Standards enumerated above to the Board of Directors for adoption.

**STAFF DISPOSITION**

______________________________  ________________
EXECUTIVE LEADER APPROVAL    DATE

______________________________  ________________
DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL             DATE
FINANCE AND AUDIT COMMITTEE

ACTION ITEM

Item Number: BA2022-58
Item Title: Security Broker/Dealers Authorization
Meeting Date: September 26, 2022

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

A copy of Trinity Metro's Investment Policy will be distributed to the selected security broker/dealers. The following firms are proposed as the authorized security broker/dealers:

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

These firms were selected as licensed security brokers/dealers which have experience with the investment of public funds as required under the Public Funds Investment Act. Final use of a firm for any transaction will be subject to quotes from at least three of these firms.

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

STAFF DISPOSITION

EXECUTIVE LEADER APPROVAL DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL DATE
FINANCE AND AUDIT COMMITTEE

ACTION ITEM

Item Number: BA2022-59                                       Meeting Date: September 26, 2022
Item Title: Delegated Banking and Investment Authorization

BACKGROUND

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Andreski</td>
<td>President/Chief Executive Officer</td>
<td></td>
</tr>
<tr>
<td>Fred Crosley</td>
<td>Vice President of Finance / CFO</td>
<td></td>
</tr>
<tr>
<td>Christopher Grenier</td>
<td>Controller/Special Projects</td>
<td></td>
</tr>
<tr>
<td>Greg Dickey</td>
<td>Assistant Treasurer</td>
<td></td>
</tr>
<tr>
<td>Renata Snipes</td>
<td>Finance/Accounting Administrator</td>
<td></td>
</tr>
</tbody>
</table>

Additionally, the Investment Policy allows the Vice President/Chief Financial Officer to delegate day-to-day administrative duties to other employees.
RECOMMENDATION
The Finance & Audit Committee recommends to Trinity Metro Board of Directors to adopt the above Delegated Bank and Investment Authorization.

STAFF DISPOSITION

______________________________  _______________________
EXECUTIVE LEADER APPROVAL   DATE

DISPOSITION BY BOARD OF DIRECTORS

______________________________  _______________________
SECRETARY APPROVAL           DATE
BACKGROUND
In September 2021, Trinity Metro implemented A Better Connection (ABC), a redesign of the fixed-route bus system. We have updated the Service Standards document to reflect aspects of the new system design. Public transit service will be evaluated based on the Service Standards to ensure the fair and equitable provision of public transit throughout the service area. The analysis and any changes determined necessary are reported to the Federal Transit Administration (FTA) every three years as part of the Title VI Program. Our next Title VI Program report will be due in Spring of 2023. Service Standards include factors such as:

Service Availability – the percentage of population within walking distance of public transit,
Bus Stop Criteria – spacing between stops, stop location criteria, shelter and bench installation criteria,
Service Quantity/Quality Criteria – maximum allowable peak vehicle loads, minimum service frequencies and spans by mode and route category and on-time performance by mode,
Amenities – a list of standard amenities to be provided at agency-owned facilities by facility type.

The document also describes processes for monitoring performance, making changes to the transit system and notifying the public.

A public meeting regarding the Service Standards update was held at 6:00pm Thursday, August 25th at Fort Worth Central Station and livestreamed. The presentation video and draft document were posted on the agency’s website and comments accepted for inclusion through Monday, September 5th. There were no comments received pertaining to these standards.

FINANCING
The existing transit service and performance will be subsequently evaluated against the Service Standards as part of the agency’s triennial Title VI Program and Assessment due to the Federal Transit Administration in Spring of 2023. No major service changes are anticipated at this time based on preliminary analysis, but minor adjustments to service span on a few routes may be recommended next year at a cost of less than $200,000.

RECOMMENDATION
We request the Planning, Operations & Marketing Committee recommends that the Trinity Metro’s Board of Directors adopt/endorse the included Service Standards

STAFF DISPOSITION

EXECUTIVE LEADER APPROVAL

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL
COMMUTER RAIL COMMITTEE

ACTION ITEM

Item Number: BA2022-60  Meeting Date: September 26, 2022
Item Title: Trinity Metro Headquarters Design/Build Contract Modification No. 3

BACKGROUND
Trinity Metro’s Board of Directors approved BA2020-42, in March 2020, which authorized the execution of a Design/Build contract with KHK Group Ltd for a not-to-exceed amount of $6,500,000.00 to provide design, professional, technical, construction, and other services for the new Trinity Metro Headquarters located at 801 Grove Street. KHK Group Ltd has substantially completed construction work at Grove Street Building and continues to work on the exterior renovations associated with the Alarm Supply Building.

On August 15, 2022, BA2022-47 was approved for Contract Modification No. 2 which increased the contract value from $6,500,000.00 to $6,539,208.00 to include moving damage repairs, repainting of the north stairwell, and increased insurance premium costs.

This Action Item would authorize a contract modification of KHK Group Ltd’s Design/Build Contract for the following reasons:

- **Money Room Renovations:** Trinity Metro issued an Invitation for Bids IFB-22-T062 for renovations to the money room located at the existing HRP facility since Trinity Metro is going to take fare collection and deposits in-house. Trinity Metro received one proposal for the solicitation, which was deemed not acceptable due to excessive pricing. To get the renovations completed Trinity Metro requested a proposal from KHK Group Ltd. KHK Group Ltd provided a proposal for the requested renovations for a total cost of $75,117.00, which Trinity Metro reviewed and found the proposal fair and reasonable and within Trinity Metro’s capital budget for the Money Room Renovations.

- **Security Enhancements at Trinity Metro Headquarters:** Trinity Metro requested KHK Group Ltd to make the following security enhancements at Trinity Metro Headquarters that were not included in KHK’s original contract.
  
  o 2 External CCTV cameras on the south side of Grove Street building covering the parking lot and the Alarm Supply Building
  o 1 External CCTV camera covering the east side of the Alarm Supply Building
  o 1 External CCTV camera overlooking the main entry at Grove Street
  o Installation of a Panic Button to alert Trinity Metro Security of any disturbances at Grove Street
  o Main Entry Intercom System to allow buzz-in access
  o Addition of Access Control to Room 205 at Grove Street

These additional security enhancements will increase the overall security for Trinity Metro Headquarters, making it a safer working environment for all Trinity Metro employees. The cost for the additional security enhancements is $30,625.00.
FINANCING
The cost for this authorization is included in Trinity Metro’s proposed FY2023 Capital Budget.

RECOMMENDATION
The Commuter Rail Committee recommends to Trinity Metro’s Board of Directors to authorize the President / Chief Executive Officer to execute a contract modification to KHK Group Ltd to increase the current authorized contract amount by $105,742.00. The revised authorized not-to-exceed contract amount will be $6,644,950.00.

STAFF DISPOSITION

EXECUTIVE LEADER APPROVAL    DATE

DISPOSITION BY BOARD OF DIRECTORS

SECRETARY APPROVAL    DATE
A Resolution

RESOLUTION
OF THE
BOARD OF DIRECTORS
OF
FORT WORTH TRANSPORTATION AUTHORITY
(DBA “TRINITY METRO”)
ADOPTION OF INVESTMENT POLICY
(R2022-04)

WHEREAS, the Texas Public Funds Investment Act requires the governing body of an investing entity to adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control; and

WHEREAS, the Texas Public Funds Investment Act requires the governing body of an investing entity to review its investment policy and investment strategies not less than annually, and to adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies; and

WHEREAS, the Board of Directors of Trinity Metro considers it necessary and prudent to comply with the above provisions of the Texas Public Funds Investment Act.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TRINITY METRO

THAT:

1. The Investment Policy and investment strategies of Trinity Metro have been reviewed by the Board of Directors of Trinity Metro.

2. The attached Investment Policy is hereby adopted as the Investment Policy of Trinity Metro

ADOPTED

__________________________________________
Secretary
Trinity Metro
I, the undersigned, Secretary of the Board of Directors for Trinity Metro, hereby certify that the above and foregoing is a true, full and correct copy of the duly presented and adopted by the Board of Directors, at a regular session held on the 26th day of September, A.D. 2022, as same appears of record in the official Authority files.

WITNESS my hand and seal of said Authority this 26th day of September A.D. 2022.

Secretary, Board of Directors
Trinity Metro

AUTHORITY SEAL
Section 1. GENERAL STATEMENT OF PURPOSE.

This Investment Policy is intended to provide guidelines for the Board of Directors and the staff regarding the investment of public funds entrusted to Trinity Metro and to set reasonable standards and limitations concerning Trinity Metro’s investment activities. This Policy is intended to satisfy statutory requirements of Chapter 452 of The Texas Transportation Code, and The Texas Public Funds Investment Act, Government Code Chapter 2256 (the “Act”).

Section 2. CASH MANAGEMENT PROGRAM.

Trinity Metro shall maintain a comprehensive cash management program to include the effective administration and collection of accounts receivable, the prompt deposit of receipts to Trinity Metro bank accounts, the timely payment of obligations, and the prudent investment of available cash in accordance with this Investment (“Policy”).

Procedures shall be developed and maintained to ensure that this Policy is observed and that timely and accurate information is available to assist in making investment decisions.

Section 3. SCOPE OF POLICY.

This Investment Policy applies to activities of Trinity Metro with regard to the investing of all operating and capital funds, including sales tax revenues. Funds will be primarily pooled for investment purposes to allow of consolidated strategy development and implementation.

This Policy does not apply to the investment of assets accrued for the purpose of funding employee retirement benefits or programs, except for those funds representing a liability for the employer's contribution to the 401(k) and 457 (b) Retirement Plans which are held temporarily in Trinity Metro’s operating account before being transferred to the plan accounts. Furthermore, this Policy does not apply to entrusted or escrowed funds, which are invested in accordance with instructions provided in contractual or escrow agreements.

Section 4. POLICY OBJECTIVES AND INVESTMENT STRATEGY.

Trinity Metro's investment strategy shall be conducted so as to accomplish the following objectives, listed in priority order:

A. **Understanding** of the suitability of the investment to the financial requirements of Trinity Metro. Any investment authorized by this Policy is suitable for all funds,

B. **Safety.** Preservation and safety of the invested principal shall be achieved by limiting issuer credit risk and maturity-related market risk. Each investment transaction will seek to ensure first that capital losses are avoided, whether they are from security defaults or erosion of market value.

C. **Liquidity.** Trinity Metro's investment portfolio will remain sufficiently liquid to meet all operating requirements and pay obligations of Trinity Metro on or before the due date by maintaining minimum cash equivalent balances and matching investment maturities to projected cash flows.
D. **Marketability** of the investment will be considered in the risk/return analysis; in case the need arises to liquidate the investment before maturity.

E. **Diversification** of the investment portfolio, as to issuer credit and investment maturity, shall be implemented as appropriate; and

F. **Yield.** Trinity Metro's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with Trinity Metro's investment risk constraints and the cash flow characteristics of the portfolio. Weighted average yield to maturity shall be the performance measurement standard.

The following investment strategy has been designed to accomplish these objectives:

1. Trinity Metro will invest only in those securities listed as **AUTHORIZED INVESTMENTS** in Section 7 of this Policy. Any securities not listed will not be eligible investments.

2. At all times, Trinity Metro will maintain a cash position sufficient to meet daily liquidity requirements. This will be accomplished by maintaining at least 10 percent of the total portfolio in cash equivalent options, including but not limited to: financial institution deposits, local government investment pools, money market funds, and/or overnight repurchase agreements.

Section 5. RESPONSIBILITIES.

A. **Board of Directors.**

The Board of Directors is responsible for:

1. Adopting a Policy, which will be followed by the Investment Officers;

2. Reviewing the Policy and investment strategies not less than annually, and adopting a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Policy and incorporated investment strategies and that the written instrument so adopted shall record any changes made to either the Policy or investment strategies;

3. Designating one or more banks to serve as the primary depository for the funds of Trinity Metro;

4. Approving the selection of banks and/or firms for the purpose of providing investment management services to Trinity Metro;

5. Reviewing investment performance on at least a quarterly basis;
6. Approving independent sources for providing investment training to Trinity Metro's Investment Officers, as required by the Public Funds Investment Act; and

7. Reviewing and adopting at least annually a list of qualified broker/dealers that are authorized to engage in investment transactions with Trinity Metro or on behalf of Trinity Metro.

B. Investment Officers.

The Chief Financial Officer/Vice President of Finance ("CFO"), Controller, Assistant Treasurer, and Finance/Accounting Administrator, acting under the general supervision of the President/Chief Executive Officer (CEO), are responsible for administration of Trinity Metro's comprehensive cash management and investment program, and are designated as Trinity Metro's Investment Officers. The CFO may delegate day-to-day administrative duties as outlined below to other employees authorized to perform investment activities for Trinity Metro, or to banks and/or firms approved by the Board of Directors to provide Trinity Metro with investment management services.

The CFO is responsible for establishing and maintaining an internal control structure. The controls shall be designed to ensure that the funds are protected from loss due to employee error, fraud, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points:

1. Avoidance of collusion
2. Separation of duties
3. Custodial safekeeping
4. Avoidance of physical delivery of securities
5. Clear delegation of authority, and
6. Written confirmation procedures for investment transactions and wire transfers.

In order to ensure qualified and capable investment management, the Investment Officers and other Trinity Metro employees with investment responsibilities shall be knowledgeable of laws concerning the investment of public funds, current investment practices and investment opportunities available to Trinity Metro. The Investment Officers shall attend investment training: first, within 10 months after taking office or assuming duties, and second, on an ongoing basis, not less than once in a two-year period that begins on the
first day of the fiscal year and consists of the two consecutive fiscal years after that date, and accumulate not less than 10 hours of instruction relating to investment responsibilities for each of those requirements. The following organizations are approved as providers of this training:

- The Government Finance Officers Association;
- The Government Finance Officers Association of Texas;
- The Government Treasurers Organization of Texas;
- The North Central Texas Council of Governments;
- The Texas Municipal League; and
- The Treasury Management Association.

C. Ethics and Conflicts of Interest

Investment Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Investment Officers and employees shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Investment Officers and employees shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of Trinity Metro.

An Investment Officer who has a personal business relationship with an organization seeking to sell an investment to Trinity Metro shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to Trinity Metro shall file a statement disclosing that relationship. A statement required under this subsection must be filed with The Texas Ethics Commission and the Board of Directors.

Section 6. DUTIES OF THE INVESTMENT OFFICERS.

Duties of the Investment Officers shall include the following:

1. Maintain current information as to available cash balances in Trinity Metro bank accounts, and as to the amount of idle cash available for investment;

2. Develop and maintain cash flow projections to allow for the prudent investment of idle funds;

3. Make investments in accordance with this Policy, including investing and reinvesting funds of Trinity Metro and providing for money to be withdrawn from appropriate accounts for the purpose of making investments;
4. Maintain current information as to investment transactions;

5. Ensure that all investments are adequately secured, that safekeeping receipts are held by Trinity Metro in accordance with this Policy, and ensure that other requirements placed on financial institutions and broker/dealers by this Policy are observed;

6. Not less than quarterly, prepare and submit to the Board of Directors and the President / Chief Executive Officer a written report of investment transactions for all funds covered by this Policy for the preceding reporting period;

7. Not less than annually, submit the Investment Policy to the Board of Directors for review, along with recommended amendments to ensure that all legal requirements are satisfied and that the Policy reflects current investment practices;

8. Not less than annually, submit to the Board of Directors for review and approval a list of qualified broker/ dealers authorized to engage in investment transactions with Trinity Metro; and

9. Supervise and approve the substitution of securities pledged to secure Trinity Metro’s deposits.

Section 7. AUTHORIZED INVESTMENTS.

The following investments are authorized under this section:

A. Obligations of, or guaranteed by governmental entities.

   1. Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

   2. Obligations of the State of Texas or its agencies and instrumentalities;

   3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;

   4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; and
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.

B. Certificates of deposit, and other forms of deposit, placed in compliance with the Act

C. Fully collateralized repurchase agreements if the repurchase agreement:

1. has a defined termination date;

2. is secured by cash and/or obligations described in Section 7(A) above;

3. requires the securities being purchased to be pledged to Trinity Metro, held in Trinity Metro's account, and deposited at the time the investment is made with Trinity Metro or with a third party selected and approved by Trinity Metro;

4. is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in the State of Texas, and

5. complies with other provisions of this Investment Policy regarding repurchase agreements (see Section 9-C).

D. Mutual funds.

1. A no-load money market mutual fund is an authorized investment if the mutual fund:

   (A) is registered with and regulated by the Securities and Exchange Commission;

   (B) provides a prospectus and other information required by the Securities Exchange Act of 1934;

   (C) has a dollar-weighted average stated maturity in compliance with Securities and Exchange Commission regulation;

   (D) includes in its investment objectives the maintenance of a stable net asset value of $1.00 for each share; and

   (E) is rated no lower than AAAm or an equivalent rating by at least one nationally recognized rating service.

E. Local government investment pools, which 1) meet the requirements of Chapter 2256.016 of the
Public Funds Investment Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and 3) seek to maintain a $1.00 net asset value.

Section 8. QUALIFYING INSTITUTIONS.

Investments may be made with or through the following institutions:

A. Federally insured depository institutions that have a main office or a branch office in Texas;

B. Brokers or security dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York, also known as the "primary government securities dealers;" or

C. Firms approved by the Board of Directors.

Trinity Metro shall evaluate the soundness of a financial institution, broker/dealer to the extent considered necessary by the Investment Officers, before entering into an investment transaction. Such an evaluation may include review of rating agency reports, and analysis of management, profitability, capitalization, and asset quality. Financial institutions, broker/dealers wishing to do business with Trinity Metro shall provide requested financial and performance information.

A written copy of Trinity Metro's Investment Policy shall be provided to any person offering to engage in an investment transaction with Trinity Metro.

A qualified representative of the local government investment pool or discretionary investment management firm (i.e. business organization), if any, shall execute a written instrument in a form acceptable to Trinity Metro's Investment Officers and the business organization substantially to the effect that the business organization has:

(1) received and reviewed the Investment Policy; and

(2) acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between Trinity Metro and the organization that are not authorized by Trinity Metro's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of Trinity Metro's entire portfolio, requires an interpretation of subjective investment standards, or relates to investment transactions that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The Investment Officers of Trinity Metro may not acquire or otherwise obtain any authorized investment described in Trinity Metro's Investment Policy from a business organization who has not delivered to Trinity Metro the instrument required.
At least annually, the Board of Directors shall review and adopt a list of qualified broker/dealers that are authorized to engage in investment transactions with Trinity Metro.

Section 9. COLLATERALIZATION AND SAFEKEEPING.

A. Certificates of Deposit and Other Evidences of Deposit.

Trinity Metro will accept as collateral for its certificates of deposit and other evidences of deposit, not insured by the Federal Deposit Insurance Corporation, eligible obligations as defined by the Public Funds Collateral Act including marketable securities and letters of credit. Trinity Metro reserves the right to accept or reject any obligation proposed for collateral. Collateral securities must be owned outright by the pledging financial institution.

Uninsured deposits, including accrued interest, collateralized by marketable securities shall have a minimum collateral market value of: 102% for U.S. Treasury bills, notes or bonds with a remaining maturity of three (3) years or less, and 105% for the other eligible securities.

All financial institutions pledging collateral shall be required to sign a collateralization agreement. The agreement shall define Trinity Metro’s rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement has to be executed by the financial institution and Trinity Metro contemporaneously with the deposit;
- The agreement must be approved by the Board of Directors or designated committee of the financial institution and a copy of the meeting minutes must be delivered to Trinity Metro; and
- The agreement must be part of the financial institution’s “official record” continuously since its execution.

Securities pledged as collateral must be retained by a custodial bank eligible as per the Public Funds Collateral Act. Trinity Metro shall be provided the original pledge receipt on each pledged security and a monthly collateral report directly from the custodian. Trinity Metro, the pledging financial institution and the custodial bank(s) shall operate in accordance with a custodial agreement acceptable to Trinity Metro.

Trinity Metro must have confirmation from its custodial bank that collateral pledged from a financial institution is in Trinity Metro’s account before investing in certificates of deposit or other evidences of deposit at the financial institution. This confirmation may be oral, but must be followed in writing with the original safekeeping receipt provided to Trinity Metro.
An Investment Officer must approve release of collateral in writing prior to its removal from the custodial account, however substitution of similar security-type and market value will be allowed without prior approval.

Collateral shall be reviewed on at least a monthly basis by an Investment Officer and may be audited by Trinity Metro at any time during normal business hours of the custodial bank. In addition, collateral shall be audited at least annually by Trinity Metro's independent external auditors.

The financial institutions with which Trinity Metro invests and/or maintains other deposits shall provide monthly, and as requested by Trinity Metro, a listing of Trinity Metro's certificates of deposit and other deposits at the institution, and a listing of the collateral pledged to Trinity Metro marked to current market values. The listing shall include total pledged securities itemized by:

- Name, type and description of the security;
- Pledge receipt number;
- Par value;
- Current market value;
- Maturity date; and
- Moody's, Fitch or Standard & Poor's rating (if available).

Trinity Metro and the financial institution shall assume joint responsibility for ensuring that the pledged collateral is sufficient.

B. Securities.

All securities purchased by Trinity Metro shall be purchased on a "delivery versus payment" basis. That is, Trinity Metro shall authorize release of its funds only after it has received notification from the safekeeping bank that a purchased security has been received in Trinity Metro's safekeeping account. This notification may be oral, but must be followed in writing with the original safekeeping receipt provided to Trinity Metro.

C. Repurchase Agreements.

Whenever a repurchase agreement is used by Trinity Metro as an investment, the following rules shall be observed:

1. The securities underlying the repurchase agreement shall be those described under Section 7 ("Authorized Investments") of this Policy;
2. The market value of the securities shall equal or exceed the amount of money committed by Trinity Metro, and shall be "marked to market" at least weekly by the broker/dealer or financial institution with whom the repurchase agreement is executed;
3. Trinity Metro shall take delivery of the securities underlying the agreement before the release of Trinity Metro funds shall be authorized;

4. Trinity Metro shall execute a repurchase agreement, similar to the prototype agreement developed by the Public Securities Association and with supplemental provisions as recommended by the Government Finance Officers Association; and

5. Repurchase agreements shall be executed only with financial institutions doing business in Texas, any national banking association, or any government bond dealer reporting to and recognized as a primary dealer by the Federal Reserve Bank of New York.

Section 10. DIVERSIFICATION AND MATURITY.

Investments of Trinity Metro shall be diversified to minimize the risk of loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific type of security, as appropriate. To the extent possible, the Investment Officers will attempt to match investment maturities with anticipated cash flow requirements, thereby reducing the need to sell or redeem investments prior to maturity and reducing market risk. Investments will not mature more than five (5) years from the date of purchase, and the average weighted maturity of the total investment portfolio will not exceed eighteen (18) months.

Section 11. STANDARD OF CARE.

Investments shall be made with judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. Employees of Trinity Metro who are involved in investment decisions, when acting in accordance with this Investment Policy and exercising due diligence, shall not be held personally responsible for a specific investment’s credit risk or market price changes, provided deviation from expectations is reported in a timely manner and that appropriate action is taken to control adverse developments.

Section 12. GENERAL INVESTMENT PRACTICES.

All investment decisions made by the Investment Officers shall be documented. The Investment Officers may make investments orally, but a written confirmation of each transaction shall follow promptly with a copy of such confirmation retained in the files.

On all investment transactions which do not fall under terms of Trinity Metro's current primary depository agreement, or which are not executed pursuant to a contractual agreement for investment management services as approved by the Board of Directors, the Investment Officers shall contact at least two (2) "qualifying institutions" as described in Section 8 of this Policy, for the purpose of receiving competitive offers.
As of the end of each month, the market value of each investment security held by Trinity Metro shall be reported to Trinity Metro by the financial institution responsible for safekeeping the securities. By this method, Trinity Metro will monitor the market price of its investments.

At least quarterly, the Investment Officers shall verify the credit rating of any investment required by the Act to maintain a minimum rating. An investment does not qualify as an authorized investment during the period the investment does not have the minimum rating. Trinity Metro shall take all prudent measures that are consistent with this Investment Policy to liquidate an investment that does not have the minimum rating.

Trinity Metro is not required to liquidate investments that were authorized investments at the time of purchase.
BACKGROUND
This month, Trinity Metro assembled a staff-led 30-day Ridership Task Force. The goal of the Task Force is to develop tactics to increase ridership through projects that can be completed within the next fiscal year. Members represent many Trinity Metro departments in order to consider all ideas, discuss opportunities and challenges, and explore different perspectives on how to bring new riders to the system and encourage current riders to ride more frequently. Members include:

- Melissa Chrisman, Executive Sponsor – Marketing
- Evan Escher, Chair – Planning
- Sarah Rogers, Vice Chair – TEXRail
- Bianca Tillis, Secretary – Human Resources
- Genia Jackson – Bus Operations
- Jessica McMillion – Information Technology
- Nate Newby – Marketing
- Ron Newman – Bus Operations
- Kathryn Roy – Finance
- Evelia Zalazar – ENVOY

CAMPAIGN DETAILS
In the first two meetings, the Ridership Task Force discussed many ideas to increase ridership including technology, marketing materials, service improvements and educational experiences. Those ideas are being categorized into four categories; safety, education, time and customer experience. A final overview of tactics to increase ridership will be presented to the Board of Directors in October.

RECOMMENDATION
There is no recommendation as this is an information item for the committee's feedback and discussion.

STAFF DISPOSITION

_____________________________    _______________________
EXECUTIVE LEADER APPROVAL    DATE
BOARD OF DIRECTORS
INFORMATION ITEM

Item Title: ZIPZONE Fare Inclusion in Regional Tickets       Meeting Date: September 26, 2022

BACKGROUND
When the Mercantile ZIPZONE launched in July 2019, ZIPZONE rides, and fares were treated as a stand-alone service with one-way/one-ride fares collected through Via’s (the contracted provider’s) mobile application. On Jan. 10, 2021, to boost ridership, Trinity Metro incorporated ZIPZONE rides into all multi-ride local tickets, allowing for free transfers to and from Trinity Metro bus services, TEXRail and Trinity Railway Express in the west (Tarrant County) zone. The strategy proved beneficial as ZIPZONE rides more than doubled from February 2021 to March 2021. By fiscal year-end 2021, rides had increased by 543% from December 2020, just before the time when ZIPZONE fares were incorporated into local ticketing.

Both DART and DCTA have also expanded their on-demand rideshare services, GoLink and GoZone, within their respective service zones. Both transit agencies currently allow regional ticket holders to utilize these on-demand rideshare services at no additional cost.

CAMPAIGN DETAILS
Trinity Metro will incorporate ZIPZONE fares into all multi-ride regional tickets effective Oct. 1, 2022. This adjustment does not affect revenue allocations with regional partners DART and DCTA. Regional tickets are as much as twice the price of local tickets. Incorporating ZIPZONE fares in regional multi-ride tickets allows Trinity Metro to provide the same services and value to those with a regional ticket, as riders with a local ticket already receive. This adjustment provides regional riders with more service equity.

RECOMMENDATION
There is no recommendation as this is an information item for the committee’s feedback and discussion.

STAFF DISPOSITION

EXECUTIVE LEADER APPROVAL                                             DATE