

BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, SEPTEMBER 28, 2023, 3:00 P.M.

801 GROVE STREET
Fort Worth, Texas 76102

CALL TO ORDER

PLEDGE ALLEGIANCE

CITIZEN COMMENTS

EMPLOYEE RECOGNITION

MEETING MINUTES

1. Approval of August 21, 2023 Board Meeting Minutes

INFORMATION ITEMS & REPORTS

- | | |
|---|------------------|
| 1. Regional Transportation Council – September 14, 2023 | Tito Rodriguez |
| 2. Commuter Rail | Reed Lanham |
| a. TEXRail On Time Performance | |
| b. Trinity Metro Rail Quality & Performance Program | Sherry Lee |
| 3. Operations | Wayne Gensler |
| a. Safety Culture Survey | Jessica Powers |
| 4. Marketing & Communications | Melissa Chrisman |
| a. September Report | |
| b. 40 th Anniversary Fare Promotion | |
| c. Final FY2023 Ridership Task Force | |
| 5. Community Engagement | Detra Whitmore |
| a. September Report | |
| 6. Strategy, Planning & Development | Chad Edwards |
| a. General Planning Consultant Update | |
| b. Value of Transit Proposition | Tim Crobons |
| 7. Finance | Greg Jordan |
| a. July Financials | |

RESOLUTION

- | | | |
|-------------|--|--------------|
| 1. R2023-04 | Support for Plan 2033: Downtown Strategic Action Plan Update | Chad Edwards |
|-------------|--|--------------|

ACTION ITEMS

- | | | |
|--------------|---|-----------------|
| 1. BA2023-55 | Leadership Training & Development Program | Kelli Shields |
| 2. BA2023-57 | Approval of the FY24 Operating and Capital Budgets | Greg Jordan |
| 3. BA2023-62 | 2023 Indefinite Delivery/Indefinite Quantity (IDIQ) Professional Services Contract | Richey Thompson |
| 4. BA2023-63 | Mobility on Demand (ZIPZONE) Contract Amount Increase- River North Transit, LLC (Via) | Wayne Gensler |
| 5. BA2023-64 | Mansfield Interlocal Agreement | Wayne Gensler |

THE NEXT MEETING WILL BE HELD AT 801 GROVE STREET, FORT WORTH, 76102
ON MONDAY, OCTOBER 16, 2023 AT 3:00 PM.

CONSENT ACTION ITEMS

- | | | | |
|----|-----------|--|--------------|
| 1. | BA2023-56 | Approval of Contract Modification to the TRE Operations and Maintenance Contract for Crossing Safety Improvements at Riverside, Beach Street and Haltom Road | Chad Edwards |
| 2. | BA2023-58 | Delegated Banking and Investment Authorization | Greg Jordan |
| 3. | BA2023-59 | Authorized Security Brokers/Dealers | Greg Jordan |
| 4. | BA2023-60 | Adoption of Investment Policy and Resolution | Greg Jordan |
| 5. | BA2023-61 | Outsourcing to ADP | Bruce Lewis |

PRESIDENT'S REPORT

CHAIR'S REPORT

OTHER BUSINESS

EXECUTIVE SESSION

- | | | |
|----|---|--------------|
| 1. | T&P TOD Development Update (no materials) | Chad Edwards |
|----|---|--------------|

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.

VOTE ON ACTION TAKEN ON MATTERS DELIBERATED IN EXECUTIVE SESSION

ADJOURN

BOARD OF DIRECTORS INFORMATION ITEM

ITEM TITLE

August Employee Recognition

MEETING DATE

September 28, 2023

BACKGROUND

The WOW! Moment program was created to acknowledge the great work Trinity Metro employees do every day, through customer or peer-to-peer interactions. Team members are acknowledged through their personal and team accomplishments, demonstration of leadership, work safety, and innovative thinking.

The following are examples of criteria appropriate for recognition that rises to the WOW! Moment level.

- Going above and beyond to ensure the safety of our customers.
- Delivering exceptional customer service to internal and external customers.
- Performing extra duties beyond those normally assigned.
- Performing other roles when the department is short-staffed.
- Volunteering for working on special projects.
- Providing services to others that are beyond assigned responsibilities.
- Employees who perform normally assigned responsibilities at an exceptional level (must be identified by Supervisor.)

DETAILS

WOW! Moment recipients for August are as follows.

1. Lidia Alanis and Karree Satterwhite for their exceptional customer service in assisting a company with obtaining their bus passes by hand delivering them.
2. Mark Dawson was observed going above and beyond assisting a lady located inside a shopping center. Although his route was on a detour, without hesitation, he immediately began walking to the store, located his customer and escorted her back to the unit.
3. Rosalind Guster was observed going above and beyond by demonstrating compassion for her customer who required special attention while on the ZIPZONE.
4. Shatoria Molden was observed for going above and beyond to ensure her customer would arrive at his appointment on time by expediting the travel time.
5. Lenora Price's customer described her as being a blessing to Trinity Metro and to all its daily riders for the effortless and hard work she dedicates to the general public daily.
6. Rudean Tarver was observed going above and beyond to assist a customer who was traveling from DFW Airport. She went the extra mile by scoping out the landside, contacting airport personnel and calling the airlines wheelchair dispatch number to arrange for a wheelchair.

The Executive Leadership Team selected Engineer Ryan Tubbs and Conductor Josh Kveum for their quick action. A 7-year old girl exited the train at Iron Horse station without her mother. Tubbs and Kveum were arriving at Iron Horse on a separate train and noticed the girl was by herself. The details of the separation were communicated with dispatch and both gentlemen stayed with the little girl until her mother was able to return and reunite with her daughter.

STAFF DISPOSITION

EXECUTIVE LEAD *

Detra Whitmore

DATE

09/14/23



BOARD OF DIRECTORS MEETING MINUTES

MONDAY, AUGUST 21, 2023

ATTENDEES:

Board Members Present: – Jeff Davis – Chairman, Michael Crain, Charles Edmonds, Nick Genua, Brian Hawkins, Chris Nettles, Ben Robertson, Tito Rodriguez – Vice Chair, Paul Slechta

Board Members Absent: Teresa Ayala, Sharla Horton-Williams – Secretary

Executive Leadership Team: Richard Andreski, Christine Black, Melissa Chrisman, Chad Edwards, Wayne Gensler, Greg Jordan, Reed Lanham, Bruce Lewis, Kelli Shields, Detra Whitmore

Board Attorney: Joel Heydenburk

Guests: Andy Taft, Downtown Fort Worth Inc., Mayor Stephanie Boardingham, Venus Whele, City Manager, Andre Ewing, previous Council Member of Forest Hill

CALL TO ORDER

With a quorum of the Board of Directors present Chairman Davis called the Board of Directors meeting to order at 3:00 pm at Fort Worth Central Station, 1001 Jones Street, Fort Worth, Texas 76102.

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

There were no citizen comments.

EMPLOYEE RECOGNITION

Detra Whitmore congratulated and recognized Conductor John Lindsey with TEXRail and Sengny Vixay, Senior Accounting Clerk with Trinity Metro. Lindsey voluntarily assisted a visually impaired elderly passenger by escorting her inside the terminal, obtained a wheelchair, got her checked in for her flight and waited with her to ensure she got safely to her gate. Vixay rides TEXRail daily to the office and seeks to engage and assist customers during her commute, often going out of her way to point them in a particular direction and walking them around the station to ensure any concerns are addressed. Both individuals are a testament to the dedication of our employees. Whitmore also mentioned the other 30 plus nominees recognized.

MEETING MINUTES

Motion: Ben Robertson made a motion to approve the June 20, 2023 Board of Director Meeting Minutes as submitted. Michael Crain seconded. Motion passed unanimously.

INFORMATION ITEMS & REPORTS

1. Regional Transportation Council (RTC) – Chairman Davis provided a report on the August 10, 2023 RTC Meeting. He noted North Texas is leading in overall COVID Ridership recovery and Trinity Metro is leading the state in recovery at 83%. Our commuter rail is the number one recovering commuter rail in the US. State of Texas has Rail Safety Program and the funding is now going into commuter rail programs. High-speed rail is at the forefront of discussions with NCTCOG and others with a proposed high-speed rail line going from Fort Worth to Dallas and potentially Dallas to Houston. AMTRAK has

asked the federal government to expand service to two trains a day from Los Angeles to New York and Atlanta to Dallas/Fort Worth which would be a tremendous benefit to Trinity Metro.

2. Human Resources – Kelli Shields introduced Sonya Harris, DBE Administrator, who provided the Board and staff with a DBE Program Update and presentation.
3. Commuter Rail – Reed Lanham introduced our new employee Brad Green, Director of Safety and Regulatory Compliance who will assist with TRE and TEXRail. Lanham noted that we are 5 ½ years injury free which is attributed in part to the great work of our Safety Director, Jessica Powers as well as our team at the MMF. He gave an update on our on-time performance. In June it was 98.9% and over 99% in July. Our ridership has increased to 21% over last July.
4. Operations – Wayne Gensler introduced Mayor Boardingham and Venus Whele, City Manager and provided brief bios. Mayor Boardingham introduced Andre McEwing who was a prior council member for Forest Hill, prior Trinity Metro Board Member and is now with Community Development Corporation. McEwing was instrumental in starting the transit discussion with Trinity Metro. The Mayor is excited about the new service that will take place with the recently signed Interlocal Agreement which will bring ZIPZONE to their citizens and the community of Forest Hill. Next, Gensler introduced our new General Manager, Alicia Walker who has over 20 years of transit experience.
5. Marketing & Communications – Melissa Chrisman touched on the highlights from the Marketing Report. Systemwide ridership is just over 570,000 rides which is a 13% increase over July of 2022. Nicole Adams gave an update on the EASYRIDE Program. Chrisman introduced a new Community Partnership Program to align with and promote community agencies to increase support for transit, provide an outstanding customer experience and maintain a positive organizational culture. The objective is to partner with four local agencies each year. Rich Andreski congratulated Chrisman and advised the board that she was accepted into the Leadership APTA program.
6. Community Engagement – Detra Whitmore provided highlights from the August Community Engagement Report. We have 195 VANPOOL vehicles on the road with 1,230 participants involved in the program. This shows that people are going back to their offices. Trinity Metro serves 11 counties with the VANPOOL program. NCTCOG would like to assume responsibility for this program and in 2025 we will go through the RFP process to select a provider. Enterprise is currently the lone provider and has been a great partner. Whitmore mentioned Trinity Metro's 21st Annual Scholarship Golf Tournament to be held Monday, September 25th at Iron Horse Golf Course. Additionally, with the Marketing Department's assistance, we now have a DE&I landing page on our website.
7. Strategy, Planning & Development – Chad Edwards updated the board on the General Planning Consultant (GPC). We added four new tasks in the last month or so. We are working on the scope for the TEXRail TOD Planning Grant with FTA. We have also involved Chris Gavras and his team to assess community interest in public transportation. Trinity Lakes Station is about 75% complete. Edwards introduced Andy Taft, CEO with DFWI who provided the board and staff with an update on Plan 2033 in which Trinity Metro and the City of Fort Worth are partners. Robertson thanked Taft for his partnership and support of transit. Edwards will provide a resolution of support for the DFWI's Plan 2033.
8. Finance – Greg Jordan our new CFO was introduced by Rich Andreski. Jordan provided an update on the June financials and an overview of Trinity Metro's preliminary fiscal year 2024 Operating and Capital Budgets that will be submitted to the Board for final approval in September.

ACTION ITEMS

1. BA2023-41 Compressed Natural Gas Buses
2. BA2023-45 Extension of ILA for First/Last Mile Service in Alliance between Trinity Metro and Denton County Transportation Authority (DCTA)

3. BA2023-52 Approval to Convert Two Trinity Railway Express (TRE) Bi-level Coach Cars to Cab Cars and Overhaul Two Bi-level Coaches

Motion: Michael Crain motioned to approve the above board action items as submitted. Chris Nettles seconded. Motion passed by unanimous vote.

CONSENT ACTION ITEMS

1. BA2023-42 Fire Protection Services
2. BA2023-43 Grant of Easement at 1001 and 1404 Jones Street
3. BA2023-44 Easement Purchase at 1401 Jones Street
4. BA2023-46 Wheelchair Accessible Cut-away Vehicles for Northeast Transportation Service (NETS)
5. BA2023-47 Interlocal Agreement with the Northeast Transportation Service Urban Transit District (NETSUTD)
6. BA2023-48 Northeast Transportation Service (NETS) Service Provider-Catholic Charities Fort Worth
7. BA2023-49 Public Transit Safety Consultant Services
8. BA2023-50 Interlocal Agreement Forest Hill
9. BA2023-51 Approval of Contract Modification to the Regional Commuter Rail Operations and Maintenance Contract for Fencing along Certain areas of DFW
10. BA2023-53 Approval of the Declaration of Surplus Property and Sale of Drainage Easement Area to the City of Irving Located at Rock Island Road and Story Road
11. BA2023-54 Approval of the Declaration of Surplus Property and Property Exchange with BKT Enterprises, LP Located at Halifax Spur in the City of Dallas

Motion: Ben Robertson motioned to approve the above board action items as submitted. Tito Rodriguez seconded. Motion passed by unanimous vote.

PRESIDENT'S REPORT

Richard Andreski stated we hit another milestone in providing great service for all the residents of Tarrant County with the approval of the Interlocal Agreement with Forest Hill. The team continues to work hard to find ways to add value by engaging other partnerships. The Federal Transit Administration recently completed its triennial review which examines all aspects of our business including procurement, finance, operations, maintenance, facilities, accessibility policies and practices. We were informed that we had a perfect review without any deficiencies or findings which is an incredible feat and a credit to the exceptional Trinity Metro team. The news puts us in great standing for future federal grant opportunities. Andreski noted that one million new residents are expected to move to Tarrant County in the next 20 years. Businesses are looking for talent to grow and be successful and we need to do more to connect economically distressed communities to educational and employment opportunities. He also added that the public's awareness of our mission is inconsistent. We have commissioned public surveys and focus groups to gauge citizen attitudes toward Trinity Metro and public transportation in general. The results will be shared early next year. Preliminary findings on our value proposition study, aka economic impact study, are compelling. Every local dollar generated through the ½ cent sales tax yields a second dollar from the federal government. Since Texas is a net tax donor state, we are part of a solution to recapture "lost" federal taxes and are able to put those earned dollars back into our local economy. Trinity Metro is continuing to implement best practices. Our first buses with brand new seats hit the streets tomorrow and 40 bus stops are being upgraded and installed over the next few months. Apple Pay at TVM's is on the way and we are testing wifi on the TEXRail trains. The number 15 bus will be reintroduced with new buses and colors to make the service easier to recognize. All these implementations continue to show that Trinity Metro is dedicated to serving our customers, communities, the City of Fort Worth and Tarrant County.

CHAIR'S REPORT

Chairman Davis encouraged each board members to attend one APTA and/or Mpact conference per year. Many of the conferences hold spot on seminars which include those on Diversity, Equity and Inclusion in the Workplace which is very impactful for the transit industry and our customers. The Mpact conference is in November and will be held in Phoenix this year. Davis mentioned the letter from NCTCOG signed by multiple Mayors regarding a Regional Transit Study. Studies are wonderful for the transparency and data but we all need to be careful about holding studies and not doing anything with the information received. Trinity Metro has a great relationship with DART and DCTA and we are doing things currently that this letter is talking about. Also, stated that we work closely together with our neighbors and partners for the benefit of our regions. Davis noted that two large cities in the middle of our DFW area are missing from the study, Arlington and Grand Prairie. He wonders how the study can be fully comprehensive without their input. He's supportive of the study but doesn't want it to slow us down on the numerous things we are doing to further our goals and achievements.

OTHER BUSINESS

Tito Rodriguez thanked Wayne Gensler for presenting to the NE Tarrant Chamber on Rich Andreski's behalf.

EXECUTIVE SESSION

No Executive Session was held.

ADJOURN

Meeting adjourned at 5:20pm.

TEXRAIL ON TIME PERFORMANCE

August 2023

Overall:

- Revenue trains operated: 2,263
- Revenue trains on-time: 2,183
- OTP: **96.46%**

August:

- 70 trains lost
- 44 trains lost due to level 2 heat restrictions
- 13 trains lost due to downed tree across the tracks

Adding the weather-related delays back in:

- Revenue train operated: 2,263
- Revenue trains on-time: 2,240
- OTP: **98.98%**



**BOARD OF DIRECTORS
INFORMATION ITEM**

ITEM TITLE

TEXRail Quality and Performance Program

MEETING DATE

September 28, 2023

BACKGROUND

TEXRail began service in 2019 and has since served more than 2 million customers between Downtown Fort Worth and DFW International Airport. The rail service has gained a reliable base of customers who are attracted to its reliable service and high-quality onboard experience.

As TEXRail trains and infrastructure age, it is important to benchmark performance and ensure proper maintenance and upkeep of the system. There are examples nationally of new rail services that did not make a successful transition from a new system to an older system that requires a higher degree of care and maintenance. Trinity Metro has established the quality assurance program (QAP) to monitor conditions and create the essential feedback loop for the team that operates and maintains TEXRail.

The quality assurance program will initially focus on three major areas, stations, trains and communication systems. The program will address concerns that have the greatest potential to impact the customer experience. For example, the onboard temperature can vary greatly and sometimes within a train consist. The QAP will establish a target for the onboard temperature for summer and winter seasons. Trinity Metro will work closely with the TEXRail team to be sure goals are met and proper resources are available to meet the program objectives.

QAP will also improve transparency and set clear expectations with our frontline workforce. They play an essential role in the success of TEXRail.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD*

Reed Lanham

DATE

09/18/23

BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE

Safety Culture Survey

MEETING DATE

September 28, 2023

BACKGROUND

Trinity Metro conducted an employee Safety Culture Survey to benchmark our progress toward a strong Safety culture. The safety survey was sent to all employees at Trinity Metro, TRE, and TEXRail. The confidential survey allowed employees to share their opinions and concerns regarding safety. This feedback is critical to understand the current safety culture and to receive actionable feedback that will further improve safety

On the surface, a safety culture survey is exactly what it sounds like. It's a survey that shows how your employees perceive the company's safety culture. It's about discovering how your people feel about their safety and how Trinity Metro handles safety. The survey will help Trinity Metro improve its workplace safety culture.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD *

Wayne Gensler

DATE

09/19/23

Trinity Metro Safety Culture Survey

Jessica Powers - Chief Safety Officer



Safety culture is defined as shared values, actions, and behaviors that demonstrate a commitment to safety over competing goals and demands.



Trinity Metro conducted a Safety Survey to benchmark where we stand on our Safety Culture.

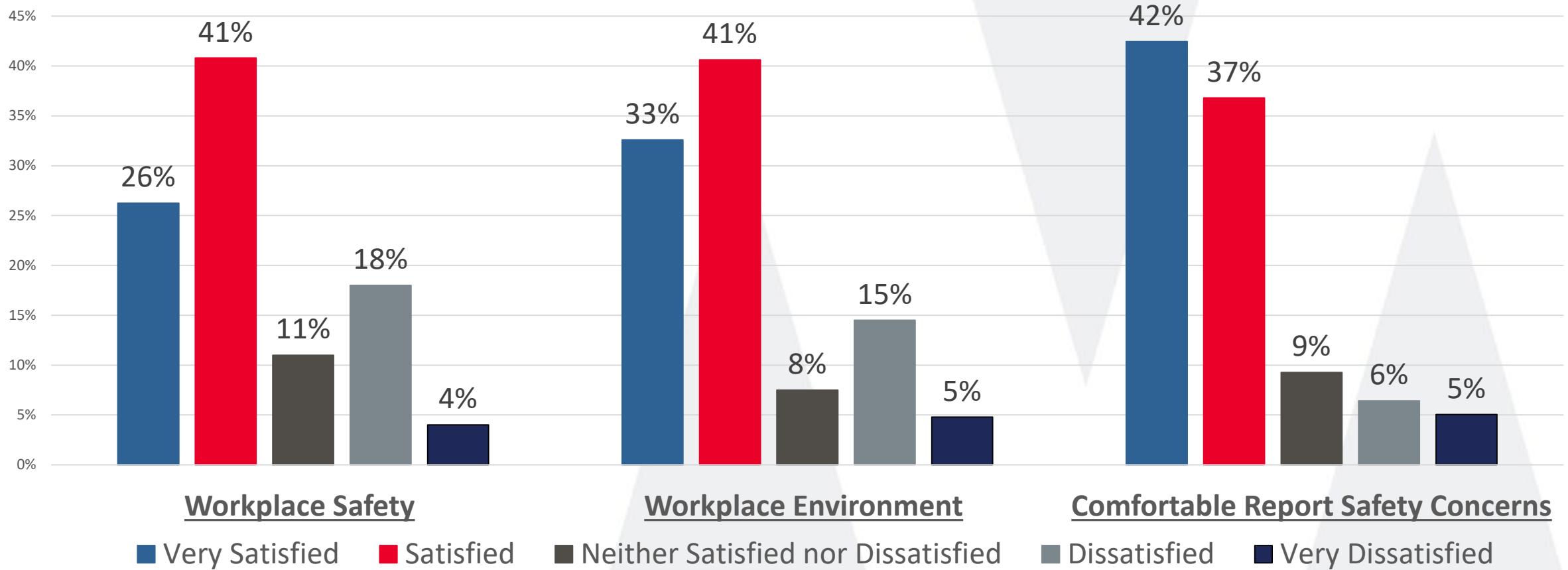
Trinity Metro: 128 of 662 – 19.34%

TEXRAIL: 18 out of 85 – 21.18%

TRE: 30 out of 135 – 22.22%

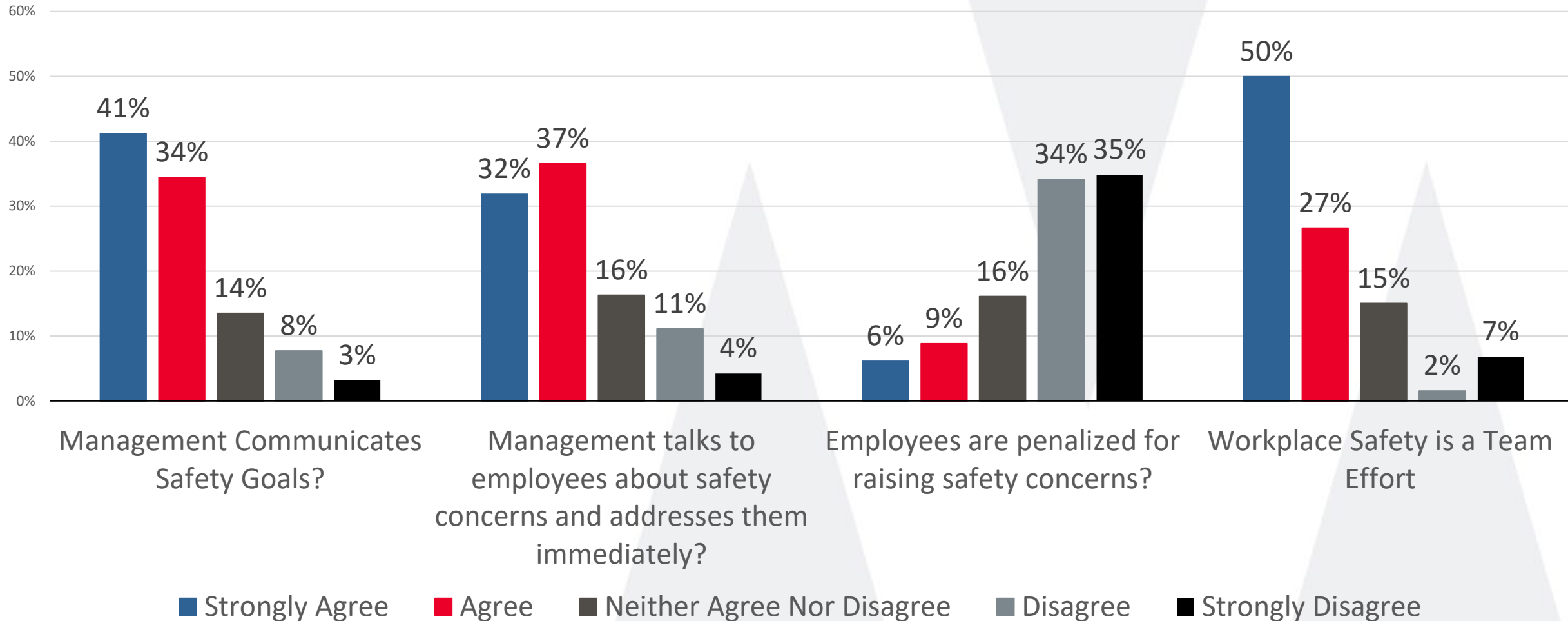
Workplace Safety, Environment, and Reporting

Trinity Metro, TEXRAIL, & TRE Survey Responses



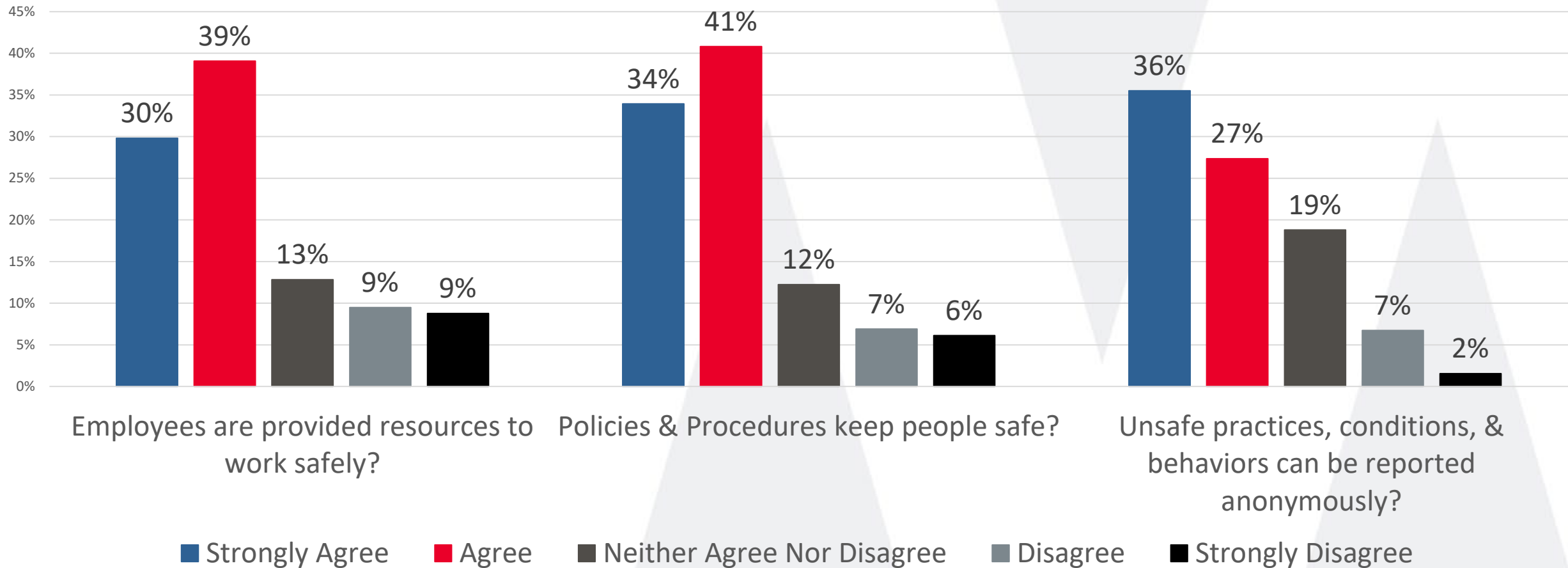
Trinity Metro Management Engagement

Trinity Metro, TEXRAIL, & TRE Survey Responses



Trinity Metro Safety Culture

Trinity Metro, TEXRAIL, & TRE Survey Responses



What would our employees change to improve SAFETY?

Top 2 answers:

- More Security or enhancements
- Safety Policy and Procedure Enforcement



TRINITY METRO IS IMPROVING OUR SAFETY CULTURE

- Safety Survey conducted annually
- Safety Consultant - additional safety support
- Implementing a Safety Hotline
- Employee Engagement
- Community Outreach and Training with Law Enforcement
- Annual updating of the PTASP
- **TEAMWORK MAKES THE DREAM WORK**



**Safety Culture can't move
forward until we know where
we are at.**

Marketing and Communications ANNUAL HIGHLIGHTS

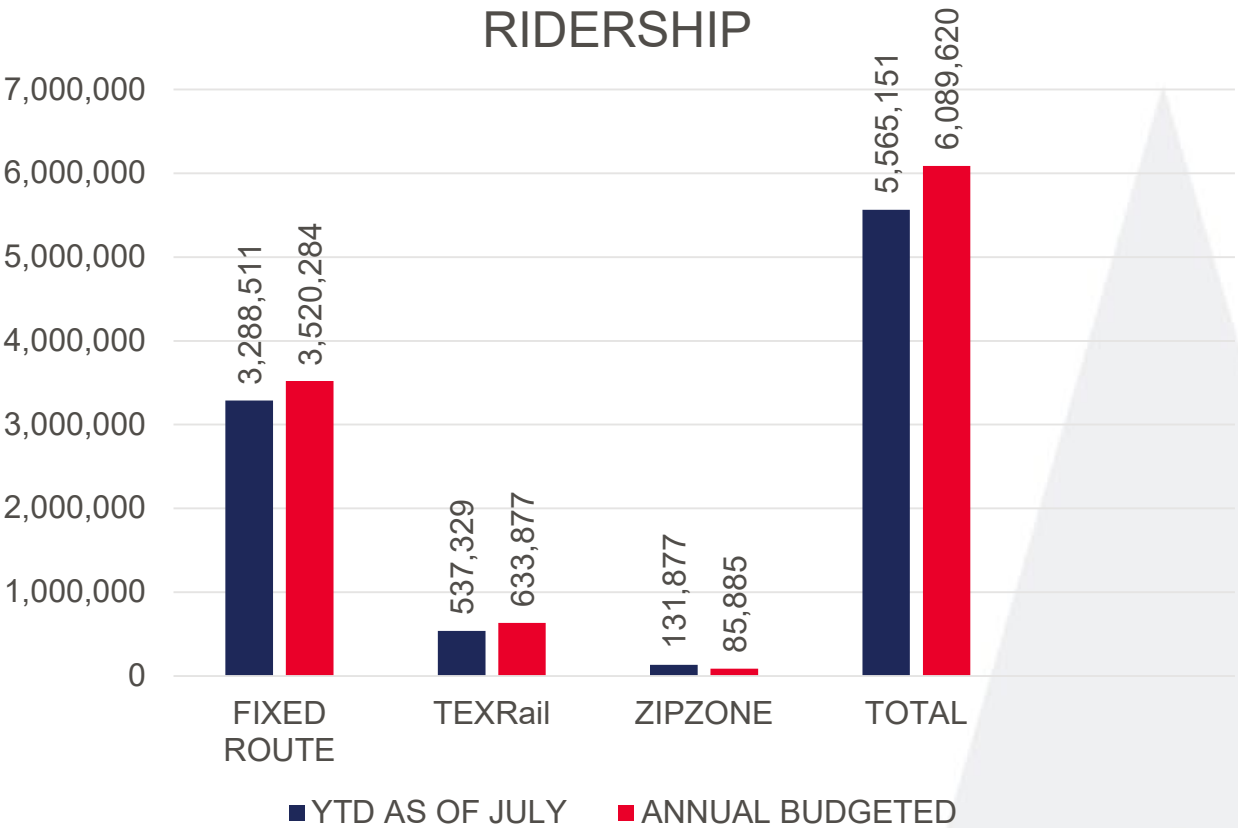
Melissa Chrisman
VP of Marketing and Communications
September 2023



MARKETING

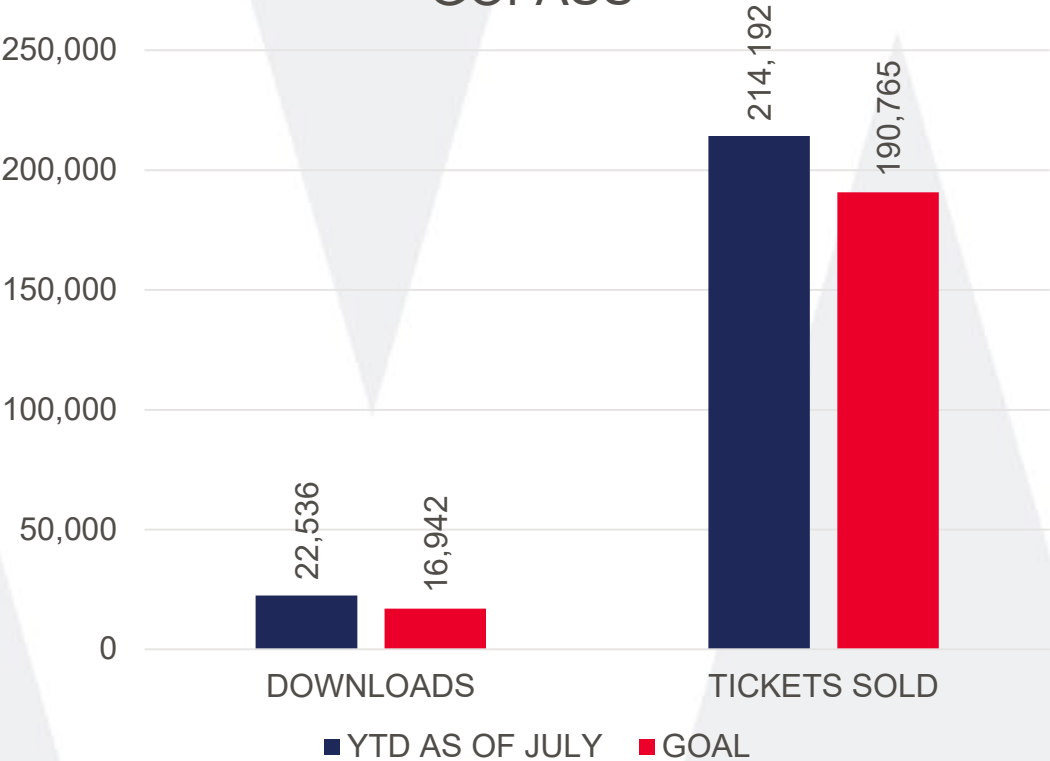
- Glenn Miller, Director of Marketing
- Nate Newby, Creative Services Manager
- Brandon DiCapo, Graphic Designer

RIDERSHIP



Difference = 524,469 (91% to goal)
Q4 historically = 29% of annual ridership

GOPASS

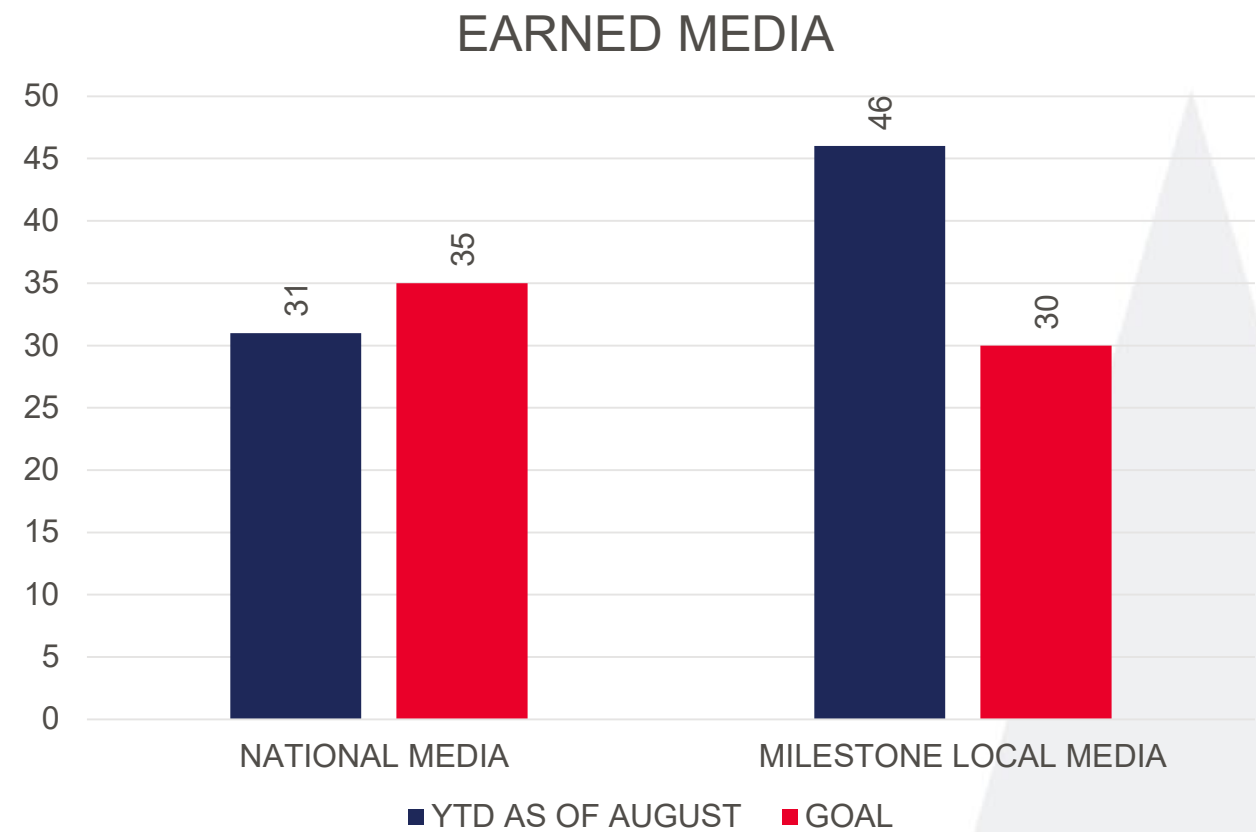


Downloads = 133% to goal
Tickets sold = 112% to goal



COMMUNICATIONS

-Laura Hanna, Director of Communications



National Media = 89% to goal
Milestone Local Media = 153% to goal

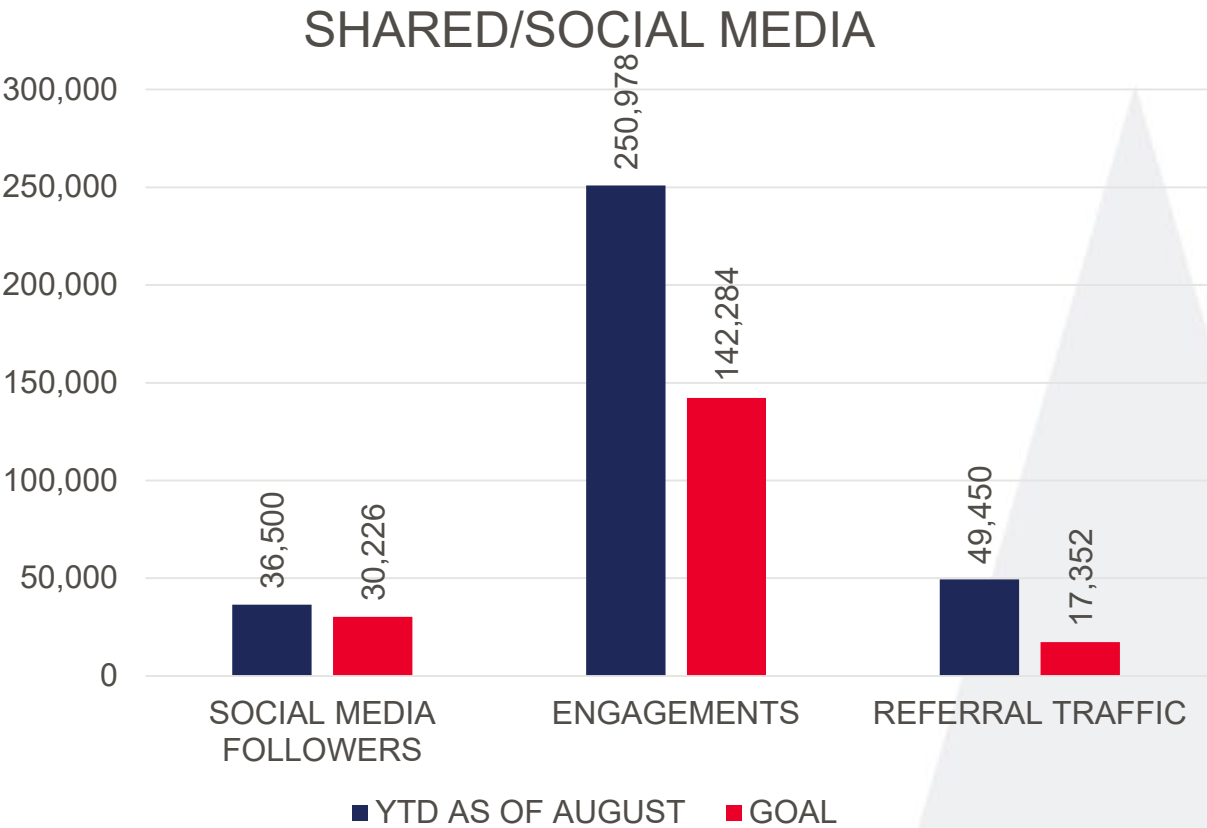
Additional Goals:

- Provide 100 new images – **GOAL MET**
- Implement new TRE website – **PENDING**
- Send all planned customer communications no later than two weeks in advance – **GOAL BEING MET**



DIGITAL CONTENT

-Brandon Poe, Digital Marketing Manager



Additional Goals:

- Increase the use of video across social media channels to two/month – **GOAL BEING MET**
- Increase the use of stories in Facebook and Instagram to one/week – **GOAL BEING MET**

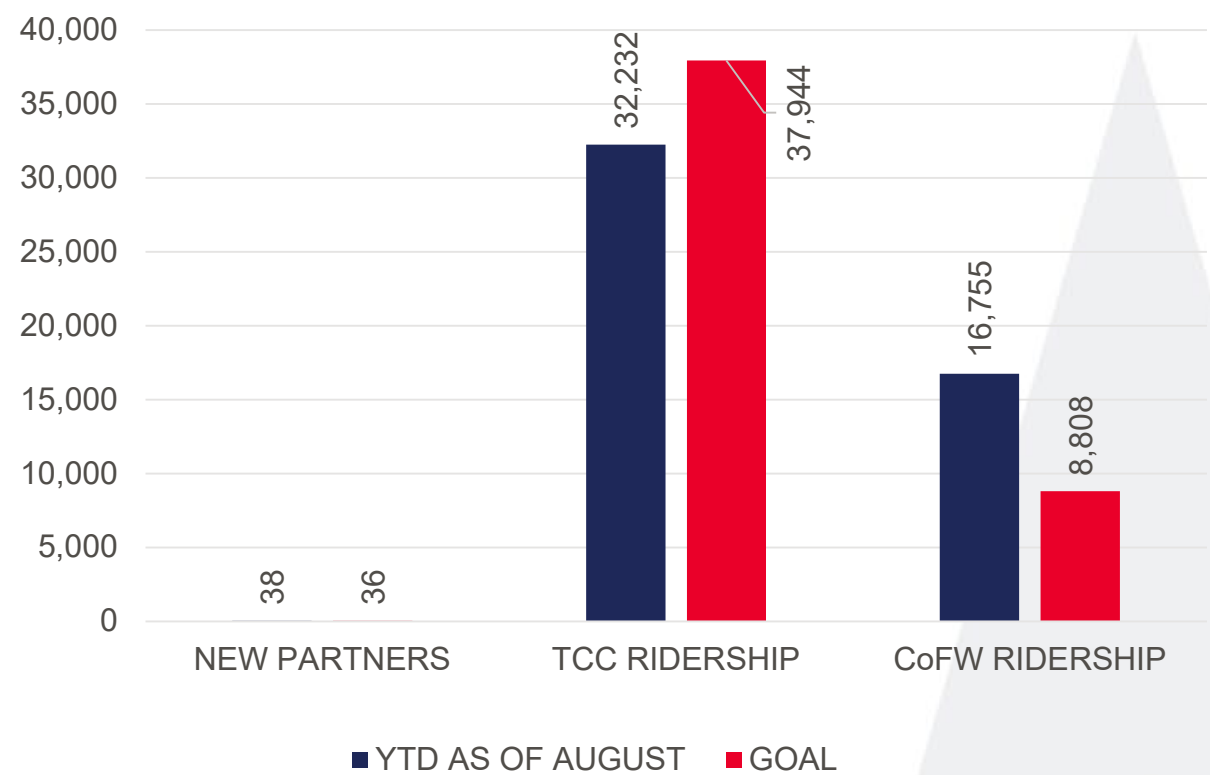
Followers = 121% to goal
Engagements = 176% to goal
Referrals = 285% to goal



STRATEGIC PARTNERSHIPS

-Nicole Adams, Strategic Partnerships Manager
-Ja'sha High, Strategic Partnerships Representative

STRATEGIC PARTNERSHIPS



Additional Goals:

- Convert two associate paid partners to organization paid partners – **GOAL MET**
- Host one annual EASYRIDE appreciation event – **GOAL MET**

New Partners = 106% to goal
TCC Ridership = 85% to goal
CoFW Ridership = 190% to goal



BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE

40th Anniversary Fare Promotion

MEETING DATE

September 28, 2023

BACKGROUND

November 8, 2023 marks the 40th anniversary of Trinity Metro. The organization founded in 1983 has certainly come a long way over 40 years and staff are finalizing ways to celebrate for our employees, customers and stakeholders. Our festivities will honor our history and celebrate the future as we continue to thrive and grow alongside Fort Worth and Tarrant County.

Several activities will mark the milestone anniversary including employee recognition and many scheduled customer events. Our employees and customers will enjoy giveaways, food, entertainment and outreach from Trinity Metro. As an additional thank you to our customers, a free fare promotion is planned for the month of November. Customers may use any Trinity Metro service (local only) from Nov. 1, 2023 through Nov. 30, 2023 without having to pay a fare or purchase a ticket.

Recent free or discounted fare promotions have been greatly appreciated by our customers and have proven to increase ridership as many new customers will try our services if they are free. Our most recent no-fare promotion was to celebrate the fourth anniversary of TEXRail in January 2023.

Ticket sales for November 2023 are budgeted at \$491,552.

ii table.jpg

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	JANUARY		
Week	2022	2023	Variance
1	6,937	11,457	65%
2	6,574	18,028	174%
3	6,828	15,307	124%
4	7,078	9,916	40%

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD*

Melissa Chrisman

DATE

09/15/23

BOARD OF DIRECTORS INFORMATION ITEM

ITEM TITLE

Final FY2023 Ridership Task Force Update

MEETING DATE

September 28, 2023

BACKGROUND

In September 2022, Trinity Metro assembled a staff-led 30-day Ridership Task Force. The goal of the Task Force was to develop tactics to increase ridership through projects that could be completed within the next fiscal year. Members represented 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 included:

- Melissa Chrisman, Executive Sponsor – Marketing
- Evan Escher, Chair – Planning
- Sarah Rogers, Vice Chair – Management Trainee
- 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

DETAILS

The Ridership Task Force recommended nine tactics in the three categories of safety, education and customer experience. The tactics were presented to both the Executive Leadership Team and the Board of Directors in October 2022.

Melissa Chrisman, VP of Marketing and Communications will provide an update on the recommended tactics and highlight progress made to date in fiscal year 2023.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD*

Melissa Chrisman

DATE

09/15/23

Ridership Task Force End of Year Update

Melissa Chrisman
VP of Marketing and Communications
September 2023



Task Force Members

Chairperson: Evan Escher – *Transit Planner*

Co-Chairperson: Sarah Rogers – *Management Trainee*

Secretary: Bianca Tillis – *HR Specialist*

Members:

Genia Jackson – *Bus Operator*

Jessica McMillion – *System Application Administrator*

Nate Newby – *Creative Services Manager*

Ronald Newman – *Director of Operations*

Kathryn Roy – *Staff Accountant*

Evelia Zalazar – *Transit ENVOY*

Executive Sponsor: Melissa Chrisman - *VP of Marketing and Communication*



Three Strategies

SAFETY

**CUSTOMER
EXPERIENCE**

EDUCATION

Tactic 2

Planning



In Progress



CUSTOMER
EXPERIENCE

Upgraded Technology

FY 2023

IT, Procurement, Operations, Marketing & Communications



TRINITY METRO®

Tactic 4

Planning



In Progress



Upgrade Website

CUSTOMER
EXPERIENCE

EDUCATION

FY 2023

Contractor, IT, Marketing, Planning, Finance



Tactic 5

Planning



In Progress



Complete

EDUCATION

“Schedule Day”

SPRING SERVICE CHANGE FY 2023

ALL HANDS

COMPLETE

TRINITY METRO
ENVOY

Tactic 6

Planning



In
Progress



Complete

Officers/NPOs Onboard

FY 2023

Outreach, Operations, Customer Experience

SAFETY

CUSTOMER
EXPERIENCE



Tactic 8

Planning



In Progress



Stop & Stations Improvements

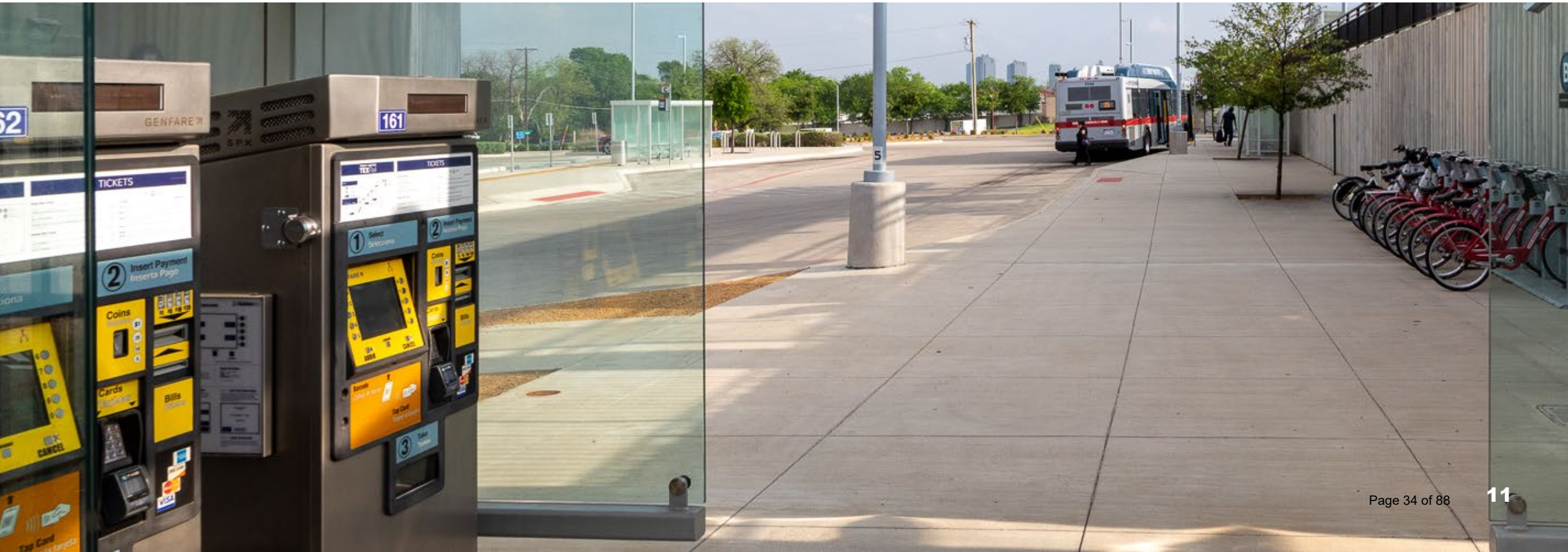
FY 2023 – UPDATE: Timing will flow in to the next several years

Facilities, Planning, Procurement, Customer Experience, Marketing, Operations

SAFETY

CUSTOMER
EXPERIENCE

EDUCATION



Tactic 9

Planning



In Progress



CUSTOMER
EXPERIENCE

Rewards/Loyalty Program

FY 2023

ALL HANDS



Ridership Task Force Summary



- ~~Tactic 1~~ TEXRail “Re Grand Opening” Event — JAN 10, 2023
- **Tactic 2** Upgraded Technology — FY 2023 – ONGOING/CARRY OVER
- ~~Tactic 3~~ GoPass/See Say Integration — Q1/Q2 FY 2023
- **Tactic 4** Upgrade Website — FY 2023 – ONGOING/CARRY OVER
- ~~Tactic 5~~ Schedule Day — May 19, 2023
- ~~Tactic 6~~ Officers/NPOs Onboard — FY 2023
- ~~Tactic 7~~ Veterans in Reduced Fare Program — Q2 FY 2023
- **Tactic 8** Stop and Stations Improvements — FY 2023 – ONGOING/CARRY OVER
- **Tactic 9** Rewards/Loyalty Program — FY 2023 – ONGOING/CARRY OVER



CONTINUE REPORTS IN FY2024?

NEXT STEPS.



Community Engagement

September 2023

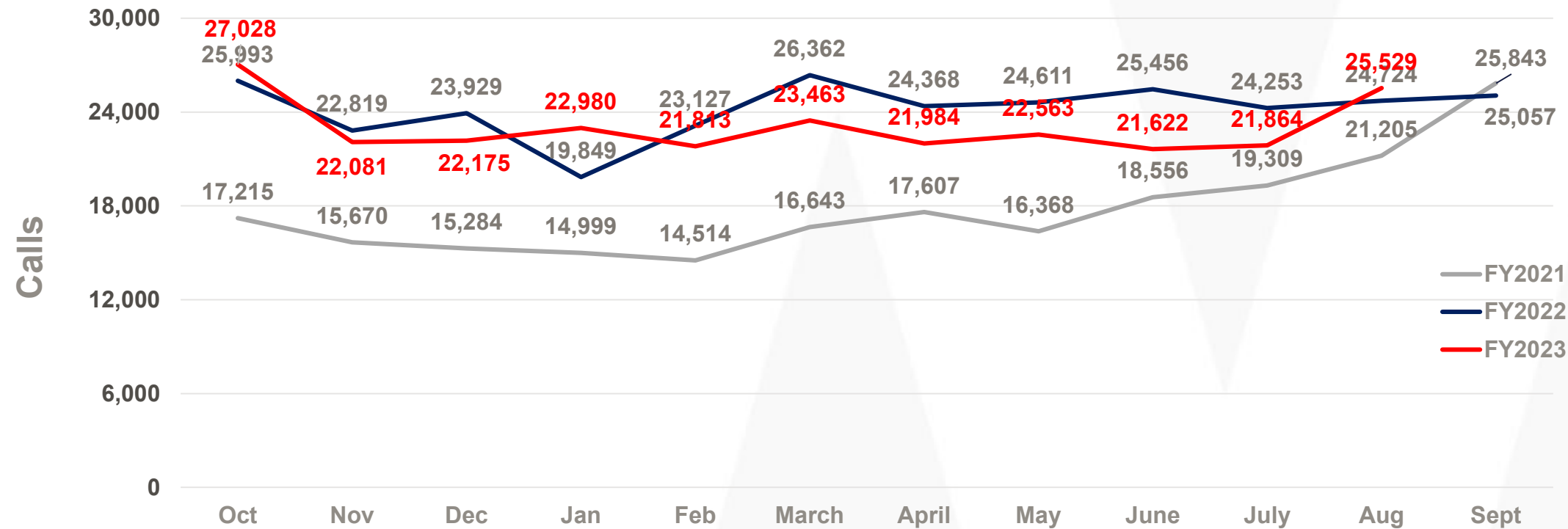
Detra Whitmore

Vice President of Community Engagement

Diversity, Equity, & Inclusion Officer



Customer Care Calls



INFORMATION

TYPES OF CALLS

42% No Wait Time!

841 – TEXRail

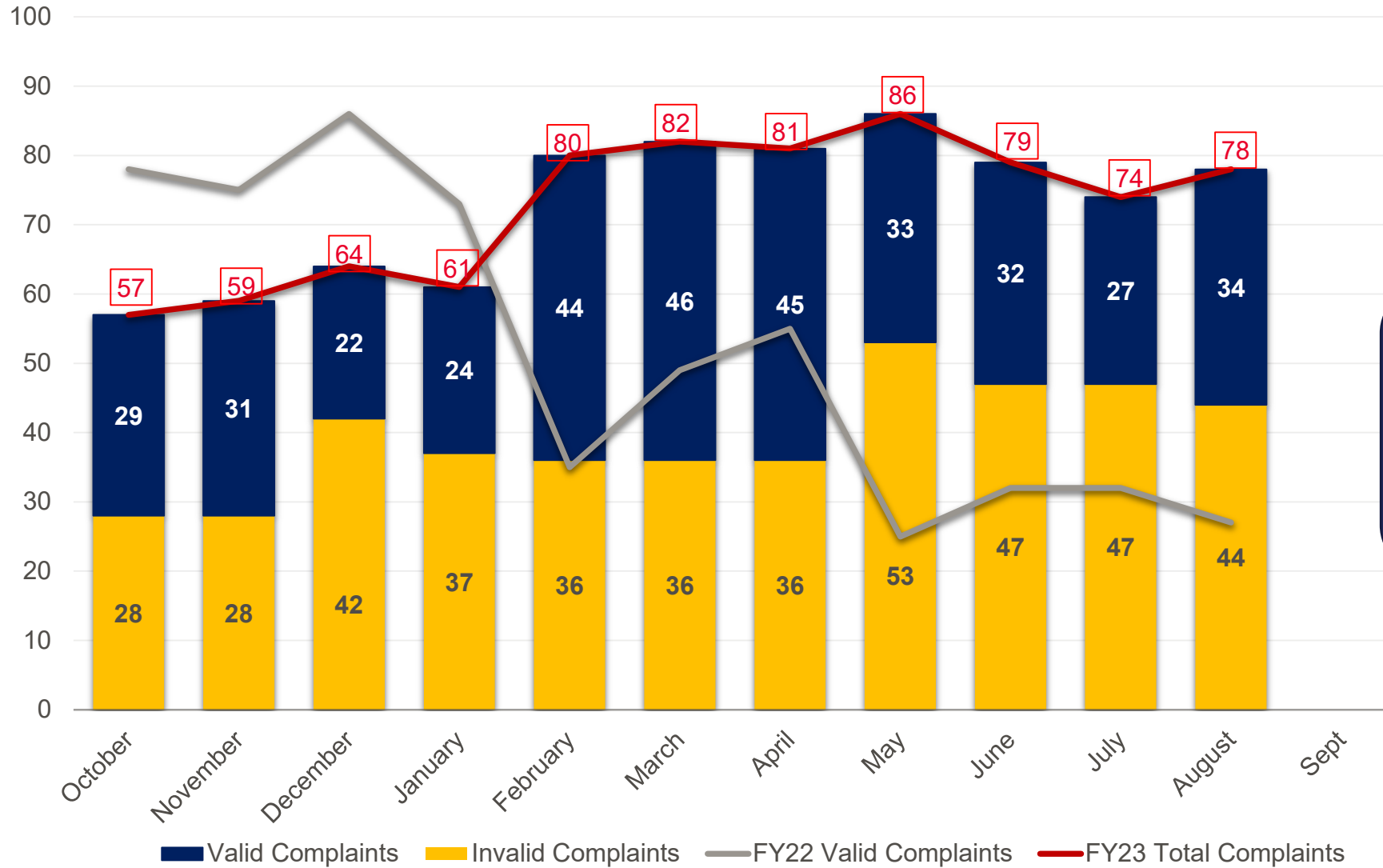
0– Bike Sharing

64- TRE

203 - ZIPZONE



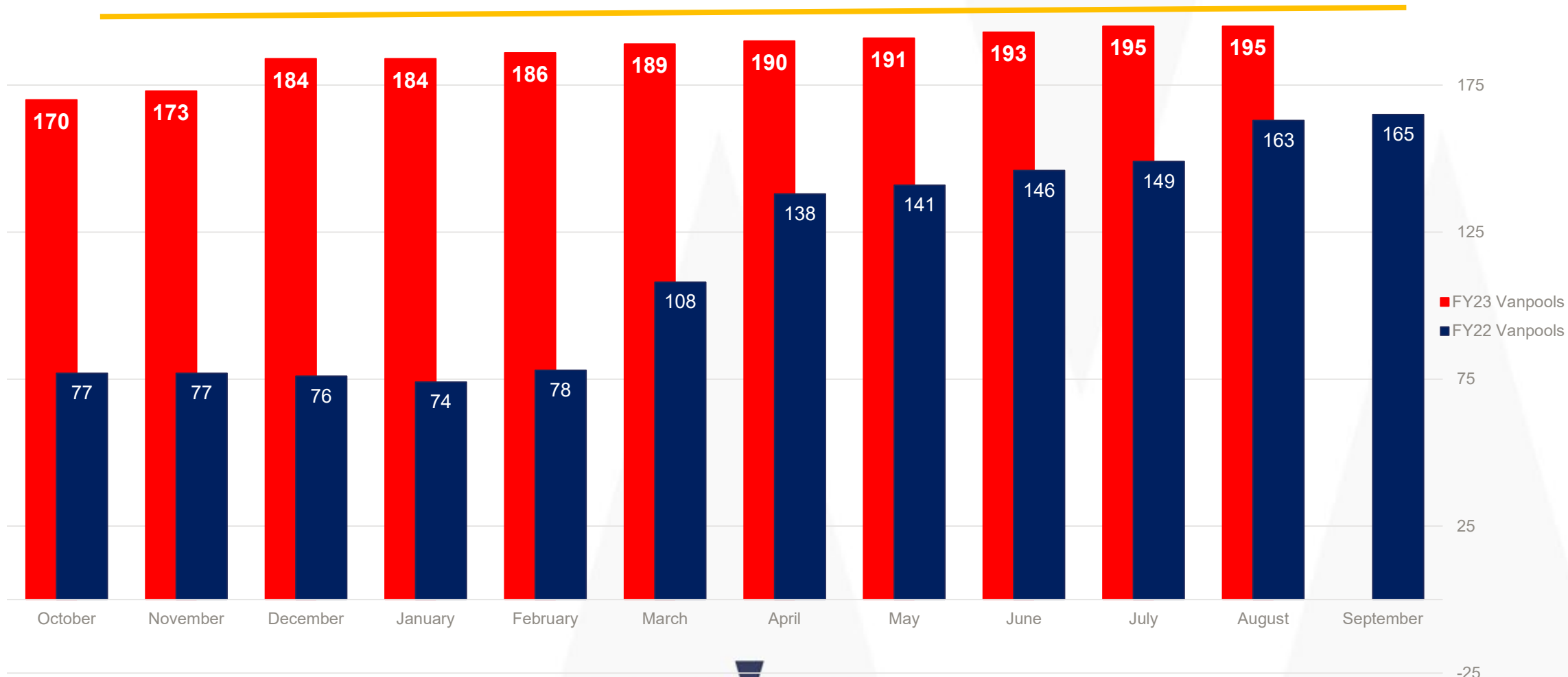
Customer Complaints



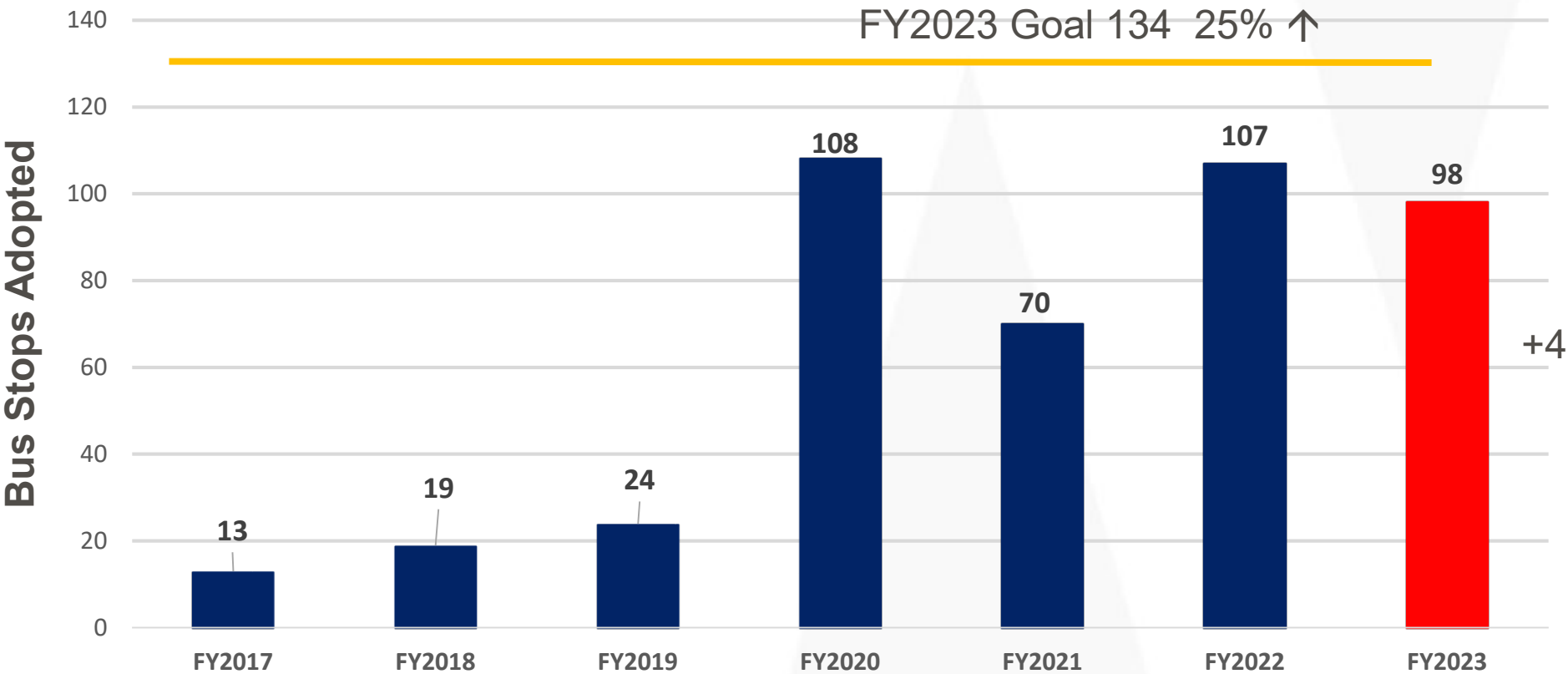
Top Complaints

No Show
Passed By
Bus did not arrive
Rude Driver

FY2023 Goal: 206 ↑25%



435 System wide



In The Community



On August 29th, the amazing staff from Light House for the Blind joined a few members from our Transit ENVOY team and ACCESS in a B.A.T. (Blind Awareness Training lunch and learn session. The team building training was an opportunity to learn more about blindness, blind rehab skills and appropriate etiquette when meeting people who are blind or visually impaired.



Upcoming Events



LATINX:
EQUITY IN TRANSIT

Wednesday, October 4
11:00 a.m. - 12:30 p.m.
Fort Worth Central Station
Community Room (2nd Floor)

LUNCH WILL BE PROVIDED

MODERATOR


Tito Rodriguez*
Member, North Richland Hills
City Council

PANELISTS


Evelio Zelazar
Transit Director,
Trinity Metro


Cristal Hernandez-Galvan
Executive Director,
Tarrant Transit Alliance


Teresa Ayala*
Trustee & Board President,
Tarrant County College


Ruben Sales
Manager of Fleet Reliability,
Trinity Metro


Sergio Rodriguez
Manager of Maintenance,
Trinity Metro


Trinity Metro
Board Member


TRINITY METRO

Transit Awareness Day
October 18, 2023
Alliance
Time: TBD

40th Anniversary Celebrations

EMPLOYEE EVENT
Wednesday
November 1 – All Day

COMMUNITY EVENTS

FWCS	Nov. 8	7:30 a.m.-9:00 a.m. 12:00 p.m.-2:00 p.m.
La Gran Plaza	Nov. 9	2:00 p.m.-4:00 p.m.
Dr. Dennis Dunkins	Nov. 9	12:00 p.m.-2:00 p.m.
Grapevine Station	Nov. 10	3:00 p.m.-5:00 p.m.
Sierra Vista	Nov. 14	2:00 p.m.-4:00 p.m.
T&P Station	Nov. 14	6:00 a.m.-8:00 a.m.
Smithfield Station	Nov. 15	7:30 a.m.-9:00 a.m.

TRINITY METRO



YOU'RE INVITED

Support your community,
help clean up a bus stop.

Trinity Metro will provide all team members with
trash bags, safety vests, gloves and t-shirts.

Grab your friends and help us
give back to our community.

WHEN?

Saturday, Oct. 21, 2023
8 a.m. to 12 p.m.

HOW CAN I HELP?

Consider being a team captain.
Choose a bus route.
Join a team, if asked.

SIGN UP AT: <https://go.ridetm.org/BSCUD23>
Sign up deadline is Oct. 1, 2023

RIDETRINITYMETRO.org

TRINITY METRO

817.215.8600



BOARD OF DIRECTORS INFORMATION ITEM

ITEM TITLE

General Planning Consultant (GPC) Update

MEETING DATE

September 28, 2023

BACKGROUND

On November 28, 2022, the Trinity Metro Board of Directors approved the General Planning Consultant (GPC) Contract (BA2023-11) that permitted staff to complete negotiations and enter into a contract for a variety of planning activities that address ongoing and emerging issues related to planning, designing, constructing, financing, maintaining, and improving the Trinity Metro transportation system. There was some discussion about how the Board would be informed on the status and progress of tasks assigned to the GPC.

In an effort to keep the Board informed, the following is a brief overview of last month's progress.

GPD Table.png

88.72KB

Task Order	Description	Status
TO1 – Program Management	This task covers meetings, invoices, and scope development.	• Continued oversight
TO3 – Transit Value Proposition	This task will outline the value of transit in Fort Worth and provide materials that can be shared with others during meetings.	• Begin economic benefit analysis • Board Meeting presentation scheduled for Sept. 28
TO4 – ABC Review	A Better Connection (ABC) was implemented in Sept 2021. Now that the system has been in action for over a year, the Planning Team would like to review what was implemented to find improvements and evaluate changes that were made.	• Task Complete
TO5 – TRE Double Tracking	Prepare 30% design for 2 miles of TRE track as outlined in the NCTCOG's BUILD Grant.	• Draft cross sections submitted for review • Drainage information requested from City of Fort Worth • Cost estimate being developed
TO7 – Graphics Support	Support to staff for graphics, maps and presentations	• No tasks assigned yet
TO8 – Grant Writing Support	Support of grant writing and applications	• No tasks assigned yet • HDR provides reminders of available grants opportunities
TO9 – TEXRail Before and After Study Ridership Review	Provide review and assumptions as to ridership forecasting vs actual differences	• All chapters submitted to FTA • Task Complete
TO10 – Fare Collection Review	Review fare collection systems	• Bi-Weekly Coordination & Progress Meetings established
TO12 – TEXRail Historic Resource Investigations	Investigate a document two bridges in TRE corridor that will be replaced with Double Tracking Project	• Task Complete
TO13 – Economic Development & Real Estate Support	Support evaluation of TOD solicitations and general property inquiries	• Evaluation of TOD proposal at T&P Station completed • Comparison of ground-lease vs fee-simple sale completed • Awaiting on Letter of Intent from developer to move to next step of process
TO14 – Assisting Community Interest in Transit	Engaging the public through surveys/polling to better determine level of knowledge community has of Trinity Metro and public transit	• Review of survey questions in progress
TO15 – FTA TEXRail TOD Planning Grant	This TOD planning grant focuses on TEXRail and the assessment of station amenities along the corridor that allow for a car-free lifestyle	• Draft scope of work under development
TO16 – Staff Augmentation: Project Manager	A project manager is needed to assist in development of the Bus Stop Improvement Program and the Alliance Guaranteed Transit Project	• PM has had multiple meetings with key stakeholders for both projects

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD *

Chad Edwards

DATE

09/12/23

**BOARD OF DIRECTORS
INFORMATION ITEM**

ITEM TITLE

Value of Transit Study

MEETING DATE

September 28, 2023

BACKGROUND

Trinity Metro staff, through the General Planning Consultant (GPC) contract, engaged HDR and Nelson/Nygaard to assist in developing Task Order 3 Transit Value Proposition. This task was scoped to identify the value that Trinity Metro provides to the communities of Fort Worth and Tarrant County. The task will provide a summary of regional and local jurisdictional characteristics, economic impacts, mobility networks and challenges, future growth impacting travel, job access, and economic development, and how transit provides value to the regional and individual jurisdictions. The task is expected to be completed by the end of the year. Tim Crobons from Nelson/Nygaard will provide a task update to the Board.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD *

Chad Edwards

DATE

09/18/23

**BOARD OF DIRECTORS
INFORMATION ITEM**

ITEM TITLE

July Financials

MEETING DATE

September 28, 2023

BACKGROUND

The July 2023 financial report is attached for review.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD *

Greg Jordan

DATE

09/11/23

Fort Worth Transportation Authority

Balance Sheet

	As of 7/31/2023
	<i>(Unaudited)</i>
CURRENT ASSETS	
Cash restricted for Operations	\$10,708,216
Cash restricted for Rail Vehicles	665,341
Unrestricted cash and cash equivalents	35,953,362
Receivables	30,457,629
Inventory	8,835,562
Prepaid	3,145,994
Total Current Assets	89,766,104
FIXED ASSETS	
Construction in Progress	40,407,944
Land	157,201,457
Buildings	152,275,513
Building Improvements	11,264,850
Machinery and Equipment	374,680,272
Improvements other than Buildings	771,505,946
Intangible Assets	18,897,291
	1,526,233,273
Less: Accumulated Depreciation & Amortization	(422,273,480)
Total Fixed Assets	1,103,959,793
TOTAL ASSETS	\$1,193,725,897
LIABILITIES AND NET ASSETS	
CURRENT LIABILITIES	
Accounts Payable and Accrued Liabilities	18,057,230
Payroll Liabilities	3,375,236
Unearned Revenue (Note 18)	26,724,594
Current portion of LT Due Grapevine	1,568,406
Total Current Liabilities	49,725,466
LONG TERM LIABILITIES	
Long Term Payable to City of Grapevine	3,095,344
Total Long Term Liabilities	3,095,344
TOTAL LIABILITIES	\$52,820,810
NET POSITION	
Net Investment in Capital Assets	\$1,084,717,617
Operating Reserve	10,708,216
Escrow Reserve	2,000,000
Unrestricted	43,479,253
TOTAL NET POSITION	\$1,140,905,087

Fort Worth Transportation Authority
Statement of Revenues and Expenses
Fiscal Year to Date July 31, 2023
(Unaudited)

	Actual 2023	Budget 2023	Variance
Operating Revenue			
Fares			
Multi Modal Fares (Note 1)	\$4,684,653	\$5,355,668	(\$671,015)
ACCESS Fares	882,676	763,132	119,544
Easy Ride & Corporate	640,071	657,152	(17,081)
Other Revenue			
Sales Tax (Note 2)	93,550,216	85,634,279	7,915,937
Fort Worth Bike Share	340,975	421,960	(80,985)
Advertising	470,513	458,332	12,181
Rental Income	447,926	576,910	(128,984)
Other (Note 3)	1,096,109	1,807,036	(710,927)
Total Operating Revenue:	102,113,139	95,674,469	6,438,670
Federal/State/Local Income:			
Operating Grants (Note 4)	34,010,856	862,070	33,148,786
Grapevine/NRH Contribution (Note 5)	10,907,394	10,237,812	669,582
Contributions from Partners	1,434,116	1,226,939	207,177
Total Assistance Income	46,352,366	12,326,821	34,025,545
Total Revenue	\$148,465,505	\$108,001,290	\$40,464,215
Operating Expenses			
Fixed Route Operations			
Salaries & Fringe Benefits (Note 6)	\$25,504,484	\$23,854,110	\$1,650,374
Services	659,214	871,772	(212,558)
Purchased Transportation	4,452,404	4,323,389	129,015
Other (Note 7)	3,403,297	4,255,161	(851,864)
Total Fixed Route Operations	34,019,399	33,304,432	714,967
ACCESS Operations			
Salaries & Fringe Benefits (Note 8)	4,955,260	4,980,075	(24,815)
Services	4,322,897	3,289,069	1,033,828
Other	795,951	864,553	(68,602)
Total ACCESS Operations	10,074,108	9,133,697	940,411
TRE Operations			
Salaries & Fringe Benefits	86,383	95,887	(9,504)
Services (Note 9)	12,468,421	13,924,224	(1,455,803)
Other	2,521	0	2,521
Total TRE Operations	12,557,325	14,020,111	(1,462,786)
TEXRail Operations			
Salaries & Fringe Benefits	399,033	261,762	137,271
Services (Note 10)	17,628,875	17,401,073	227,802
Other (Note 11)	4,610,320	5,701,337	(1,091,017)
Total TEXRail Operations	22,638,228	23,364,172	(725,944)
Bike Share Operations			
Salaries & Fringe Benefits	378,307	383,688	(5,381)
Services	44,146	172,400	(128,254)
Other	140,254	242,085	(101,831)
Total Bike Share Operations	562,707	798,173	(235,466)
General & Administrative			
Salaries, Wages & Fringe Benefits	12,933,783	13,183,169	(249,386)
Other Professional Services (Note 12)	8,353,642	10,106,798	(1,753,156)
Vehicle & Facilities Maintenance (Note 13)	2,100,375	2,725,894	(625,519)
Software/Systems Maintenance (Note 14)	2,616,100	3,054,724	(438,624)
Other General & Administrative (Note 15)	2,980,414	3,676,214	(695,800)
Total General & Administrative	28,984,314	32,746,799	(3,762,485)
Total Operating Expenses:	\$108,836,081	\$113,367,384	(\$4,531,303)
Operating Income / (Deficit)	\$39,629,424	(\$5,366,094)	\$44,995,517
Capital Grants (Note 16)	5,504,302	0	5,504,302
Investment Income (Note 17)	1,536,917	1,916,670	(379,753)
Depreciation	(39,179,055)	(41,834,200)	2,655,145
Net Income / (Deficit)	\$7,491,588	(\$45,283,624)	\$52,775,210

Fort Worth Transportation Authority
Notes to Financial Presentations
Comparisons of Actual Results to FY23 Budgeted Amounts - July 31, 2023

(\$ 000's)

- Note 1 Multi Modal Fares**
3.9% greater ridership than budget and a \$0.18 decrease in average price to budget.
Budgeted average price based on pre-covid estimates which may be impacted by timing differences in fare programs, variances by mode, and use of multiple modes per ticket.
- Note 2 Sales Tax**
\$ 85,369 Actual collections through May
\$ 8,182 Accrual estimate for July
7.6% YTD increase over the prior year's collections
- Note 3 Other Revenue**
Substantially due to delay in implementing new ZIPZONE services plus less TRE link expenses and their related revenues.
- Note 4 Operating Grants**
ARP additional assistance was received in current year.
- Note 5 Federal/State/Local Income - Grapevine/NRH Contribution**
NRH Contribution for TEXRail started in January at \$166K per month.
Amount recorded was offset by accrual for amounts payable to Grapevine for \$220k per month.
- Note 6 Fixed Route Operations - Salaries & Fringe Benefits**
Substantially due to greater overtime and fringe benefit costs.
- Note 7 Fixed Route Operations -Other**
Substantially due to savings on fuel costs and less use of parts.
- Note 8 ACCESS Operations - Salaries & Fringe Benefits**
Substantially due to savings from less operators than budgeted.
- Note 9 TRE Operations - Services**
Savings in purchased transportation, property insurance, and PTC costs.
- Note 10 TEXRail Rail Operations - Services**
Substantially due to savings in fuel costs.
- Note 11 TEXRail Rail Operations - Other**
Substantially due to savings in repairs and insurance costs.
- Note 12 General & Administrative - Other Professional Services**
Substantially due to savings in advertising services, benefit plan costs, TEXRail TOD plan costs and cost of printing of passes.
- Note 13 General & Administrative - Vehicle & Facilities Maintenance**
Substantially due to savings in repairs.
- Note 14 General & Administrative - Software/Systems Maintenance**
Substantially due delay in budgeted IT projects.
- Note 15 General & Administrative - Other G&A**
Substantially due to savings in utilities and travel/training.
- Note 16 Capital Grants**
Received reimbursement for PTC work on the Trinity River Bridge project under the FRA CRISI grant.
Also received formula grant reimbursement for security related capital improvements.
- Note 17 Investment Income**
Substantially due to having less cash on hand than anticipated.
- Note 18 Unearned Revenue**
DART agreement for DFWIA access makes up \$25.4 MM of this total in unearned revenue.

**TRINITY METRO BOARD OF DIRECTORS
RESOLUTION**

**SUPPORT FOR
PLAN 2033: DOWNTOWN STRATEGIC ACTION PLAN UPDATE**

(R2023-04)

WHEREAS, the Fort Worth Transportation Authority, doing business as Trinity Metro ("Trinity Metro") is a regional transportation authority governed by Chapter 452 of the Texas Transportation Code (the "Code") and is a local government as defined by Section 431.003(3)(C) of the Code; and

WHEREAS, Downtown Fort Worth, Inc., founded in 1981, has worked with community partners to plan how Downtown can evolve into Fort Worth's premier location for business, visitors, and residents; and

WHEREAS, every ten years, Downtown Fort Worth, Inc., partners with the City of Fort Worth and Trinity Metro to produce a Downtown Strategic Action Plan; and

WHEREAS, the newest version, Plan 2033, was developed in 2023 with input from volunteers, community stakeholders, the City of Fort Worth, Tarrant County, neighborhood representatives, the general public, and Trinity Metro; and

WHEREAS, Plan 2033 provides strategic guidance in the areas of business development, education, housing, retail, arts and entertainment, transportation, urban design, open space, and public art; and

WHEREAS, Plan 2033 is used as a tool to prioritize policy decisions and planning initiatives for the three partners and other community supporters to fulfill the community's vision for a livable, healthy, economically vibrant, and exciting downtown for the next ten years; and

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

Section 1. The Board supports recommendations identified in Plan 2033: Downtown Strategic Action Plan and will work over the next ten years to implement elements of the plan that Trinity Metro is responsible for.

Section 2. The Board approves continued support of the plan as Trinity Metro is part of Downtown Fort Worth's success.

Adopted this 28th day of September, 2023.

ATTEST:

By Fort Worth Transportation Authority d.b.a. Trinity Metro.

Jeff Davis
Chair

Sign

Richard Andreski
President & CEO



DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2023-55

MEETING DATE

September 28, 2023

ITEM TITLE

Leadership Training & Development Program

BACKGROUND

Organizations rely on strong leadership to remain relevant and competitive. It is important to commit to investing time, staff and resources to ensure that leaders are meeting the current needs of the organization as well as preparing leaders for future challenges. Trinity Metro reviewed multiple responses to a Leadership Training & Development RFP and has chosen MasterMinds Leadership, LLC as the best fit for our organization. MasterMinds has developed three comprehensive leadership programs to meet the needs of our management teams.

- Supervisors – job-relevant soft skills and general leadership training
- Managers/Directors – build on soft skills and emotional intelligence while developing leaders capable of taking on increasing responsibility
- Executive Leadership Team – includes a team-based approach, appropriate for a high-performing dynamic, compatible with a servant leadership style and culture

The development program will be conducted over a two-year period with each cohort staggered starting with the Executive Leadership Team. The program is expected to further enhance the capabilities of supervisors, managers and executive leaders, positioning Trinity Metro for success over the long term.

PROCUREMENT

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

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

No Disadvantaged Business Enterprise (DBE) was established due to the nature of this solicitation.

FINANCING

Funds are available in Trinity Metro’s FY2024 Operating Budget. Funds for future contract years will be considered in the respective proposed budgets.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President and Chief Executive Officer to execute a contract for Leadership Training and Development with MasterMinds Leadership, LLC for a total amount not to exceed of \$298,700.

STAFF DISPOSITION

EXECUTIVE LEAD *

Kelli Shields

DATE

09/18/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2023-57

MEETING DATE

September 28, 2023

ITEM TITLE

Approval of the FY24 Operating and Capital Budgets

BACKGROUND

The preliminary FY24 Operating and Capital budgets were presented and reviewed at the Trinity Metro Board of Directors meeting held on August 21,2023. The preliminary budgets were made available to member cities for comment, and there have been no subsequent changes to the Trinity Metro FY24 Operating and Capital budgets.

RECOMMENDATION

It is recommended that that the Board of Directors approve the attached FY2024 Operating and Capital Budgets.

STAFF DISPOSITION

EXECUTIVE LEAD *

Greg Jordan

DATE

09/07/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

Trinity Metro
FY24 Operating Budget
(in 000's)

	FY2024 Budget
Fare Revenue	\$ 8,247
Other Revenue	
Sales Tax	119,199
Investment	2,250
Advertising	565
Operating Grants	100,279
Capital Grants	69,301
Contributions from Grapevine	11,000
Contributions from North Richland Hills	2,100
Contributions from Partners	5,187
Miscellaneous	1,358
Rental Income	628
FWBS	336
Total Other Revenue	312,204
Total Revenue	320,450
Operating Expense	
Salaries and Benefits	55,035
Purchased Transportation	57,180
Utilities	2,128
Maintenance Materials	4,268
Security Services	2,973
IT Contracts	5,553
Insurance	5,509
Facilities Maintenance Contracts	2,080
General Planning Consultants	1,500
Other Expenses	18,480
Total Operating Expense	154,705
Net Available for Capital Expenditures and Reserves	\$ 165,746
Non-Cash Depreciation	\$ 48,410

FY24 Capital Expenditures

(in 000's)

	FY2024 Budget
Project Name	
TEXRail - Medical District Expansion	\$ 31,940
Revenue Vehicles	17,533
Facilities State of Good Repair	11,805
TRE Capital Maintenance	8,000
TRE Trinity Lakes Station	7,962
Bus Camera System Replacement	6,730
TEXRail Capital Spares	5,622
Facilities Capital Improvement Programs	5,123
T&P Tavern Acquisition	4,950
Bus Stop Improvement Project	4,729
TEXRail Capital Facilities	3,848
Non-Revenue Vehicles	3,794
Bus Seat Upgrades	2,535
TRE Double Tracking Handley Ederville to Precint Line Rd.	2,354
Electric Bus Expansion and Infrastructure	1,883
Train Platform Validators	1,714
HVAC Replacements at HRP, T&P, FWCS, and Pine St.	1,550
Server and Equipment Upgrades	1,422
IT Cybersecurity Projects	1,284
System Software Upgrades	1,089
High Intensity Bus Corridor	971
ERP Database Migrations	805
TRE Ticket Vending Machines Replacements	739
Equipment Purchases and Replacements	566
Trinity Metro GoPass App	563
TEXRail Automatic Passenger Counters	473
FW Bike Share Replacement	459
Modernize Underground Fuel Storage Tank Monitoring System	400
Bus Simulator	380
Miscellaneous Engineering and Construction	250
TEXRail Wi-Fi Router	30
Transit Signage Improvements and Solar Panels at Bus Stops	5
Total Expenditures	\$ 131,505

Trinity Metro
Annual Surplus, Capital, Debt and Cash & Investment Projections

(in 000's)

	<i>Projection</i>					
	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
Operating Revenues	174,294	251,150	181,072	191,818	187,608	202,381
Operating Expenses	(129,299)	(154,705)	(159,637)	(164,556)	(170,368)	(175,844)
Net Cash from Operations	44,996	96,219	21,436	27,263	17,239	26,537
Capital Expenditures						
Specified Expenditures	(54,761)	(131,505)	(121,049)	(115,940)	(52,333)	(13,524)
Capital Grants	24,209	69,301	70,449	47,574	27,697	5,548
Net Capital Expenditures	(30,551)	(62,204)	(50,600)	(68,366)	(24,636)	(7,976)
Debt & Loan Repayments						
Increase (Decrease) in Cash	14,444	34,014	(29,165)	(41,103)	(7,397)	18,561
Cash & Investments						
Beginning Balance	49,076	63,521	97,535	68,370	27,267	19,871
Ending Balance	63,521	97,535	68,370	27,267	19,871	38,432
Reserve Requirements						
Cash Reserve (1)	(10,708)	(11,037)	(11,920)	(12,397)	(12,893)	(13,408)
Residual Cash Balance	52,812	86,498	56,451	14,871	6,978	25,024

(1) Cash reserve requirement established by the Board of Directors for unanticipated financial events.

Pay-as-you-go

Under Trinity Metro's pay-as-you-go financial governance goal, current year cash operating expenses are paid for from current year operating revenues within each fiscal year.

BOARD ACTION ITEM

ITEM NUMBER

BA2023-62

MEETING DATE

September 28, 2023

ITEM TITLE

2023 Indefinite Delivery/Indefinite Quantity (IDIQ) Professional Services
Contracts

BACKGROUND

Trinity Metro utilizes Indefinite Delivery/Indefinite Quantity (IDIQ) contracts to provide architectural, engineering, and construction management/oversight services for the wide range of projects needed to support and expand our existing and future services and facilities. Trinity Metro negotiates and issues task orders to the IDIQ firms to provide these services when the need arises. The IDIQ firms are paid for actual work/services performed and subsequent board approval is required for any tasks exceeding \$250,000.

Trinity Metro had contracts with six IDIQ firms in the last round. When the program concluded in July 2023, Trinity Metro had issued 60 task orders totaling \$10.8 million in professional services.

This item is to approve a new round of IDIQ contracts.

In accordance with Trinity Metro's Procurement Policy, Request for Qualifications, RFQ 23-T031 for IDIQ Professional Services was issued on June 23, 2023. Six firms submitted Statement of Qualifications (SOQs). The firms included:

- Bridgefarmer & Associates, Inc.
- Freese and Nichols, Inc.
- Jacobs Engineering Group Inc.
- Ramel Company, LLC
- TranSystems Corporation
- Urban Engineers, Inc.

An evaluation committee consisting of Trinity Metro staff evaluated the SOQs using the evaluation criteria in the RFQ. The results of the evaluation committee lead to two firms standing out as more qualified based on experience and relevant resources to address project scopes, and therefore the evaluation committee recommends awarding IDIQ contracts to Jacobs Engineering Group Inc. and TranSystems Corporation.

PROCUREMENT

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

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

An 8% DBE Goal has been established for this project.

FINANCING

Funds are available in Trinity Metro's FY2024 Capital Budget. Funds for future contract years will be considered in the respective proposed budgets.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into contracts with Jacobs Engineering Group Inc. and TranSystems Corporation for professional services, for a three-year period with two (2) one-year option extensions on an indefinite delivery and indefinite quantity basis.

STAFF DISPOSITION

EXECUTIVE LEAD *

Chad Edwards

DATE

09/08/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2023-63

MEETING DATE

September 28, 2023

ITEM TITLE

Mobility on Demand (ZIPZONE) Contract Amendment to add City of Mansfield ZIPZONE

BACKGROUND

On December 17, 2018, the Trinity Metro Board of Directors approved BA2019-26 for a Pilot On-Demand Ride Share Services Program to address the first-mile/last-mile challenges. The mobility on-demand service expands the reach of the public transportation system, connecting customers from rail stations and bus stops to jobs, entertainment, healthcare and other destinations. Since then, additional communities have expressed interest in the service and Trinity Metro has added zones in Alliance, Mercantile, Near Southside, Southeast Fort Worth, and more recently, Forest Hill.

Trinity Metro has worked with the City of Mansfield to provide mobility on-demand service to area residents. Local leaders would like to give residents options to access jobs, medical care, schools, and entertainment as well as connect to other transit services in Fort Worth.

The addition of the City of Mansfield to Trinity Metro's ZIPZONE program will require a contract amendment with River North Transit, LLC (Via) the amount of \$361,215. Service will begin in January 2024.

PROCUREMENT

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

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

A Disadvantaged Business Enterprise goal of 15% was established for this contract.

FINANCING

Funds are available in the Trinity Metro FY2024 Operating Budget. The cost of the service will be federally funded through the North Central Texas Council of Governments (80 percent) with a local match contribution (20 percent) from the City of Mansfield. No costs are associated with Trinity Metro.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to amend the contract with River North Transit, LLC (Via) to provide ZIPZONE service in the City of Mansfield in the amount of \$361,215 for a total not to exceed amount of \$12,861,215.

STAFF DISPOSITION

EXECUTIVE LEAD*

Wayne Gensler

DATE

09/15/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

Page 59 of 88

EXHIBT A
SCOPE OF SERVICE
CITY OF MANSFIELD
MOBILITY ON DEMAND (ZIPZONE)

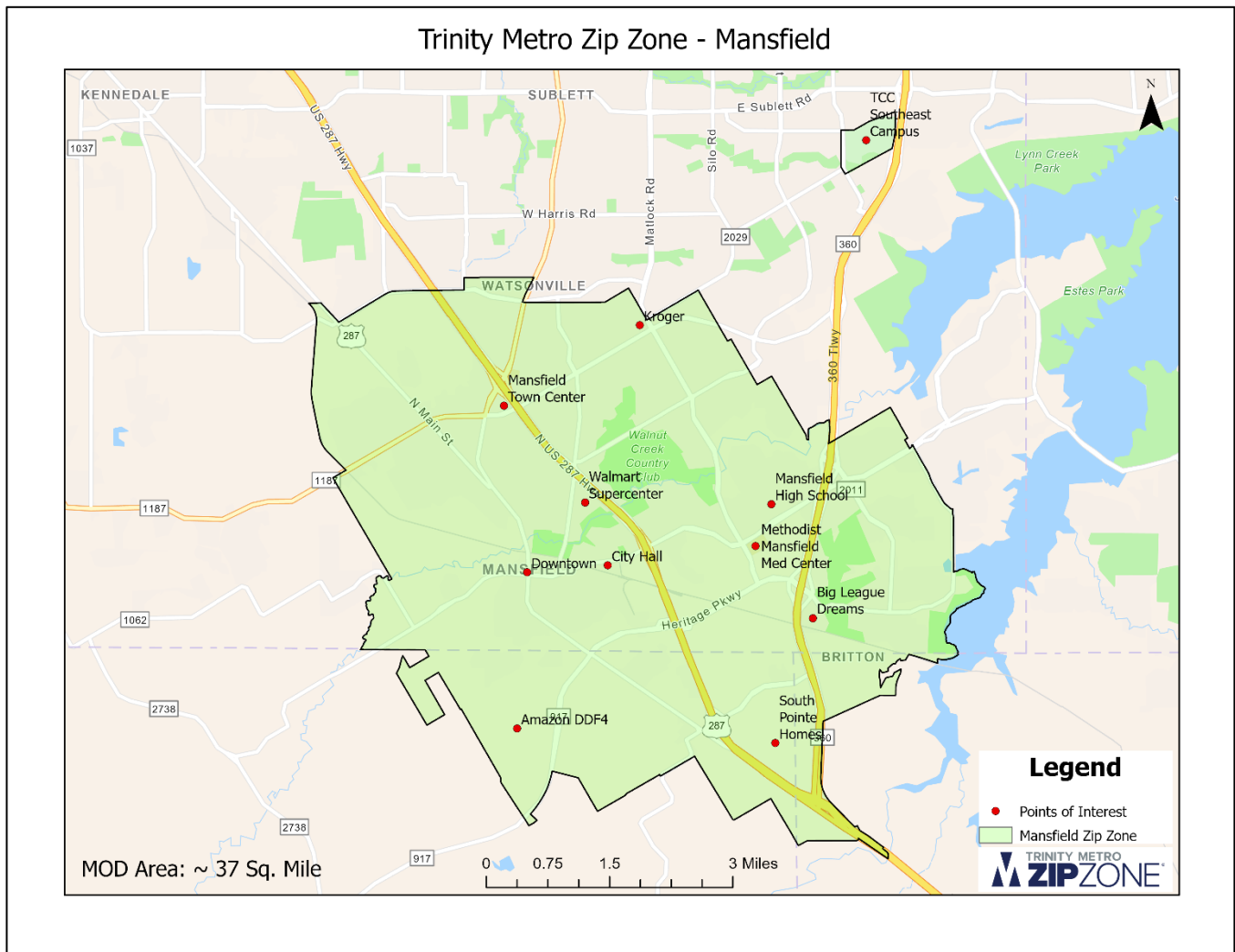
Purpose/Scope:

River North Transit, LLC (the “**Contractor**”) and Forth Worth Transportation Authority (hereinafter referred to as “**Trinity Metro**”) entered into a Contract No., 18-030A for On-Demand Shared Ride Services dated May 23, 2019 (the “**Contract**”). Under this Scope of Service for Task Order 6 and in keeping with the Terms and Conditions of Contract 18-030A Contractor will launch, operate, and maintain an on-demand response rideshare service as described below for Trinity Metro and the residents of the City of Mansfield and TCC Southeast Campus in Arlington. Contractor’s operation within this scope of service/task order will include; but may not be limited to;

- Contractor’s use of its fully localized dynamic vehicle routing and real-time passenger aggregation system
- Enabling a fleet of vehicles driven by independent contractor driver partners
- Accompanying technical and operational support services in order to provide a turnkey solution
- Data sharing and reporting as described below
- Access to mobile application for users to book rides from a smartphone
- Contractor will provide dispatching of drivers and related services to meet the need of the service.

At launch, Contractor shall use commercially reasonable efforts so that the Task Order's service scope parameters are as follows:

- A. Phasing: Trinity Metro and Contractor will mutually agree upon a launch date and will use commercially reasonable efforts to launch within 90 days from execution of task order, on or about January 1, 2024.
- B. Service Days/Hours: 5 days a week including holidays, for which a mutual decision relating to the number of vehicles to operate on holidays will be made between Trinity Metro and Contractor. The service will operate Monday through Friday from 7:00 am to 7:00 pm, subject to change based on demand data gathered after the initial launch period.
- C. Geographic Coverage: The new launch zone will serve Mansfield City Limits and TCC Southeast Campus in Arlington. Service area is defined in the map below, and may include Points of Interest outside the On-Demand boundaries as determined by mutual consent of Trinity Metro and the Contractor.



D. Available ZIPZONE connections points located within Mansfield On-Demand Zone:

- Southeast ZIPZONE – Points of Interest: TCC Southeast Campus, TCC South Campus, Sierra Vista Transfer Center, City of Forest Hill, Fort Worth VA Clinic, Tarrant County Resource Connection.

Note: Trinity Metro’s current average passenger daily ridership numbers in the Southeast ZIPZONE 25 – 30 rides per day.

Duration:

Task Order No. 6 will launch/begin service will begin within 90 days, unless otherwise mutually agreed upon by both parties, upon written receipt of the signed Task Order. Task Order No. 6 for Mansfield ZIPZONE service shall operate for a period of five (5) months from the Task Order effective date.

Project Team:

Contractor will take responsibility for project management on a continuous basis during the course of the project, and will designate a “Project Manager” who will lead

Contractor's Project Team. Trinity Metro will designate a Project Manager to be the primary point of contact with Contractor throughout the Task Order duration.

Contractor's Project Manager will be empowered to enact decisions related to the project on Contractor's behalf, and will serve as the primary point of contact with Trinity Metro's Project Manager on an ongoing basis. The Project Manager will appoint members to the Project Team to assist in executing this Task Order, to include personnel with expertise in service scoping, operations, driver registration, fleet maintenance, marketing, and data analytics.

Leading up to the launch of, and during the course of Mansfield ZIPZONE, Contractor's Project Team, led by its Project Manager, will be closely engaged with Trinity Metro in order to ensure that key Task Order deliverables are provided (monthly, quarterly, and annually) and that learnings from Mansfield ZIPZONE are incorporated into its optimization.

Service Scope Parameters:

On an ongoing basis, Contractor shall set service scope parameters that yield a successful, sustainable, and efficient Task Order.

Mansfield ZIPZONE service scope parameters may be updated from time to time, based upon learnings generated from demand patterns, economic cost, and financial resources available for the Task Order issued. Based on these factors, Contractor shall use commercially reasonable efforts to operate a service that delivers upon Trinity Metro's goals, and makes the most of the resources available for the project.

Ride Pricing:

Initial base ride cost will be (\$3) three dollars, with discounts and/or promotions made available to users, and as further may be defined by Trinity Metro, Contractor, and the City of Mansfield. Customers have the option to purchase a \$5 - Day Pass, \$25 - 7 Day Pass, or \$80 - 31 Day Pass Subscription. All pricing decisions will be made based on mutual discussion and agreement between Trinity Metro, Contractor, and the City of Mansfield.

The Mansfield ZIPZONE Service Scope Parameters defined above may be re-defined or adjusted by mutual agreement between Trinity Metro and Contractor, either in advance of or after the initial launch date based on additional data or new information collected.

Customer and Driver Support:

While its platform is highly automated, and requires minimal human intervention to operate, contractor shall provide high-quality customer service to Mansfield ZIPZONE customers and driver partners during the course of the Task Order. If an issue arises for a customer or driver before, during, or after a ride, these parties will be able to reach contractor staff by direct message in real time (within the service hours), or by submitting an email ticket, which will be replied to promptly by contractor staff.

Contractor shall create for Trinity Metro a periodic reporting system of customer service events, in order to maximize Trinity Metro's learnings about the Task Order.

Marketing & Promotions:

Contractor shall work closely with Trinity Metro to create a unified marketing and promotional program that increases community awareness of the Mansfield ZIPZONE and maximizes its success. As useful local insights and support, information leveraging existing marketing platforms are provided from Contractor's team. Trinity Metro will work with Contractor and may employ various methods to amplify the Task Order.

Contractor shall launch and scale the Task Order in a phased manner, growing its visibility through targeted marketing and customer acquisition strategies that is coordinated and approved by Trinity Metro's Marketing Department.

Work Plan:

Contractor shall provide a detailed work plan, outlining key work elements, deliverables and milestones. Contractor may include additional tasks that they feel should be included to develop a successful shared ride service, accompanied by an explanation for the modification or addition.

Fleet:

A. General Fleet Plan

Contractor will cause a fleet of up to three (3) vehicles, including one (1) that are Wheelchair Accessible Van to be deployed as part of this Task Order, and to be custom branded in the approved designed Trinity vehicle decals to be easily recognizable. If the demand warrants additional vehicles, the fleet requirement could increase by two (2) vehicles, including one (1) van that is Wheelchair Accessible.

Contractor shall also create processes designed to ensure that any vehicles used in the delivery of service during the Mansfield ZIPZONE are kept clean and service-ready.

Contractor will meet all applicable Trinity Metro guidelines as stated in Trinity Metro RFP 18-030, Section 6.8: Insurance Requirements (except as otherwise agreed upon in Contract 18-030A) and Section 7.22: Access Requirements for Persons with disabilities (ADA).

B. Wheelchair Accessible Vehicle (WAV) Fleet

Upon receiving the signed Task Order, Contractor will commence development of a fleet plan that satisfies relevant FTA ADA requirements - including the equal provision of service to potential riders of all physical means.

To fulfill this goal, Contractor shall cause to be deployed for the Mansfield ZIPZONE Service appropriately prepared drivers for operating dedicated vehicles specifically deployed for the Task Order.

C. Fleet Parking/ Staging

Contractor is authorized to park/stage fleet vehicles at Trinity Metro Park and Ride located 280 W Vickery Blvd, Fort Worth, TX 76104. Additional parking location(s) may become available at a later date and will be discussed and authorized at the time of availability within Mansfield.

D. Vehicle cleanliness

The Contractor shall ensure that all service vehicles are in a clean state while in revenue service. At a minimum, all service vehicles shall have exteriors & wheels washed, cleaned of all dirt, oil, and accumulated grime, and interiors cleaned of all dirt at the time of discovery within the next service day. Each service vehicle shall be thoroughly cleaned, waxed and polished on a quarterly basis.

E. Van Branding

All vans to be deployed for Mansfield ZIPZONE will be custom branded in the approved designed Trinity Metro ZIPZONE vehicle decals so as to be easily recognizable.

J. Drivers

Contractor shall establish driver registration and certification protocols designed to ensure compliance with relevant Contractor guidelines, including drug & alcohol relevant to federal, state, and local regulations. All independent contractor driver partners must be appropriately screened, background checked, and drug & alcohol tested and in compliance, before start date of service. Qualified and accredited independent contractor driver partners will be able to gain access to contractors fleet vehicles after being registered onto the Contractor system, enabling these individuals to sign up for specific time slots.

Compensation:

In consideration of the services to be performed by Contractor, Trinity Metro shall pay, as compensation for satisfactorily completing the Contractor's services provided in the manner specified in this scope of work based on the fee structure provided in Exhibit 1, for a total amount not-to exceed amount of \$361,215.00.

Farebox revenue will be collected by contractor and used to offset fees owed from Trinity Metro to contractor.

A. Funding:

Funding for the Mansfield ZIPZONE has been secured by utilization of funds received from the City of Mansfield, TX and federal funds from the North Central Texas Council of Governments.

B. Budget Appropriation:

Each fiscal year (October 1 through September 30), the budget will be reviewed for funding of multiyear projects. In the event that the necessary funding appropriation/program approval is not granted, then the affected multiyear contract will not continue.

C. Invoicing:

Contractor shall invoice Trinity Metro monthly on or about the 15 of each month, starting one month following the service start date, to include fees and expenses for the previous calendar month along with appropriate supporting documentation.

Invoices shall include:

- Cost of services provided during the previous calendar month
- Invoice credit for the cost of services provided during the previous calendar month in the amount equal to the net farebox revenue recovered in the same previous calendar month. Contractor will work with Trinity Metro to define reporting of invoice credits for collected revenue and invoice structure.
- Dates of project work
- Any necessary reconciliations of charges or payments from previous calendar month (2), if applicable.

Data Sharing & Reporting:

Contractor shall regularly share with Trinity Metro a collection of data generated by the Mansfield ZIPZONE.

This data will include, but not be limited to, on a periodic basis:

- **Individual ride data (anonymized):**
 - Requested Origin
 - Requested Destination
 - Number of passengers
 - Time and length of ride
 - Fare paid
- **Aggregated service data (Weekly):**
 - Completed Rides
 - Active Drivers
 - Driver Hours
 - Utilization (rides per vehicle per hour)
 - Average trip duration (minutes)
- **Performance standards (Weekly):**
 - Average ETA to pick-up
 - Percentage of on-time rides

- Percentage of completed rides
- Rider satisfaction metrics
- **Historical trends (over longer periods)**
 - Overall ride volume/growth
 - Top requested origins and destinations
 - Demand 'heat maps'
- **City of Mansfield Report (Monthly):**
 - Vehicle Report:
 - Number of Service Days
 - Vehicle Revenue Hours
 - Vehicle Available for Service (Number of Vehicles Available in Maximum Service)
 - Average Vehicle Utilization
 - Fuel Consumption (Gallons)
 - Ridership report:
 - Average Daily Riders
 - Completed Rides
 - Passengers Miles Traveled
 - Average Minutes Per Trip
 - Average Miles Per Trip
 - Average ETA to pick-up (minutes)
 - On-Time Performance (percentile)
- **National Transit Report (NTD) (Monthly):**
 - Total Number of Passengers
 - Passengers Miles Traveled
 - Major Mechanical Failures - Road Call Report (R-20): limits vehicle movement or creates safety issues, e.g. brakes, door, and engines
 - Minor Mechanical Failures- Road Call Report (R-20): prevent a vehicle from completing or starting, e.g. wheelchair lifts, beating and a/c.
 - Fuel Consumption per vehicle: amount of fuel used and type, e.g. CNG, diesel, and gasoline.
 - Vehicle Revenue Hours
 - Revenue vehicle in services:
 - VOM (vehicles operating in maximum service): Number of Vehicles Operating in Maximum Service
 - VAM (vehicles available in maximum service): Number of Vehicles Available in Maximum Service
 - Accident reports:
 - Safety & Security Report (S&S)-40: Major Incident Report
 - Safety & Security Report (S&S)-50: Non-Major Incident Report

(If no accidents occurred, reflect 0 accidents for the month in report.)

This data shall be made available in formatted numerical and graphical reports.

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Exhibit 1

Mansfield ZIPZONE:

January - May 2024	Months (1-3)	Months (4-5)
Van Hours (5 months)	2,410	2,781
# of Vehicles	3	5

Van Hour Rate	\$50.86	\$50.86
Vehicle Type	2 Reg/1 WAV	1 Reg/1 WAV
Upfront Vehicle Retrofits (WAV)	\$15,000.00	\$15,000.00
Upfront Vehicle Wraps	\$6,000.00	\$4,000.00
Upfront Technical Fee	\$25,000.00	\$0.00
VIA Marketing Investment	\$15,000.00	\$0.00
Subtotal	\$183,572.60	\$160,441.66
Total	\$344,014.26	

Months 1-3

12 hours/day x 5 days a week = 60 hours
 60 hours/week x 3 vehicles = 180 hours/week
 180 hours/week x 13 weeks = 2,340
 2,340 + 3% buffer = 2,410 hours

Months 4-5

12 hours/day x 5 days a week = 60 hours
 60 hours/week x 5 vehicles = 300 hours/week
 300 hours/week x 9 weeks = 2,700
 2,700 + 3% buffer = 2,781 hours

Cost Estimate:

With the contract expiring on May 31, 2024, the estimated cost of the project for a 5-month period from January 1 through May 31, 2024 is \$344,014.26 with a contingency of 5%.

BOARD ACTION ITEM

ITEM NUMBER

BA2023-64

MEETING DATE

September 28, 2023

ITEM TITLE

Interlocal Agreement with the City of Mansfield for Mobility On-Demand Services (ZIPZONE)

BACKGROUND

Over the last several months, Trinity Metro staff and the North Central Texas Council of Governments (NCTCOG) have been working with the City of Mansfield to introduce ZIPZONE service. Through the Transit Strategic Partnership Program administered by NCTCOG, local governments, public transportation providers, or nonprofit organizations can submit innovative transit project proposals for federal funding eligibility. The Regional Transportation Council (RTC) has approximately \$11.8 million in federal funds to award eligible transit projects.

On August 28, 2023, Mansfield City Council passed a resolution to implement Mobility On-Demand Services (ZIPZONE). The term of the Agreement will be for thirty-six (36) months with option years available to the City of Mansfield if they wish to continue service. Service hours will be Monday through Friday from 7:00 AM to 7:00 PM. Service boundaries will be Mansfield City limits, including Tarrant County College's Southeast Campus in Arlington. The Mansfield ZIPZONE will give residents access to shopping, higher education, entertainment and improve their quality of life. Trinity Metro anticipates ZIPZONE service in Mansfield to begin in January 2024.

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

No Disadvantaged Business Enterprise (DBE) was established due to the nature of this solicitation.

FINANCING

Funds will be available in Trinity Metro's FY2024 Operating Budget. Funds for future contract years will be considered in the respective proposed budgets. In addition, funding is expected to come from the North Central Texas Council of Governments (NCTCOG), through the Transit Strategic Partnership Program. The total cost of the ZIPZONE service is \$2,877,605 for thirty-six (36) months. The cost of the service will be federally funded by NCTCOG (80 percent) with a local match contribution (20 percent) from the City of Mansfield. Trinity Metro will recover administrative costs for managing the program and will be 100% reimbursed for the cost of the service.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into a contract with the City of Mansfield for \$855,317.61 for a one-year contract agreement. The proposed three-year agreement cost is \$2,877,605.00 for a total not to exceed the amount of \$2,877,605.00.

STAFF DISPOSITION

EXECUTIVE LEAD *

Wayne Gensler

DATE

09/15/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2023-56

MEETING DATE

September 28, 2023

ITEM TITLE

Approval of Contract Modification to the TRE Operations and Maintenance Contract for Crossing Safety Improvements at Riverside, Beach Street, and Haltom Road

BACKGROUND

The City of Fort Worth plans to make upgrades and safety improvements to three at-grade railroad crossings along the Trinity Railway Express (TRE). The crossings include Riverside Drive, Beach Street and Haltom Road. The City of Fort Worth will be responsible for all the associated roadway improvements, and the TRE Operations and Maintenance (O&M) contractor, Herzog Transit Services, Inc., will design and construct the needed track and signals changes. The TRE O&M costs for these projects will be fully reimbursed by Texas Department of Transportation (TxDOT) Program 130 Funding. The City of Fort Worth expects to start construction on all three crossings in May 2024 with completion in March 2025. The TRE O&M scope of work associated with the crossings improvements is as follows:

- The improvements at Riverside Drive, costing \$881,725, will consist of the following:
 - o Design signal improvements
 - o Install new signal bungalow and with associated items
 - o Install pedestrian road crossing 32.5 TF panel
 - o Install 4 Pedestrian gates and 4 swing gates
 - o Updates for PTC sub-division
- The improvements at Beach Street, costing \$946,679, will consist of the following:
 - o Design signal improvements
 - o Install new signal bungalow and with associated items
 - o Remove and install 4 railroad gates
 - o Install pedestrian road crossing 65 TF panel
 - o 4 Pedestrian gates and 4 swing gates
 - o Updates for PTC sub-division
- The improvements at Haltom Road, costing \$382,501, will consist of the following:
 - o Design signal improvements
 - o Install new signal bungalow and with associated items
 - o Install 2 new railroad gates

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 16, 2003 (Resolution No. 030084), DART is acting as the procuring agency on behalf of Trinity Metro and the TRE for this contract.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes DART to execute a contract modification to provide additional funding to the Trinity Railway Express Operations and Maintenance Contract with Herzog Transit Services, Inc. [Contract No. 2005858-1] to provide crossing safety enhancements at Riverside Drive, Beach Street and Haltom Road for total amount of \$2,210,905, plus a 10% contingency of \$221,091 for an adjusted authorized amount not to exceed of \$2,431,996.

STAFF DISPOSITION

EXECUTIVE LEAD*

Chad Edwards

DATE

09/08/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2023-58

MEETING DATE

September 28, 2023

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), is responsible for the 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 contracts 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:

Richard Andreski, President/Chief Executive Officer

Greg Jordan, Vice President/ CFO

Greg Dickey, Treasurer

Renata Snipes, Finance/Accounting Administrator

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

RECOMMENDATION

It is recommended that the Board of Directors adopt the above Delegated Bank and Investment Authorization.

STAFF DISPOSITION

EXECUTIVE LEAD *

Greg Jordan

DATE

09/07/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2023-59

MEETING DATE

September 28, 2023

ITEM TITLE

Authorized Security Brokers/Dealers

BACKGROUND

The Texas Public Funds Investment Act and Trinity Metro's Investment Policy require the Board of Directors to review and adopt, at least annually, a list of qualified security brokers/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 brokers/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

RECOMMENDATION

It is recommended that the Board of Directors adopt the above list of brokers/dealers as authorized security dealers or brokers authorized to engage in investment transactions with Trinity Metro.

STAFF DISPOSITION

EXECUTIVE LEAD*

Greg Jordan

DATE

09/07/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2023-60

MEETING DATE

September 28, 2023

ITEM TITLE

Adoption of Investment Policy and Resolution

BACKGROUND

The Texas Public Funds Investment Act requires the governing body of a public agency 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. Staff presents the attached Trinity Metro investment policy and resolution each year with the annual budget.

RECOMMENDATION

It is recommended that the Board of Directors adopt the attached Investment Policy and resolution.

STAFF DISPOSITION

EXECUTIVE LEAD *

Greg Jordan

DATE

09/07/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

FORT WORTH TRANSPORTATION AUTHORITY
(DBA “Trinity Metro”)

INVESTMENT POLICY

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 for consolidated strategy 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 or other Agency 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:

INVESTMENT POLICY
September 2023

- 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 brokers/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, Treasurer, Assistant Treasurer, and Finance/Accounting Administrator, acting under the general supervision of the President/Chief Executive Officer (CEO), are responsible for the 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

INVESTMENT POLICY
September 2023

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 whom 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 brokers/ 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 AAA or AAA-m 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

INVESTMENT POLICY
September 2023

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 a review of rating agency reports, and an analysis of management, profitability, capitalization, and asset quality. Financial institutions, brokers/dealers wishing to do business with Trinity Metro shall provide the 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 that has not delivered to Trinity Metro the instrument required.

At least annually, the Board of Directors shall review and adopt a list of qualified brokers/dealers that are authorized to engage in investment transactions with Trinity Metro.

Section 9. COLLATERALIZATION AND SAFEKEEPING.

A. Certificates of Deposit and Other Evidence of Deposit.

INVESTMENT POLICY
September 2023

Trinity Metro will accept as collateral for its certificates of deposit and other evidence 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 evidence 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 the 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

INVESTMENT POLICY
September 2023

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 the 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

INVESTMENT POLICY
September 2023

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.

A Resolution

**RESOLUTION
OF THE
BOARD OF DIRECTORS
OF
FORT WORTH TRANSPORTATION AUTHORITY
ADOPTION OF
INVESTMENT POLICY
(RA2023-05)**

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 Fort Worth Transportation Authority 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 FORT WORTH TRANSPORTATION AUTHORITY

THAT:

1. The Investment Policy and investment strategies of Fort Worth Transportation Authority have been reviewed by the Board of Directors of the Fort Worth Transportation Authority.
2. The attached Investment Policy is hereby adopted as the Investment Policy of Fort Worth Transportation Authority.

ADOPTED

**Secretary
Fort Worth Transportation Authority**

THE STATE OF TEXAS	§
COUNTY OF TARRANT	§
FORT WORTH TRANSPORTATION AUTHORITY	§

I, the undersigned, Secretary of the Board of Directors for Fort Worth Transportation Authority, 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 28th day of September, A.D. 2023, as same appears of record in the official Authority files.

WITNESS my hand and seal of said Authority this 28th day of September A.D. 2023.

**Secretary, Board of Directors
Fort Worth Transportation Authority**

AUTHORITY SEAL

BOARD ACTION ITEM

ITEM NUMBER

BA2023-61

MEETING DATE

September 28, 2023

ITEM TITLE

Outsourcing to ADP

BACKGROUND

Timekeeping, payroll and HR related activities are currently performed by in-house staff. ADP is an approved state vendor available to Trinity Metro. The transition of timekeeping, payroll, some HR activities and other related services to ADP is a more effective way to handle these activities. The outsourcing will move time-consuming tasks for payroll, taxes, timekeeping, and some HR functions to ADP, allowing Trinity Metro staff to be reassigned to higher value-added activities. Outsourcing to ADP will save time and provide Trinity Metro staff with more time to focus on other initiatives important to growing our current ridership and staffing needs. ADP will also minimize payroll errors by automating many of the labor-intensive aspects of payroll, and timekeeping thereby reducing the mistakes that commonly result from manual calculations and data entry.

ADP is the leader in Payroll and HR services, which will provide improved security for Trinity Metro. ADP uses the state-of-the-art technology and has redundant backup and multiple server locations and advance disaster recovery options that they will deploy to keep our data safe and will safeguard our confidential data. ADP will also maintain compliance by monitoring the everchanging government regulations and will take the lead in filing all paperwork necessary for compliance. When ADP is fully integrated with our Trapeze's time and attendance systems, Trinity Metro's benefits and other HR applications, it improves data accuracy and makes it easier to access information through their single sign-on portal. ADP will provide a full-service payroll system allowing employees to view their pay information, log their hours and manage their withholdings, all from a mobile device.

PROCUREMENT

Trinity Metro's Procurement Department has followed its procurement policy. This contract was secured using an established Cooperative Agreement through Omnia Partners. (Contract Number: R200701) This contract complies with all federal and state purchasing requirements for fair and open competition.

FINANCING

Funds will be available in Trinity Metro's FY2024 Operating Budget. Funds for future contract years will be considered in the respective proposed budgets.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into a contract with ADP for a 1-year contract. The proposed agreement cost is \$400,000 with no contingency for a total not to exceed the amount of \$400,000.

STAFF DISPOSITION

EXECUTIVE LEAD *

Bruce Lewis

DATE

09/01/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL