

BOARD OF DIRECTORS MEETING AGENDA

MONDAY, OCTOBER 16, 2023, 3:00 P.M.

801 GROVE STREET
Fort Worth, Texas 76102

CALL TO ORDER

PLEDGE ALLEGIANCE

CITIZEN COMMENTS

MEETING MINUTES

1. Approval of September 28, 2023 Board Meeting Minutes

INFORMATION ITEM & REPORTS

- | | |
|---|------------------|
| 1. Regional Transportation Council – October 12, 2023 | Jeff Davis |
| 2. Commuter Rail | Reed Lanham |
| a. TEXRail On Time Performance | |
| 3. Operations | Wayne Gensler |
| 4. Marketing & Communications | Melissa Chrisman |
| a. Advertising & Partnership Highlights | |
| b. Transit Initiative Update | |
| 5. Community Engagement | Detra Whitmore |
| a. September Report | |
| b. Planned Employee, Community & DE&I Events FY2024 | |
| 6. Strategy, Planning & Development | Chad Edwards |
| a. General Planning Consultant Update | |
| b. Annual Ridership Update | |
| 7. Finance | Greg Jordan |
| a. August Financials | |

ACTION ITEMS

- | | | |
|--------------|--|-------------------------------|
| 1. BA2024-01 | Fiscal Year 2024 Key Performance Indicator Goals | Wayne Gensler/
Reed Lanham |
|--------------|--|-------------------------------|

CONSENT ACTION ITEMS

- | | | |
|--------------|---|---------------|
| 1. BA2024-02 | Mechanical, Electrical, and Plumbing (MEP) Contract | Wayne Gensler |
|--------------|---|---------------|

PRESIDENT'S REPORT

CHAIR'S REPORT

OTHER BUSINESS

EXECUTIVE SESSION

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

ADJOURN



BOARD OF DIRECTORS MEETING MINUTES

THURSDAY, SEPTEMBER 28, 2023

ATTENDEES:

Board Members Present: – Teresa Ayala, Michael Crain, Charles Edmonds, Nick Genua, Brian Hawkins, Sharla Horton-Williams – Secretary, Chris Nettles, Ben Robertson, Tito Rodriguez – Vice Chair, Paul Slechta

Board Members Absent: Jeff Davis

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

CALL TO ORDER

With a quorum of the Board of Directors present Vice Chairman Rodriguez called the Board of Directors meeting to order at 3:00 pm at 801 Grove Street, Fort Worth, Texas 76102.

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

There were two citizens who addressed the board: Brooke Ligon and Ralph Garland.

EMPLOYEE RECOGNITION

Detra Whitmore recognized and congratulated 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. We applaud and appreciate our great staff and the quick actions of Tubbs and Kveum.

MEETING MINUTES

Motion: Michael Crain made a motion to approve the August 21, 2023 Board of Director Meeting Minutes as submitted. Chris Nettles seconded. Motion passed unanimously.

INFORMATION ITEMS & REPORTS

1. Regional Transportation Council (RTC) – Vice Chairman Rodriguez deferred to Chad Edwards who provided the report on the September 14, 2023 RTC Meeting. The Metropolitan Transportation Plan Policy body round 5 has opened an opportunity for Trinity Metro to secure additional transportation development credits. In the past, Trinity Metro successfully secured 1.5 million credits which were used to offset local match for federal funds. This allows Trinity Metro to allocate local dollars to other projects. In other news, several cities across the region have asked NCTCOG, specifically RTC, to assist in building better cooperation and more seamless transit services across the region. The letter listed seven (7) specific items many of which the three (3) local regional agencies, DART, DCTA and Trinity Metro, are currently already working on behind the scenes due to our great existing relationships with these partners.
2. Commuter Rail – Reed Lanham gave the August On Time Performance Report for August of 96.46% which is below our goal of 98% due to the level 2 heat restrictions. Lanham thanked Wayne Gensler, Ron

Newman and Melissa Chrisman's teams for their assistance when trains were operating at slower speeds due to the heat. Thanks to their efforts we were able to stay close to on time. The team is already discussing potential improvements so we can be prepared for next August's heat. Then Lanham moved into the total ridership by station for TEXRail and TRE. Both saw ridership increases over last year. Lanham introduced Sherry Lee who provided a report on our Rail Quality & Performance Program.

3. Operations – Wayne Gensler mentioned the final results on our Key Performance Indicators (KPIs) will be finalized within the next few days and we will bring them to the board next month along with our KPI goals FY2024. Gensler introduced Jessica Powers, Chief Safety Officer, who presented on the Safety Culture Survey results.
4. Marketing & Communications – Melissa Chrisman provided a presentation on the Marketing & Communications Annual Highlights. Chrisman recognized her team and their accomplishments. One of which is the new TRE website launched last week. She asked the board to review and provide any feedback when they had an opportunity. She also noted that our EASYRIDE Partnership Programs have increased by 56% this year and we have exceeded our goals. Chrisman provided two information items, our 40th Anniversary Fare Promotion and Final FY2023 Ridership Task Force Update. Chrisman recognized the chairs of the task force, Evan Escher, Chair and Sarah Rogers, Vice Chair. We will create a new employee-led task force that will be safety focused in FY2024.
5. Community Engagement – Detra Whitmore began her presentation with customer complaints and advised that Fairy Bright, Quality Review Manager, will be leading a campaign on excellence in customer service. Bright will look at the type of complaints we are receiving and address a new one each quarter. She noted that we are hosting a LatinX Fireside Chat in honor of Hispanic Heritage Month. We are partnering with Hillwood to bring back VANPOOL in Alliance. Our 4th Annual Bus Stop Clean-up Day will be held on Saturday, October 21, 2023. Vice Chair Rodriguez thanked Whitmore for the well organized golf tournament benefiting our scholarship fund.
6. Strategy, Planning & Development – Chad Edwards introduced Jennifer Villaire his new executive assistant and welcomed back Rebecca Montgomery, Director of Government Relations. Edwards mentioned the new red bus lane on Jones and thanked the City of Fort Worth. He provided highlights on some of our capital projects and an update on the General Planning Consultant (GPC) projects.
7. Finance – Greg Jordan presented the July financials. Jordan mentioned a couple of technology initiatives taking place. One of the larger projects is a major upgrade to our ERP System which will provide greater transparency in our reporting and forecasting capabilities and offer an expansive budget process with more data.

RESOLUTION

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

Motion: Teresa Ayala motioned to approve the above board action items as submitted. Nick Genua seconded. Motion passed by unanimous vote.

ACTION ITEMS

1. BA2023-55 Leadership Training & Development Program

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

2. BA2023-57 Approval of the FY24 Operating and Capital Budgets

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

3. BA2023-62 2023 Indefinite Delivery/Indefinite Quantity (IDIQ) Professional Services Contract

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

4. BA2023-63 Mobility on Demand (ZIPZONE) Contract Amount Increase-River North Transit, LLC (Via)

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

5. BA2023-64 Mansfield Interlocal Agreement

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

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
2. BA2023-58 Delegated Banking and Investment Authorization
3. BA2023-59 Authorized Security Brokers/Dealers
4. BA2023-60 Adoption of Investment Policy and Resolution
5. BA2023-61 Outsourcing to ADP

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

PRESIDENT'S REPORT

Richard Andreski stated we continue to make great progress on transforming Trinity Metro into a modern, dynamic urban transportation system. We increased service on No. 25 Miller/E. Seminary route to 15 minutes. Excited about the City of Mansfield joining ZIPZONE and our growing system. He noted 40 of our buses have new clean comfortable seats elevating the customers' onboard experience. Work continues on our 40 new bus stops by November 8, our 40th Anniversary date. The new stops will include new lights for enhanced safety and real-time service information will be deployed soon. Andreski mentioned his visit to Northern Indiana to tour the South Shore Line and West Lake Line rail projects. Indiana is investing \$2 billion to expand and improve rail service to include full double tracking, higher track speeds, new train stations, new parking lots, grade crossing eliminations and all electric service. Trinity Metro's vision for the future needs to be focused on an equally exciting path to support the goals of the community we serve. He also mentioned that we are bringing back Sunday service for the State Fair of Texas with our DART partners to assist customers in traveling via TRE to avoid traffic and parking hassles.

CHAIR'S REPORT

Vice Chair Rodriguez mentioned he spoke with Mayor Evans from Mansfield and mentioned how excited he is about the new ZIPZONE service. Mayor Evans wishes to communicate this new service with a significant

announcement. Rodriguez hopes that a neighbor to the North gets a strong hint that Trinity Metro is the way to go. He also mentioned that we would receive a letter from the Tarrant County Commissioners appointing Paul Slechta, Brian Hawkins and himself to the board for another term. Additionally, he will be sworn in as the President of the Texas Municipal League for the next year of which we are members. He thanked everyone on the team and staff for supporting such a great organization.

OTHER BUSINESS

No other business was discussed.

EXECUTIVE SESSION

1. T&P TOD Development Update (no materials)

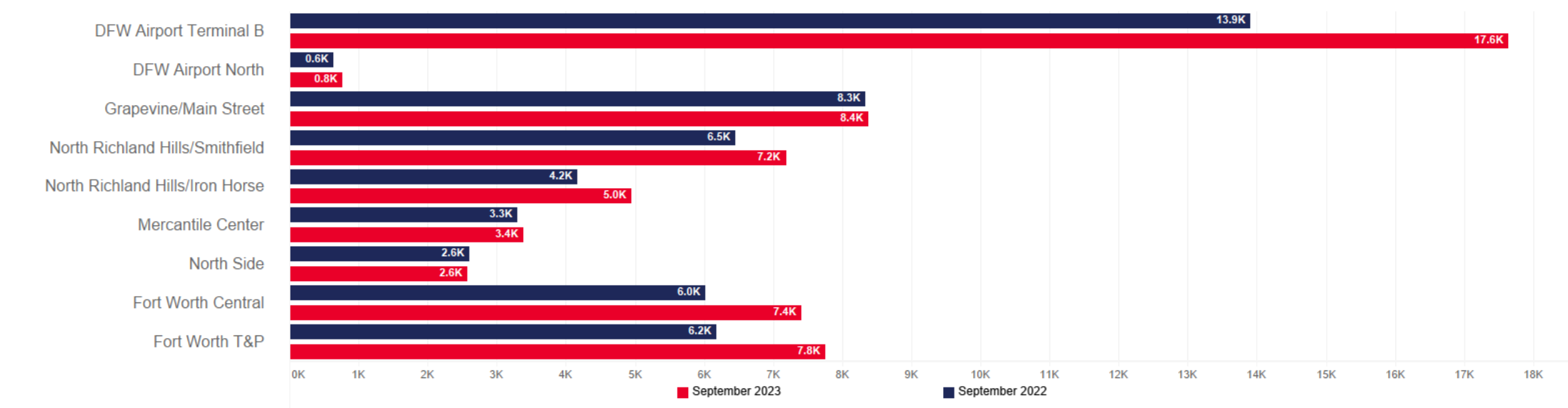
At 4:38pm the board and staff members, Richard Andreski, Christine Black, Chad Edwards and Greg Jordan, exited the meeting for an Executive Session. At 4:51pm the board and staff exited the Executive Session and returned to the regular meeting. No action was taken.

ADJOURN

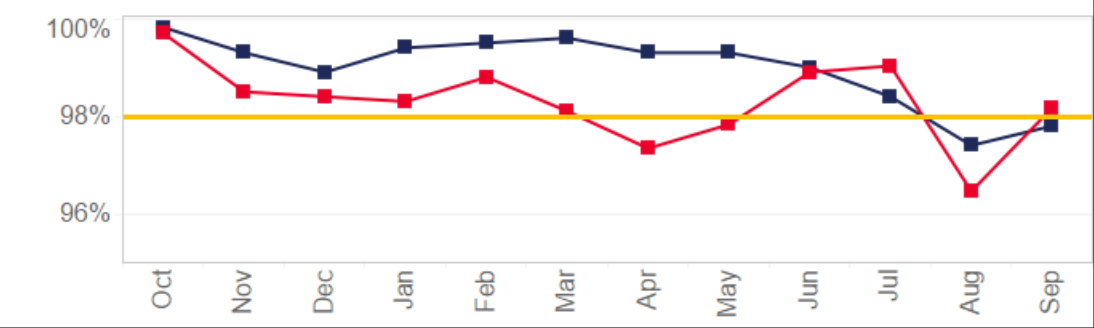
Meeting adjourned at 4:54pm.

TEXRail Total Ridership by Station (in 1000s)

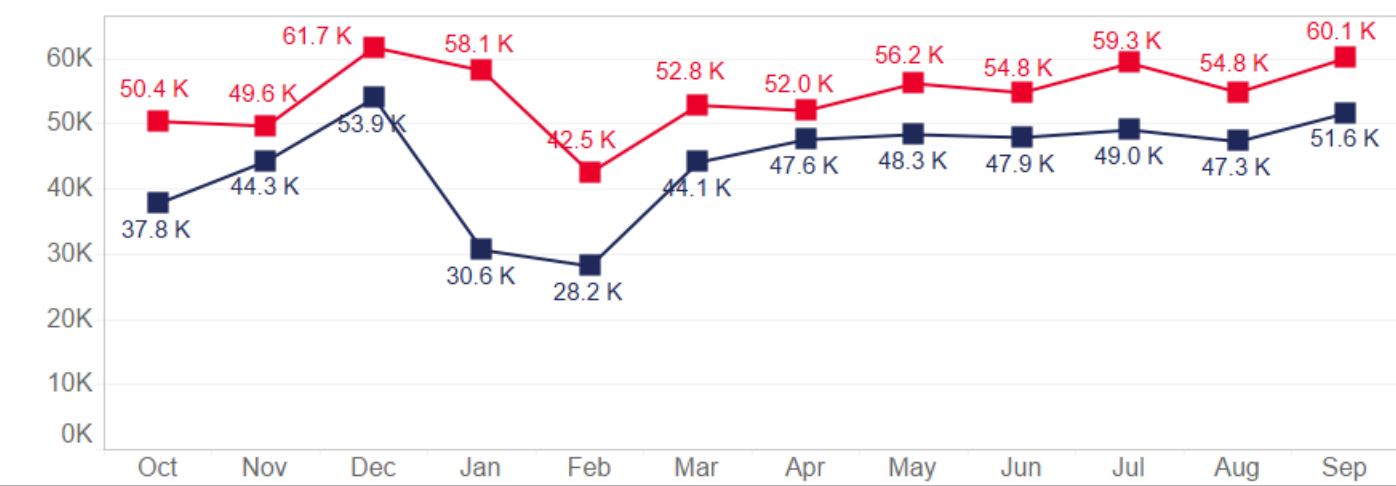
September 2023



TEXRail On-Time Performance

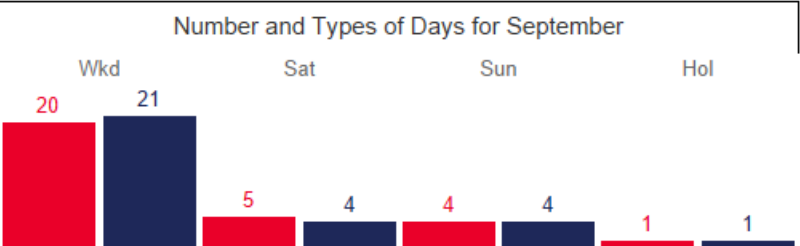


TEXRail Monthly Ridership (in 1000s)



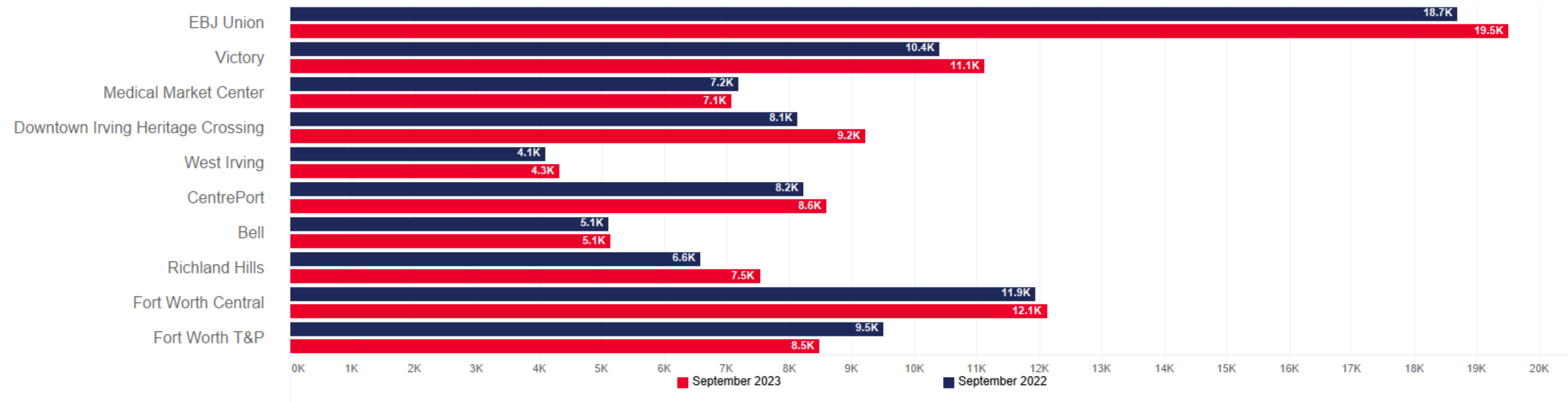
FYTD Ridership

FY2020	340,008
FY2021	304,545
FY2022	530,482
FY2023	652,195

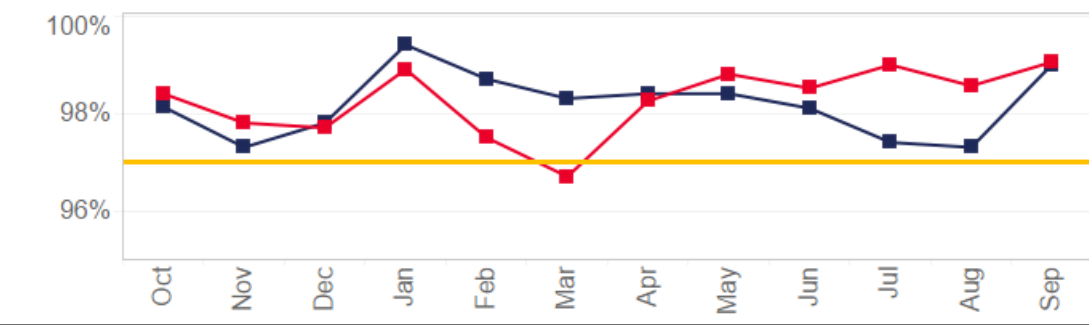


TRE Total Ridership by Station (in 1000s)

September 2023

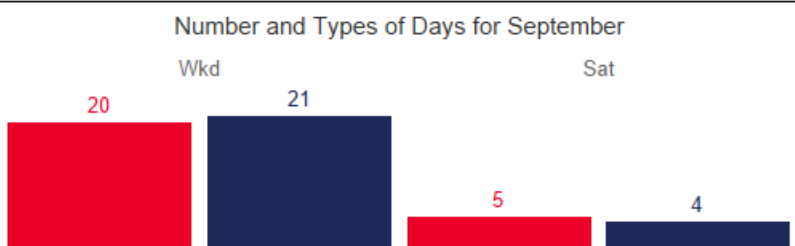


TRE On-Time Performance

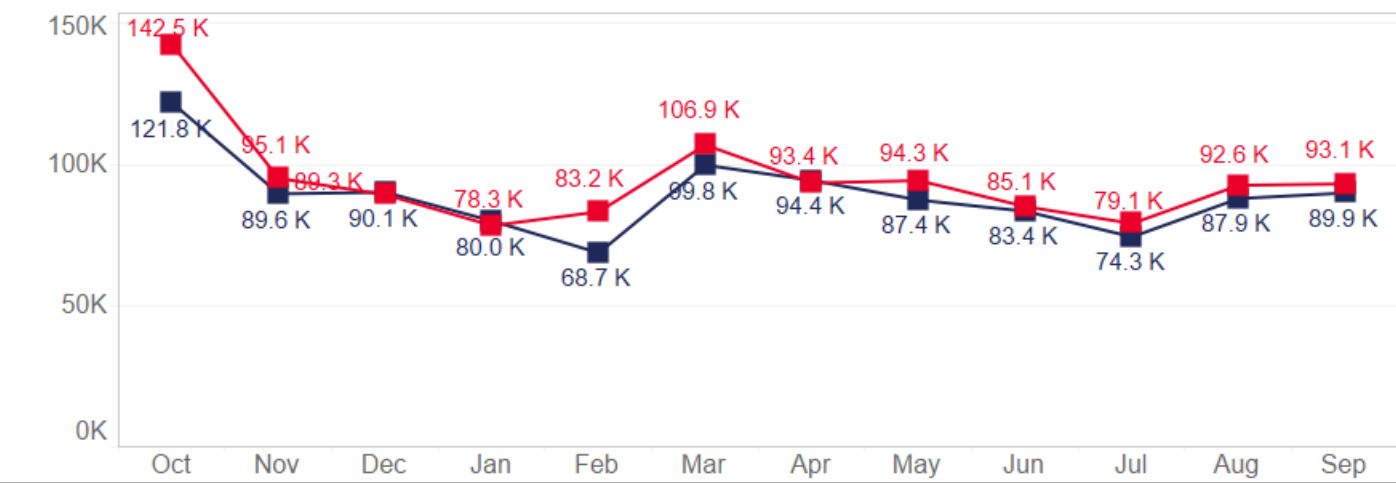


FYTD Ridership

FY2020	1,249,485
FY2021	794,396
FY2022	1,067,319
FY2023	1,132,892



TRE Monthly Ridership (in 1000s)



BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE
Marketing and Communications Highlights

MEETING DATE
October 16, 2023

BACKGROUND
Melissa Chrisman, Vice President of Marketing and Communications will review paid advertising and partnership highlights from the month of September.

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

STAFF DISPOSITION

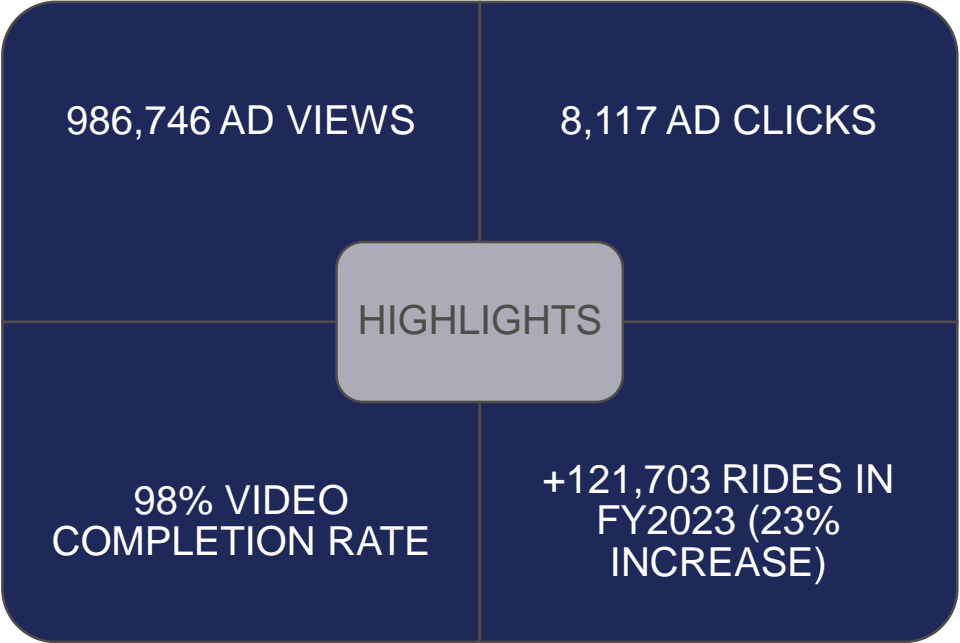
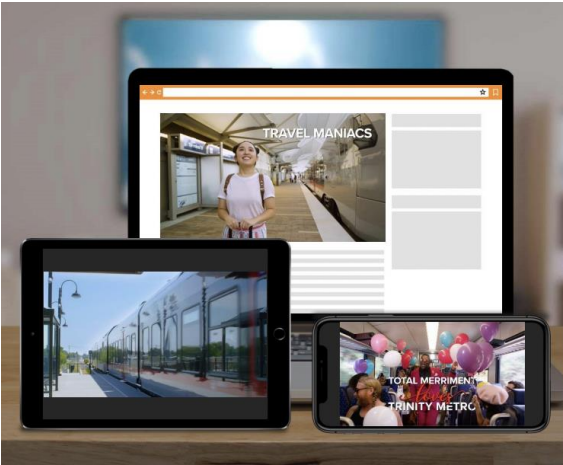
EXECUTIVE LEAD *
Melissa Chrisman

DATE
10/06/23

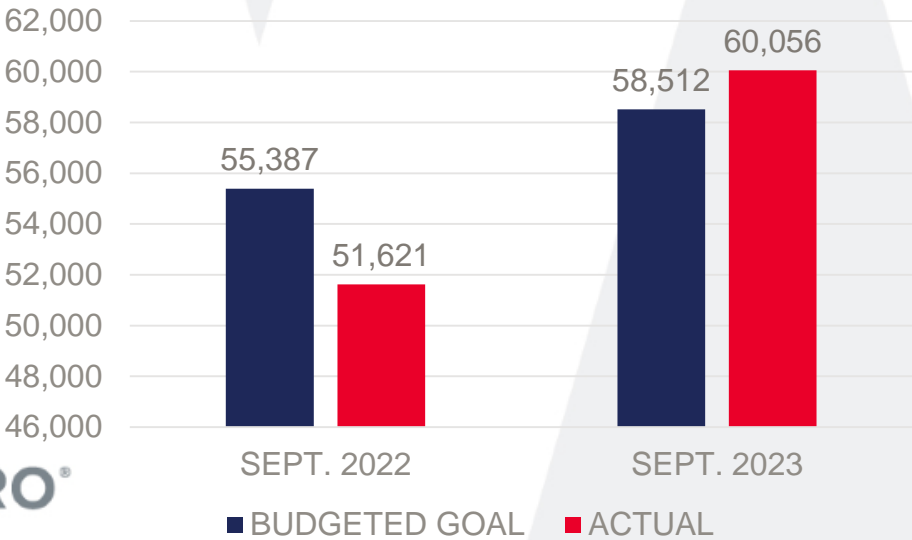
Paid Media – September Results



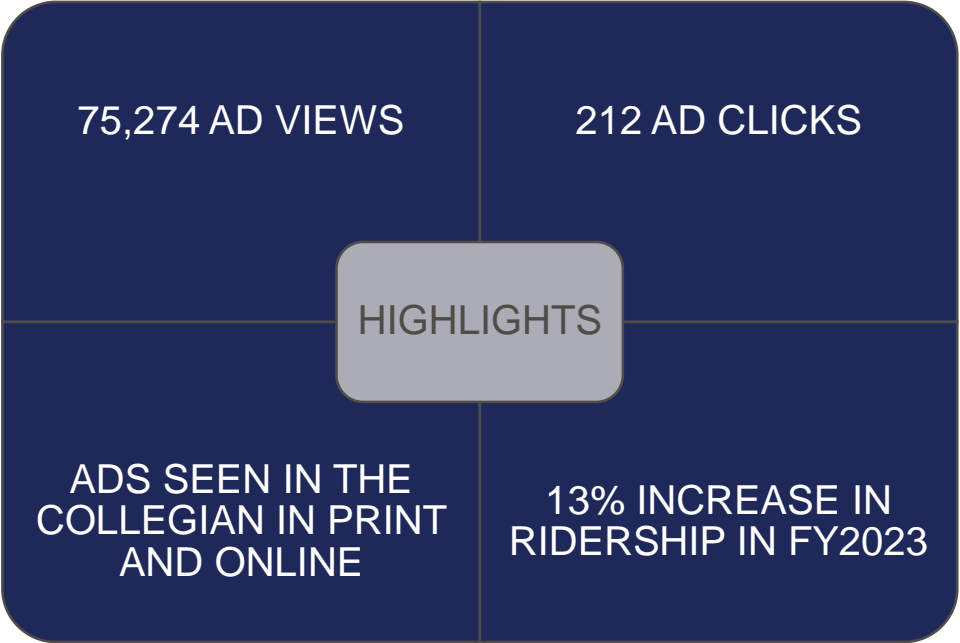
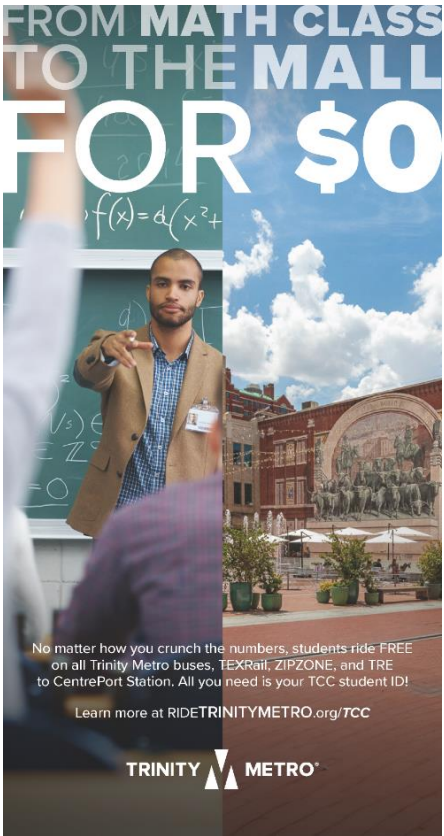
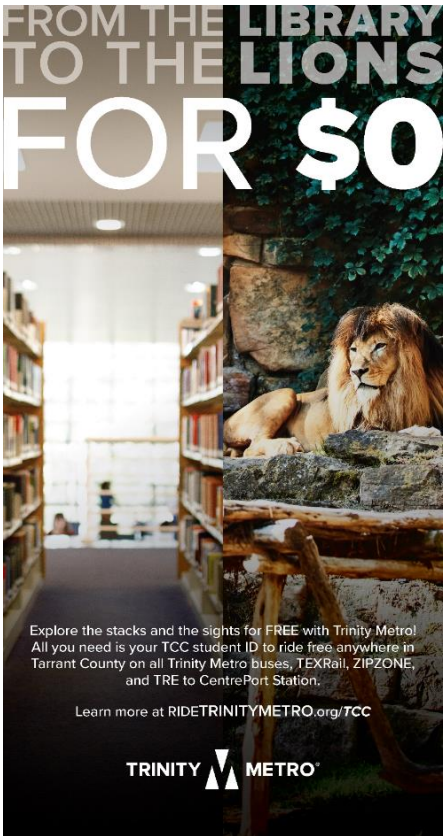
Fort Worth Magazine / 360West Magazine



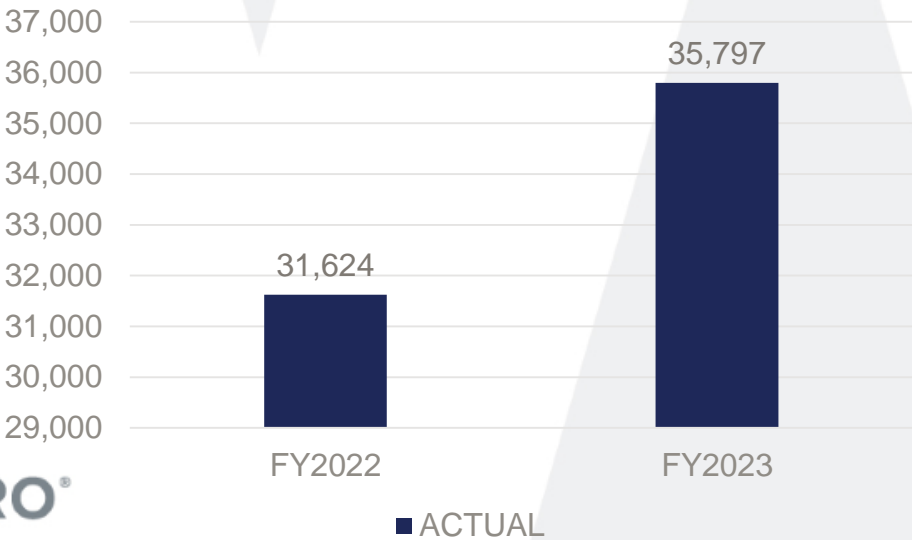
TEXRail RIDERSHIP



Paid Media – September Results



TCC RIDERSHIP



Media Partnership – September Results

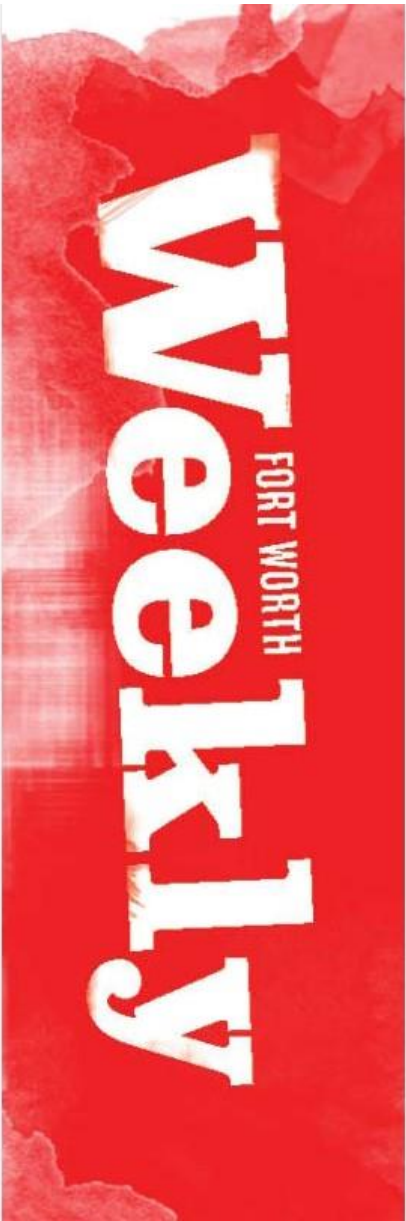
Trinity Metro launched a long-term partnership with the *Fort Worth Weekly*, showcasing a banner ad on the publication’s website homepage with rotating buttons below. The buttons feature popular Fort Worth and Tarrant County destinations and link to a Trinity Metro service page providing transit directions. Examples include the three destinations shown at right, as well as Bass Performance Hall (Molly the Trolley), Fort Worth Botanic Garden (ZIPZONE) and Grapevine Wineries (TEXRail).

September Results

Destination #1:	45,191 ad views	387 clicks
Destination #2:	41,265 ad views	352 clicks
Destination #3:	44,688 ad views	327 clicks
TOTAL:	131,144 impressions	1,066 clicks



NFL Week 4, the game is about more than just touchdowns and field goals. It's a...



Event Partnership - GrapeFest



Sept. 14-17, 2023

- Official Commuter Rail provider for the annual wine celebration
- **163 Adult and 18 Reduced ticket promo codes were redeemed via GoPass, generating \$1,055 in ticket sales.**
- Online festival ticket giveaways
- Proof of TEXRail ridership earned \$2 off festival admission
- On-site banner displays



FTW Today exclusive discount promoted in Sept. 12 e-newsletter

- 29,799 impressions
- 72 clicks
- **25 GoPass promo codes redeemed**



Event Partnership - GrapeFest

CultureMap Fort Worth

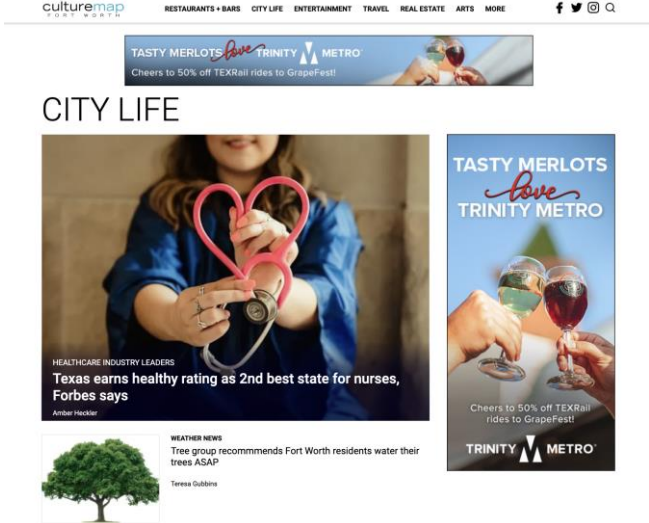


These are the 13 must-see shows in Dallas-Fort Worth theater for September
BY LINDSEY WILSON



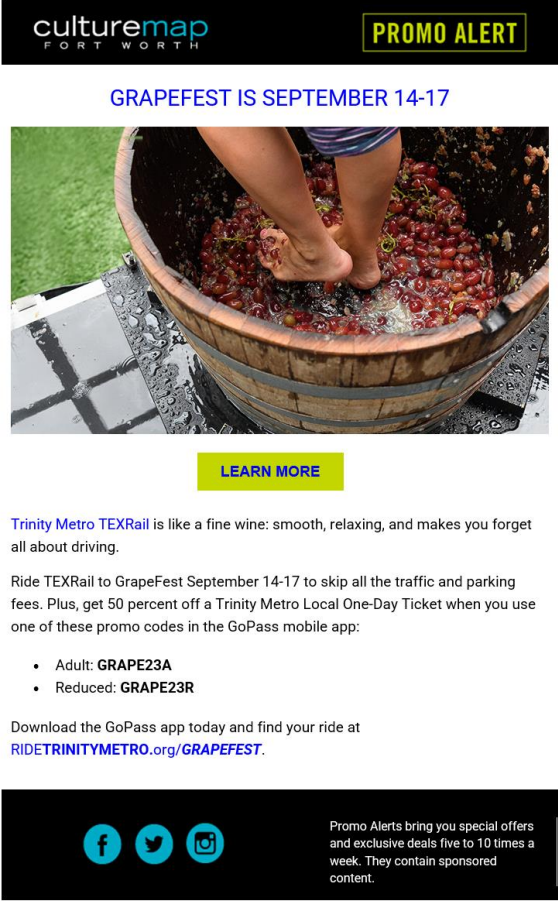
Daily Digest Email

Emails Sent:	104,849
Emails Opened:	55,215
Open Rate:	52.66%
Clicks:	7,442
Click-Through:	13.48%



Website Ads

Ad views:	235,523
Clicks:	465



Promo Alert

Emails Sent
7,222

Emails
Opened
3,611

Open Rate
50%

Clicks
115

Click-Through
3.82%



BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

Transit Initiative Update

MEETING DATE

October 16, 2023

BACKGROUND

Trinity Metro staff has begun work on a far-reaching public opinion, engagement, and outreach initiative surrounding the development and acceptance of a comprehensive transportation plan. The transportation plan will provide a 10-20-year roadmap for improvements to public transportation and increased investment. The plan will consider how Trinity Metro might grow regionally to serve the needs of all municipalities throughout Tarrant County and coordinate better with its regional transit partners, DART and DCTA. Such investment will likely require new sources of public and private revenue; therefore, building public support and broad public consensus on strategic goals and priorities is essential.

To begin the process work has already begun on building the case for transit and gaining insights into the current outlook on public transportation in Tarrant County. This is being done through the general planning consultant's work on Trinity Metro's Value Proposition Study as well as through public opinion polling. The Value Proposition Study will be finalized by the end of this calendar year and the first round of polling results are currently being finalized. Both tasks are being spearheaded by Chad Edwards, Executive Vice President of Strategy, Planning, and Development.

Next, information gained through the Value Proposition Study and public opinion polling will be analyzed to develop a sequence of community outreach, communications, and public relations. The goal of the next steps in the initiative is to harness the information learned through the two current tasks and approach the community in a meaningful way to build positive perception and support as we move forward with the initiative. A request for proposals is currently posted on the Trinity Metro procurement site for a public relations firm to support staff efforts in communications, and community engagement and outreach. The successful respondent will be proposed to the Trinity Metro Board of Directors during the November meeting.

Staff will bring periodic updates to the Trinity Metro Board of Directors throughout the project.

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

10/06/23

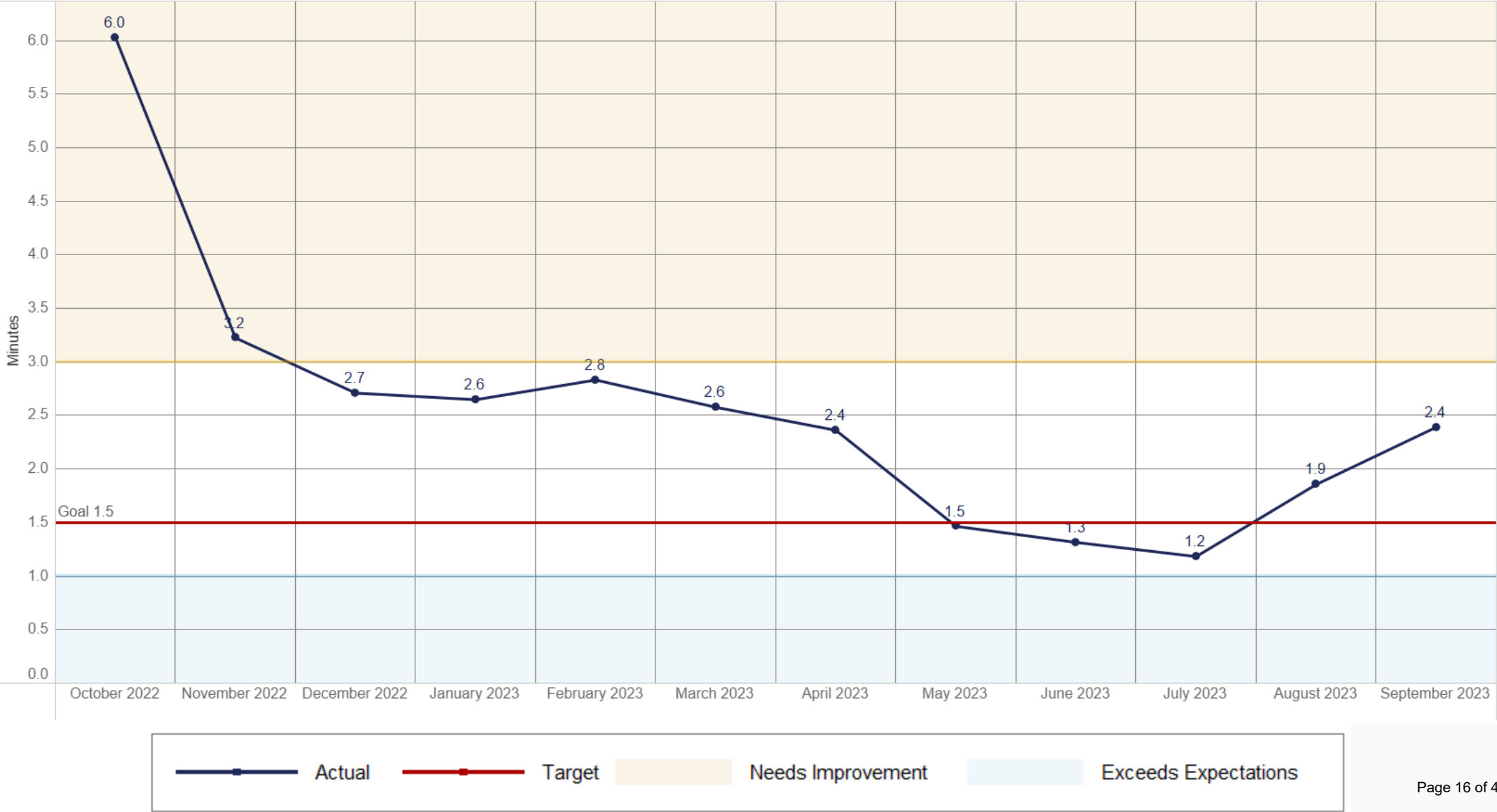
Community Engagement

September 2023



Detra Whitmore, PMP
Vice President of Community Engagement/
Diversity, Equity & Inclusion Officer

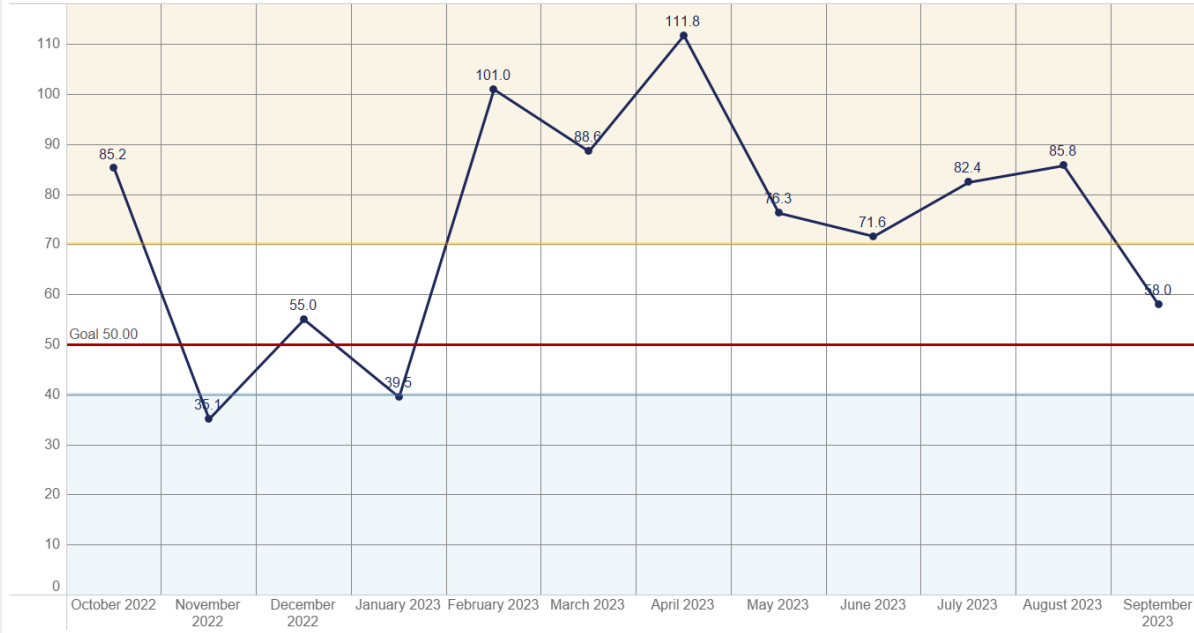
Customer Call Average Wait Time



Valid Complaints by Mode

Valid Complaints per 100k Boardings

ACCESS



Type of Complaints/Issues

- No Show
- Missed Trip
- Late

Actual

Target

Needs Improvement

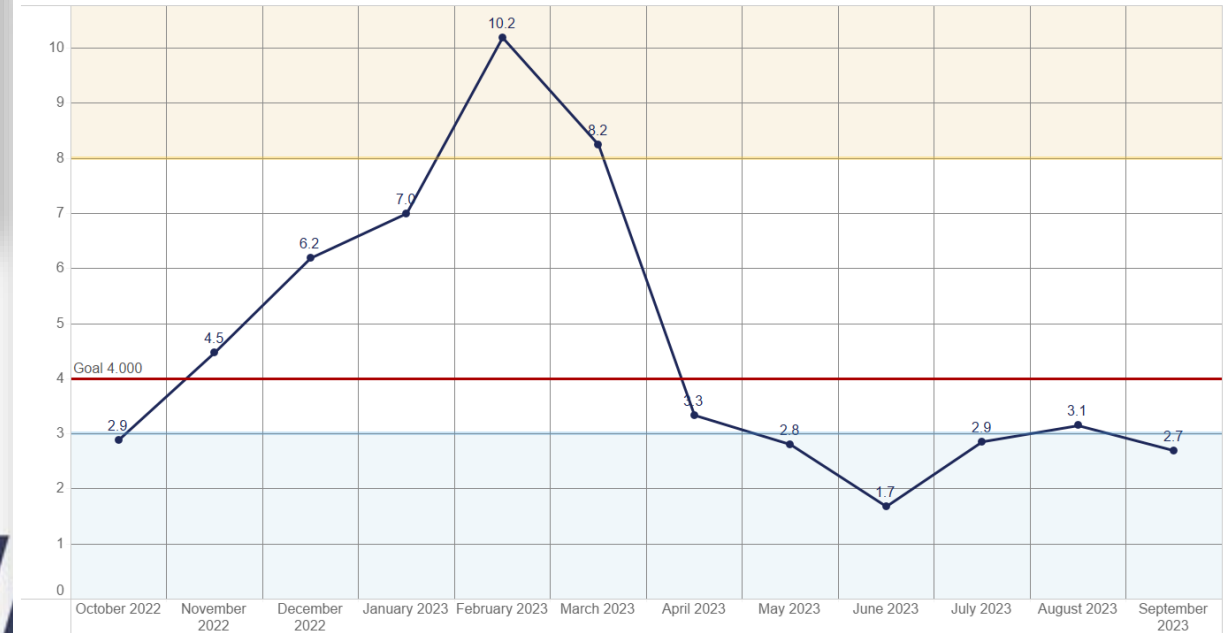
Exceeds Expectations

Type of Complaints/Issues

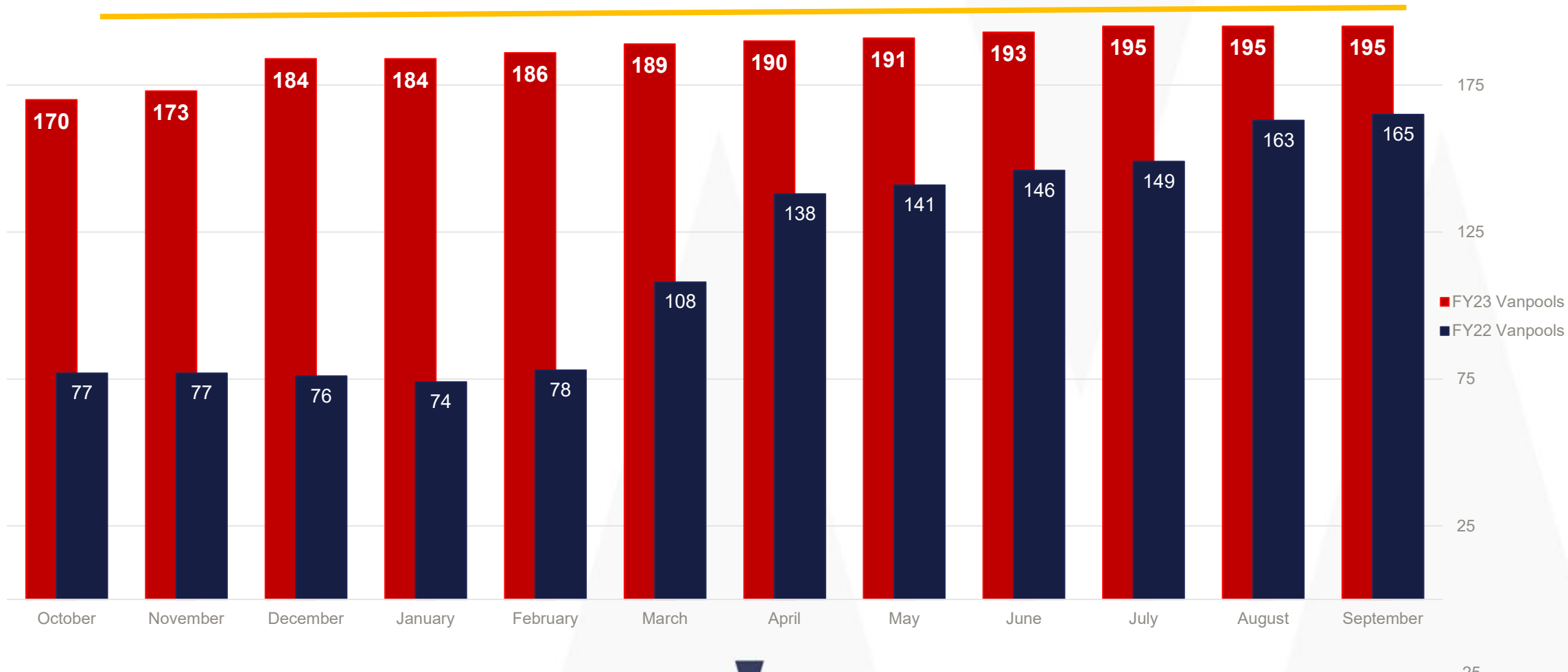
- Rude Driver
- Passed By
- Bus did not show

Valid Complaints per 100k Boardings

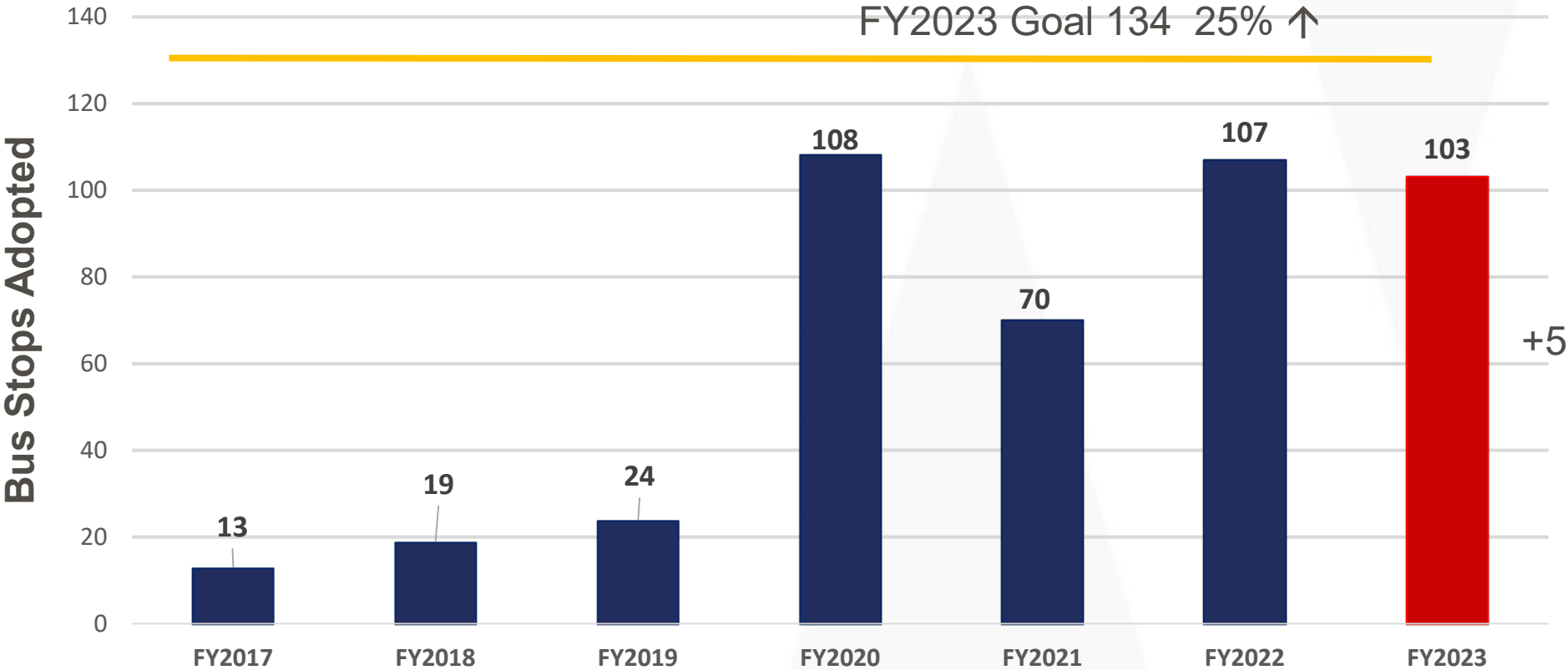
Fixed Route



FY2023 Goal: 206 ↑25%



444 System wide

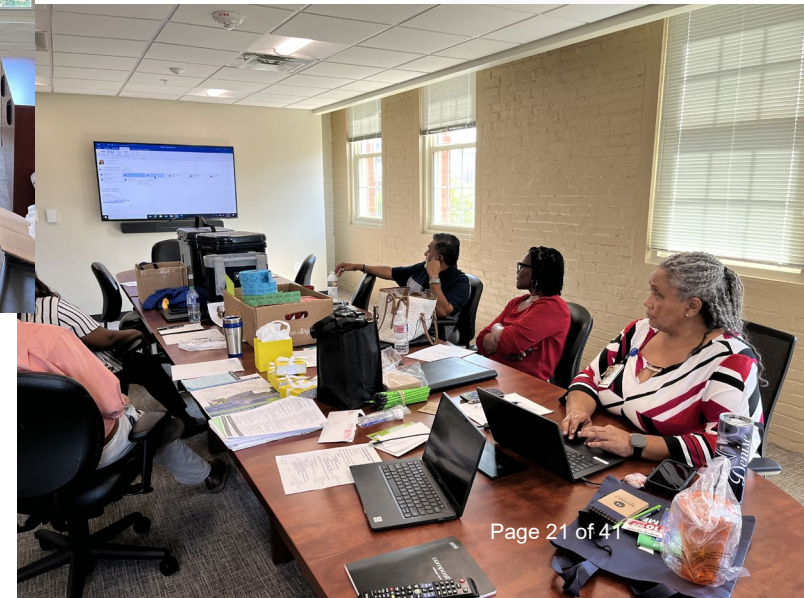


FWTA 21st Annual Scholarship Golf Tournament



Golf Committee

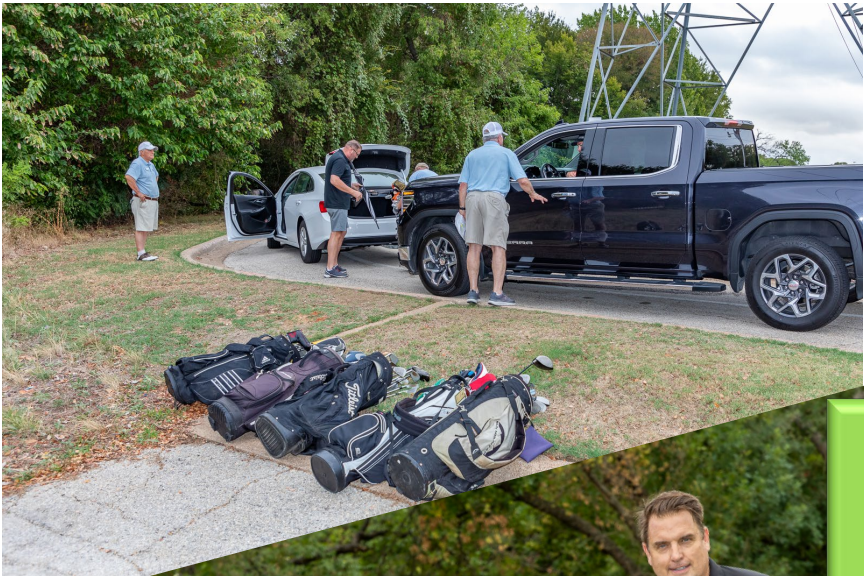
- Detra Whitmore, Chair
- Sharon Bailey
- Christina Champion
- Brandon DiCapo
- Reed Lanham
- Rosalind Miller
- Rene Perez
- Tracie Seel
- Eva Williams





New Sponsors





**144 slots sold
133 players having
fun!**



Volunteers



Winners



Let's Do this Again Next Year!



Upcoming Events



Join us for

ALLIANCE TEXAS TRANSIT LUNCH & LEARN

Hillwood is teaming up with Trinity Metro, Denton Area Transit Authority, and Workforce Solutions to host a lunch & learn about the new and creative transit solutions for AllianceTexas and your workforce. Short formal program with lunch, followed by individual Q&A about your individual needs with a tour of the new fleet options.

Wednesday
OCT 18

TCC CEATL CAMPUS
Corporate Center for Learning and Development
2301 Horizon Dr., Fort Worth, TX 76177

11:00a
to
1:30p

Rsp to CustomerRelations@hillwood.com
BY OCTOBER 13



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 →
Deadline is Oct. 13



[RIDETRINITYMETRO.org](https://ridetrinitymetro.org)

TRINITY  METRO

817.215.8600

BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

Planned Employee, Community and DE&I Events
FY2024

MEETING DATE

October 16, 2023

BACKGROUND

When it comes to personal or professional happiness, there are simple, universal elements that hold true one of which is the fundamental need to feel appreciated and valued. While the importance of feeling appreciated varies by individual, it is essential to fostering a positive relationship in the workplace and community we serve.

EMPLOYEE APPRECIATION

Showing employees at Trinity Metro that they are valued for their hard work and dedication to provide great service to our customers have a number of benefits for our agency, besides being a nice gesture. Without our employees, we do not have an agency. Our employees are the heart and soul of everything we do. Showing our appreciation helps remind them why they want to grow with this agency. From kind words and recognition to gifts and awards, we do our best to consistently show our employees that we genuinely appreciate everything they do.

Hosting employee appreciation events allows us to:

1. Foster company loyalty by showing team members that they are appreciated.
2. Create a stronger sense of teamwork by allowing everyone the opportunity to socialize with each other.
3. Ease the stress of the workday by giving our team members some much-needed rest.
4. Get to know team members on a personal level.
5. Builds trust.

When someone feels appreciated and valued, it affirms the commitment made to a relationship or group and incentivizes them to continue contributing and excelling. With a happy, productive and high-performing staff, you can expect that enthusiasm and performance be brought forward in value and delight to our customers.

Trinity Metro has created a robust program that will be maintained throughout the year. From lunches and ice cream socials to kind notes, birthday cards and awards banquets to recognize its team members for their daily contributions.

The expenses for the employees are \$125.00 per employee per year and is included in the FY2024 Operating Budget.

COMMUNITY PARTNERSHIPS

Being involved in our community is all about building strong relationships and local events are a great way to bring members of the community together in fellowship. The benefits of these events are numerous for many reasons.

1. Brings members of the community closer together to develop and nurture relationships to support transit in a thriving community.
2. The social benefit fosters pride for our agency, offers opportunity for the community to learn about the transit services available to them.
3. Builds brand recognition.
4. Showcase our employees and our transit services.
5. Opportunity to make face-to-face connections.
6. Builds trust.
7. Generates support and creates partnerships.
8. Generates revenue.

DIVERSITY, EQUITY & INCLUSION

Diversity, Equity and Inclusion (DEI) events is complementary to the above employee appreciation and community partnerships programs. The purpose of DEI events is to celebrate our individual and cultural differences and in doing so provide outstanding service to the diverse public that we serve. The DEI Council, comprised of Trinity Metro staff, will host quarterly events based on our theme of "Belonging" for FY2024.

The proposed FY2024 schedule for employee appreciation, community partnerships and DE&I events follows.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD*

Detra Whitmore

DATE

10/05/23

FY2024 Events				
Month	Day	Event Title	Time Frame	Discription
Jan-Dec		Annual Employee Birthday	Monthly	Employees will receive a birthday card from the President/CEO
October	4	Latinx Fireside Chat	11:30-12:30 pm	Celebration of Hispanic Heritage Month- This event is for employees hosted by DEI Council
October	9	Celebrating Indigenous Day		DEI Council will descuss what we will do at next meeting
October	21	4th Annual Bus Stop Clean Up day	8:00-11:00 (7:30-8- breakfast)	This is our largest community event that encourages volunteers to assist Trinity Metro to clean all bus stops along the 37 routes. Sponsors assist with the expenses to offset the cost.
October	18	Transit Awarness Day in Alliance	11-1:30pm - Alliance, TCC Center of Excellence	This is an event to share information about Trinity Metro transit services with the employers and employees. This is partnership with Hillwood, DCTA,Enterprise and COG.
November	1	40th Anniversary - Employee Celebration	All Day	This is a celebration for the appreciation of our employees.
November	2	40th Anniversary Stakeholders event	4:30-6:30pm	This is an event to celebrate Trintiy Metro's 40 years of service and thank our stakeholders for their continue support.- sponsorship opportunities available
November	8, 9, 10, 14, 15	40th Anniversary Block Parties	Nov. 8 FWCS Nov. 9 La Gran Plaza Nov. 9 Dr. Dunkins Transfer Center Nov. 10 Grapevine Sation Nov. 14 Sierra Vista Nov. 15 Smithfield Station	This is a series of block parties at transit centers demonstrate appreciation to our customers.
November	11	Celebrating Veterans "Thank you for Serving"		Celebrating our veteran by posting photos on monitors throughout the facilities. Sending an email, ask for volunteers to be interviewed. Take group photo of all veterans and place it in the frame in Board Room - goodie bags for veterans
November	23	Thanksgiving Service	More details to follow	The team will choose an organization to help serve on Thanksgiving morning.
December		Annual Toy Drive	Dec.1-10	Annual toy drive benifing an organization of our choice.
December	16	Holiday event	6pm - 10pm	Time to end the year with fun and excitement. Recognize employees for excellent work. Need planning committee
January	16	United Way Kickoff Event - Events hosted during the campaign: 1. Kendra Scott pop up event, 2. Bake off and chili cook off	6:30am - 1:30pm	This is a partnership with the United Way of Tarrant County. Trinity Metro employees raise dollars that will go towards the support of the United Way and other community organizations. Goal is to increase employee participation by 25%.

February		Black History Month - invite employees to the Lenora Rolla museum		Highlight historical elements at FWCS/interview Community Leader
February	15	Annual Maintenance Dinner	6pm - 10pm	These two events is an opportunity for the Executive Leadership Team to demonstrate appreciation by serving all employees during dinner time and early morning breakfast. Planning committee
February	16	Annual Pancake Breakfast	4am -10am	
March	2	Annual Bus Rodeo	7am -12noon	Recognizing the employees and their top skills in their respective jobs.
March	TBD	Employee Awards celebration	tbd	
March	TBD	Women's History Month Fireside chat	11:30-1:30pm	Sponsorships to offset cost
March	TBD	Trinity Habitat build	7:45-3:45pm	Trintiy Metro Executive Leadership Team and employees vounteer in assisting to build a home through Trinity Habitat Humanity.
May		Aisian American/Pacific Islander Heritage Month		
May	5	Cinco De Mayo (Wellness Center)	Partner with our Wellness Team- more details to follow	This is through DEI for recognizing and appreciating other heritages in our workplace.
May	25	Transit Summit - Homelessness in Transit- Removing Barriers	TBD	Trinity Metro will host a panel with discussion around transit's role in helping to move people out of homelessness. Will obtain sponors for this event to offset the cost
June	TBD	Pride Month Educational Series	More details to follow	
June	19	Participate in Juneteenth Walk	More details to follow	
September	TBD	22nd Annual Scholarship Golf Tournament	More details to follow	Annual fundraiser for scholarship awards
September	29	Brats and Root Beer	TBD	Employee appreciation

	Employee Events
	Community Engagement
	DEI Events

BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

General Planning Consultant (GPC) Update

MEETING DATE

October 16, 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.

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

10/05/23

Task Order	Description	Status
TO1 – Program Management	This task covers meetings, invoices, and scope development.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Finalizing economic benefit analysis Board Meeting presentation in November
TO5 – TRE Double Tracking	Prepare 30% design for 2 miles of TRE track as outlined in the NCTCOG's BUILD Grant.	<ul style="list-style-type: none"> Draft cross sections submitted for review Drainage information requested from City of Fort Worth Cost estimate being developed Submittal of Design Report on Sept. 26th
TO7 – Graphics Support	Support to staff for graphics, maps and presentations	<ul style="list-style-type: none"> Draft of Reference Manual cover & page layout provided for review
TO8 – Grant Writing Support	Support of grant writing and applications	<ul style="list-style-type: none"> No tasks assigned yet HDR provides reminders of available grants opportunities
TO10 – Fare Collection Review	Review fare collection systems	<ul style="list-style-type: none"> Bi-Weekly Coordination & Progress Meetings established Fare data received and under review Developing Guiding Principles
TO13 – Economic Development & Real Estate Support	Support evaluation of TOD solicitations and general property inquiries	<ul style="list-style-type: none"> Letter of Intent from developer under review 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	<ul style="list-style-type: none"> Survey completed and results under review
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	<ul style="list-style-type: none"> Draft scope of work submitted
TO16 – Staff Augmentation: Project Manager	A project manager is needed to assist in development of the Bus Stop Improvement Program and the High Intensity Bus Corridor Project	<ul style="list-style-type: none"> PM has had multiple meetings with key stakeholders for both projects

BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE

Annual Ridership Update - FY2023

MEETING DATE

October 16, 2023

BACKGROUND

At the end of each fiscal year, a ridership update is provided to the Board of Directors. Each mode will be highlighted, and a summary comparing the previous year's performance will be provided. In order to provide the most up-to-date and complete numbers, the final report will be provided at the board meeting.

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

10/05/23

BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE

August Financials

MEETING DATE

October 16, 2023

BACKGROUND

The August 2023 financial report is attached for review.

STAFF DISPOSITION

EXECUTIVE LEAD*

Greg Jordan

DATE

10/09/23

Fort Worth Transportation Authority
Balance Sheet

	As of 8/31/2023
	<i>(Unaudited)</i>
CURRENT ASSETS	
Cash restricted for Operations	\$10,708,216
Cash restricted for Rail Vehicles	668,406
Multimodal Fares (Note 1)	33,258,386
Receivables	29,031,246
Inventory	8,836,804
Prepaid	3,050,320
Total Current Assets	85,553,378
FIXED ASSETS	
Construction in Progress	42,586,683
Land	157,201,457
Buildings	152,275,513
Building Improvements	11,264,850
Machinery and Equipment	374,825,879
Improvements other than Buildings	771,505,946
Intangible Assets	18,897,291
	1,528,557,619
Less: Accumulated Depreciation & Amortization	(426,164,615)
Total Fixed Assets	1,102,393,004
TOTAL ASSETS	\$1,187,946,382
LIABILITIES AND NET ASSETS	
CURRENT LIABILITIES	
Accounts Payable and Accrued Liabilities	17,904,851
Payroll Liabilities	2,874,247
Unearned Revenue (Note 16)	26,585,029
Current portion of LT Due Grapevine	1,768,406
Total Current Liabilities	49,132,533
LONG TERM LIABILITIES	
Long Term Payable to City of Grapevine	3,095,344
Total Long Term Liabilities	3,095,344
TOTAL LIABILITIES	\$52,227,877
NET POSITION	
Net Investment in Capital Assets	\$1,083,150,828
Operating Reserve	10,708,216
Escrow Reserve	2,000,000
Unrestricted	39,859,460
TOTAL NET POSITION	\$1,135,718,505

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

	Actual 2023	Budget 2023	Variance
Operating Revenue			
Fares			
Multimodal Fares (Note 1)	\$5,110,018	\$5,992,430	(\$882,412)
ACCESS Fares	975,856	857,369	118,487
Easy Ride & Corporate	688,699	744,370	(55,671)
Other Revenue			
Sales Tax (Note 2)	100,658,850	93,812,523	6,846,327
Fort Worth Bike Share	361,627	464,156	(102,529)
Advertising	516,346	504,165	12,181
Rental Income	521,762	634,601	(112,839)
Other (Note 3)	1,273,476	1,968,065	(694,589)
Total Operating Revenue:	<u>110,106,634</u>	<u>104,977,679</u>	<u>5,128,955</u>
Federal/State/Local Income:			
Operating Grants (Note 4)	34,010,856	948,277	33,062,579
Grapevine/NRH Contribution (Note 5)	11,663,311	11,173,530	489,781
Contributions from Partners	1,594,831	1,367,933	226,898
Total Assistance Income	<u>47,268,998</u>	<u>13,489,740</u>	<u>33,779,258</u>
Total Revenue	<u>\$157,375,632</u>	<u>\$118,467,419</u>	<u>\$38,908,213</u>
Operating Expenses			
Fixed Route Operations			
Salaries & Fringe Benefits (Note 6)	\$28,270,850	\$26,238,674	\$2,032,176
Services	688,362	936,605	(248,243)
Purchased Transportation	4,914,755	4,778,995	135,760
Other (Note 7)	3,706,304	4,663,607	(957,303)
Total Fixed Route Operations	<u>37,580,271</u>	<u>36,617,881</u>	<u>962,390</u>
ACCESS Operations			
Salaries & Fringe Benefits	5,495,775	5,492,026	3,749
Services	4,763,915	3,625,773	1,138,142
Other	882,085	947,120	(65,035)
Total ACCESS Operations	<u>11,141,775</u>	<u>10,064,919</u>	<u>1,076,856</u>
TRE Operations			
Salaries & Fringe Benefits	100,714	107,723	(7,009)
Services (Note 8)	13,621,889	15,316,647	(1,694,758)
Other	2,825	0	2,825
Total TRE Operations	<u>13,725,428</u>	<u>15,424,370</u>	<u>(1,698,942)</u>
TEXRail Operations			
Salaries & Fringe Benefits	459,142	290,214	168,928
Services	19,138,368	19,094,603	43,765
Other (Note 9)	5,019,008	6,227,725	(1,208,717)
Total TEXRail Operations	<u>24,616,518</u>	<u>25,612,542</u>	<u>(996,024)</u>
Bike Share Operations			
Salaries & Fringe Benefits	416,621	399,485	17,136
Services	60,430	185,205	(124,775)
Other	158,295	258,835	(100,540)
Total Bike Share Operations	<u>635,346</u>	<u>843,525</u>	<u>(208,179)</u>
General & Administrative			
Salaries, Wages & Fringe Benefits	14,403,195	14,557,604	(154,409)
Other Professional Services (Note 10)	8,493,474	12,014,517	(3,521,043)
Vehicle & Facilities Maintenance (Note 11)	2,523,370	2,967,960	(444,590)
Software/Systems Maintenance (Note 12)	2,828,801	3,143,619	(314,818)
Other General & Administrative (Note 13)	3,296,952	3,994,911	(697,959)
Total General & Administrative	<u>31,545,792</u>	<u>36,678,611</u>	<u>(5,132,819)</u>
Total Operating Expenses:	<u>\$119,245,130</u>	<u>\$125,241,848</u>	<u>(\$5,996,718)</u>
Operating Income / (Deficit)	<u>\$38,130,502</u>	<u>(\$6,774,429)</u>	<u>\$44,904,930</u>
Capital Grants (Note 14)	5,504,302	0	5,504,302
Investment Income (Note 15)	1,740,386	2,108,337	(367,951)
Depreciation	(43,070,191)	(46,017,620)	2,947,429
Net Income / (Deficit)	<u>\$2,304,999</u>	<u>(\$50,683,712)</u>	<u>\$52,988,709</u>

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

(\$ 000's)

- Note 1 Multimodal Fares**
3.1% greater ridership than budget and a \$0.2 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**
\$ 92,481 Actual collections through July
\$ 8,178 Accrual estimate for August
5.0% YTD increase over the prior year's collections
- Note 3 Other Revenue**
Unfavorable variance largely due to delay in implementing new ZIPZONE services as well as less TRE link expenses and their related revenues.
- Note 4 Operating Grants**
Additional ARP 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**
Significant variance due to greater overtime and fringe benefit costs.
- Note 7 Fixed Route Operations - Other**
Running under budget largely because of savings on fuel costs and use of fewer parts.
- Note 8 TRE Operations - Services**
Savings in purchased transportation, property insurance, and PTC costs.
- Note 9 TEXRail Rail Operations - Other**
Positive variance is largely driven by savings on repairs and insurance costs.
- Note 10 General & Administrative - Other Professional Services**
Significant positive variance largely due to savings in advertising services, benefit plan costs, TEXRail TOD plan costs and cost of printing of passes.
- Note 11 General & Administrative - Vehicle & Facilities Maintenance**
Positive variance primarily driven by savings on repairs.
- Note 12 General & Administrative - Software/Systems Maintenance**
Largely driven by delay in budgeted IT projects.
- Note 13 General & Administrative - Other G&A**
Substantially under budget due to savings in utilities and travel/training.
- Note 14 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 15 Investment Income**
Negative variance largely due to having less cash on hand than anticipated.
- Note 16 Unearned Revenue**
DART agreement for DFWIA access makes up \$25.4 MM of this total in unearned revenue.

BOARD ACTION ITEM

ITEM NUMBER
BA2023-01

MEETING DATE
October 16, 2023

ITEM TITLE
Fiscal Year 2024 Key Performance Indicators

BACKGROUND

The Trinity Metro fiscal year 2024 Key Performance Indicators establish goals for Fixed Route Bus, ACCESS Paratransit, TEXRail, and Maintenance operations. Our teams continue to focus on and excel at providing safe and reliable public transit service to the citizens of Fort Worth and Tarrant County.

Our recommended fiscal year 2024 Key Performance Indicators are as follows:

See Attached Table

RECOMMENDATION

The Trinity Metro's Board of Directors authorizes the President & Chief Executive Officer to adopt the proposed Key Performance Indicators for fiscal year 2024.

STAFF DISPOSITION

EXECUTIVE LEAD*
Wayne Gensler

DATE
10/05/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

Key Performance Indicator (KPI)		FY 22 Results	FY 23 Goals	FY 23 Results	FY 24 Goals
Fixed Route:	Injuries per 100k VRM	0.67	0.75	0.57	0.60
	Safety Events per 100k VRM	0.67	0.75	0.48	0.60
	Preventable Collisions per 100k VRM	1.46	1.40	1.18	1.20
	Miles Between Road Calls	13,662	13,000	12,107	12,000
	On - Time Performance	90.8%	91.0%	91.7%	91.0%
ACCESS:	Injuries per 100k VRM	0.54	0.75	0.24	0.40
	Safety Events per 100k VRM	0.64	0.75	0.47	0.50
	Preventable Collisions per 100k VRM	1.71	1.00	1.42	1.40
	Miles Between Road Calls	18,107	15,000	14,191	14,000
	On - Time Performance	93.5%	91.0%	95.1%	92.0%
ACCESS Contract:	Injuries per 100k VRM	0.44	0.75	0.18	0.40
	Safety Events per 100k VRM	0.15	0.15	0.18	0.50
	Preventable Collisions per 100k VRM	0.74	1.00	0.12	0.40
	Miles Between Road Calls	48,438	45,000	95,202	45,000
	On - Time Performance	92.4%	91.0%	93.4%	92.0%
TEXRail:	On - Time Performance	98.9%	98.0%	98.3%	98.0%
	Injury Frequency Ratio (IFR)	0.00	0.00	0.00	0.00
	Miles Between Service Failures	9,948	14,922		5,930
	Average Daily Ridership	1,453	1,736	1,787	2,055

Green denotes goal met

Definitions

<u>Injury:</u>	Any person who suffers bodily injury and immediately receives medical treatment away from the scene. Fault, negligence, or severity is not a factor.
<u>Safety Event:</u>	Following the FTA definition of an "accident" (49 CFR Part 655.4), an occurrence associated with the operation of a vehicle, if as a result: (1) An individual dies; or (2) An individual sustains an "injury" as defined above; or (3) Any vehicle incurs disabling damage as a result of the accident
<u>Preventable Collision:</u>	Any collision involving a Trinity Metro vehicle in which the driver is considered to be "at-fault" for the collision.
<u>VRM:</u>	Vehicle Revenue Miles
<u>Miles Between Road Calls:</u>	Total service miles divided by the number of road calls performed.
<u>On Time Performance:</u>	The level of success of remaining on the published schedule. For Fixed Route and ACCESS, the goal is within 8 minutes (down from 10) of the published schedule. For TEXRail, the goal is within 5 minutes of the published schedule.
<u>Injury Frequency Ratio:</u>	Indicator of workplace safety, calculated as (# of injuries x 200,000) / Man-hours
<u>Miles Between Service Failures:</u>	Measure of system reliability, calculated as (total miles / service failures)
<u>Average Daily Ridership:</u>	Measurement of ridership growth, calculated as (total ridership / # of days)

BOARD ACTION ITEM

ITEM NUMBER
BA2023-02

MEETING DATE
October 16, 2023

ITEM TITLE
Mechanical, Electrical, and Plumbing (MEP) Contract

BACKGROUND

On October 26, 2020, Trinity Metro’s Board of Directors approved an Indefinite Delivery Indefinite Quantity (IDIQ) contract for mechanical, electrical, and plumbing service with three vendors (Angiel Electrical Construction Corporation, Denali Construction Services, LP, and Fort Worth Electrical Service LLC.) The service requirement for this contract was for ongoing maintenance and any immediate need for repairs. The total amount spent to date for repairs and maintenance is \$393,018.93 of the approved \$800,000.00. Current maintenance and projects are expected to exceed the \$800,000.00 by \$300,000.00. Our request is to increase the total not to exceed amount by \$300,000.00 for a new not to exceed expenditure totaling \$1,100,000.00.

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 30% Disadvantaged Business Enterprise (DBE) was established for this solicitation.

FINANCING

Funds are available in Trinity Metro’s FY2024 Capital and 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/CEO to increase the amount of the IDIQ contract for mechanical, electrical, and plumbing services from \$800,000.00 to a not to exceed amount of \$1,100,000.00.

STAFF DISPOSITION

EXECUTIVE LEAD *
Wayne Gensler

DATE
10/04/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL