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/

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
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 a 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

- DFW Airport Terminal B: 17.6K (2023), 13.8K (2022)
- DFW Airport North: 8.6K (2023), 8.6K (2022)
- Grapevine/Main Street: 8.3K (2023), 8.4K (2022)
- North Richland Hills/Smithfield: 7.2K (2023), 6.6K (2022)
- North Richland Hills/Iron Horse: 7.4K (2023), 6.0K (2022)
- Mercantile Center: 5.0K (2023), 3.4K (2022)
- North Side: 4.2K (2023), 2.6K (2022)
- Fort Worth Central: 4.0K (2023), 2.6K (2022)

TEXRail On-Time Performance

TEXRail Monthly Ridership (in 1000s)

- FY2020: 340,008
- FY2021: 304,545
- FY2022: 530,482
- FY2023: 652,185

Number and Types of Days for September

- Wkd: 20
- Sat: 5
- Sun: 4
- Hol: 4
- 1
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

986,746 AD VIEWS
8,117 AD CLICKS

HIGHLIGHTS

98% VIDEO COMPLETION RATE
+121,703 RIDES IN FY2023 (23% INCREASE)

TEXRail RIDERSHIP

SEPT. 2022
SEPT. 2023

BUDGETED GOAL
ACTUAL

55,387
58,512

51,621
60,056

58,512
60,056
Paid Media – September Results

- 75,274 AD VIEWS
- 212 AD CLICKS

HIGHLIGHTS

- ADS SEEN IN THE COLLEGIAN IN PRINT AND ONLINE
- 13% INCREASE IN RIDERSHIP IN FY2023

TCC RIDERSHIP

<table>
<thead>
<tr>
<th></th>
<th>FY2022</th>
<th>FY2023</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31,624</td>
<td>35,797</td>
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</tbody>
</table>

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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**

<table>
<thead>
<tr>
<th>Destination</th>
<th>Ad Views</th>
<th>Clicks</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>45,191</td>
<td>387</td>
</tr>
<tr>
<td>#2</td>
<td>41,265</td>
<td>352</td>
</tr>
<tr>
<td>#3</td>
<td>44,688</td>
<td>327</td>
</tr>
</tbody>
</table>

**TOTAL:**

131,144 impressions  
1,066 clicks
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

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
Valid Complaints by Mode

Type of Complaints/Issues
• No Show
• Missed Trip
• Late

Type of Complaints/Issues
• Rude Driver
• Passed By
• Bus did not show
FY2023 Goal: 206 ↑25%
444 System wide

FY2023 Goal 134  25% ↑

<table>
<thead>
<tr>
<th>Year</th>
<th>Bus Stops Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2017</td>
<td>13</td>
</tr>
<tr>
<td>FY2018</td>
<td>19</td>
</tr>
<tr>
<td>FY2019</td>
<td>24</td>
</tr>
<tr>
<td>FY2020</td>
<td>108</td>
</tr>
<tr>
<td>FY2021</td>
<td>70</td>
</tr>
<tr>
<td>FY2022</td>
<td>107</td>
</tr>
<tr>
<td>FY2023</td>
<td>103</td>
</tr>
</tbody>
</table>

+5
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
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

Rsvp 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

TRINITY METRO
817.245.8600
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 banquet 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.
4. Showcase our employees and our transit services.
5. Opportunity to make face-to-face connections.
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
<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Event Title</th>
<th>Time Frame</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-Dec</td>
<td></td>
<td>Annual Employee Birthday</td>
<td>Monthly</td>
<td>Employees will receive a birthday card from the President/CEO</td>
</tr>
<tr>
<td>October</td>
<td>4</td>
<td>Latinx Fireside Chat</td>
<td>11:30-12:30 pm</td>
<td>Celebration of Hispanic Heritage Month- This event is for employees hosted by DEI Council</td>
</tr>
<tr>
<td>October</td>
<td>9</td>
<td>Celebrating Indigenous Day</td>
<td></td>
<td>DEI Council will discuss what we will do at next meeting</td>
</tr>
<tr>
<td>October</td>
<td>21</td>
<td>4th Annual Bus Stop Clean Up day</td>
<td>8:00-11:00 (7:30-8- breakfast)</td>
<td>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.</td>
</tr>
<tr>
<td>October</td>
<td>18</td>
<td>Transit Awareness Day in Alliance</td>
<td>11-1:30pm - Alliance, TCC Center of Excellence</td>
<td>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.</td>
</tr>
<tr>
<td>November</td>
<td>1</td>
<td>40th Anniversary - Employee Celebration</td>
<td>All Day</td>
<td>This is a celebration for the appreciation of our employees.</td>
</tr>
<tr>
<td>November</td>
<td>2</td>
<td>40th Anniversary Stakeholders event</td>
<td>4:30-6:30pm</td>
<td>This is an event to celebrate Trinity Metro's 40 years of service and thank our stakeholders for their continue support. - sponsorship opportunities available</td>
</tr>
</tbody>
</table>
| 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 Station  
Nov. 14 Sierra Vista  
Nov. 15 Smithfield Station  | This is a series of block parties at transit centers to demonstrate appreciation to our customers. |
<p>| 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 benifying 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%. |</p>
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>15</td>
<td>Annual Maintenance Dinner</td>
<td>6pm - 10pm</td>
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<tr>
<td>February</td>
<td>16</td>
<td>Annual Pancake Breakfast</td>
<td>4am - 10am</td>
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<tr>
<td>March</td>
<td>2</td>
<td>Annual Bus Roadeo</td>
<td>7am - 12noon</td>
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<td>March</td>
<td>TBD</td>
<td>Employee Awards celebration</td>
<td>tbd</td>
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<tr>
<td>March</td>
<td>TBD</td>
<td>Women's History Month Fireside chat</td>
<td>11:30-1:30pm</td>
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<td>Sponsorships to offset cost</td>
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<tr>
<td>March</td>
<td>TBD</td>
<td>Trinity Habitat build</td>
<td>7:45-3:45pm</td>
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<tr>
<td></td>
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<td></td>
<td>Trinity Metro Executive Leadership Team and employees volunteer in assisting to build a home through Trinity Habitat Humanity.</td>
</tr>
<tr>
<td>May</td>
<td>5</td>
<td>Cinco De Mayo (Wellness Center)</td>
<td>Partner with our Wellness Team-more details to follow</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This is through DEI for recognizing and appreciating other heritages in our workplace.</td>
</tr>
<tr>
<td>May</td>
<td>25</td>
<td>Transit Summit - Homelessness in Transit- Removing Barriers</td>
<td>TBD</td>
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<td></td>
<td>Trinity Metro will host a panel with discussion around transit's role in helping to move people out of homelessness. Will obtain sponsors for this event to offset the cost</td>
</tr>
<tr>
<td>June</td>
<td>TBD</td>
<td>Pride Month Educational Series</td>
<td>More details to follow</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>June</td>
<td>19</td>
<td>Participate in Juneteenth Walk</td>
<td>More details to follow</td>
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<td></td>
</tr>
<tr>
<td>September</td>
<td>TBD</td>
<td>22nd Annual Scholarship Golf Tournament</td>
<td>More details to follow</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual fundraiser for scholarship awards</td>
</tr>
<tr>
<td>September</td>
<td>29</td>
<td>Brats and Root Beer</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Employee appreciation</td>
</tr>
</tbody>
</table>

**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
<table>
<thead>
<tr>
<th>Task Order</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO1 – Program Management</td>
<td>This task covers meetings, invoices, and scope development.</td>
<td>• Continued oversight</td>
</tr>
<tr>
<td>TO3 – Transit Value Proposition</td>
<td>This task will outline the value of transit in Fort Worth and provide materials that can be shared with others during meetings.</td>
<td>• Finalizing economic benefit analysis • Board Meeting presentation in November</td>
</tr>
<tr>
<td>TO5 – TRE Double Tracking</td>
<td>Prepare 30% design for 2 miles of TRE track as outlined in the NCTCOG’s BUILD Grant.</td>
<td>• 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</td>
</tr>
<tr>
<td>TO7 – Graphics Support</td>
<td>Support to staff for graphics, maps and presentations</td>
<td>• Draft of Reference Manual cover &amp; page layout provided for review</td>
</tr>
<tr>
<td>TO8 – Grant Writing Support</td>
<td>Support of grant writing and applications</td>
<td>• No tasks assigned yet • HDR provides reminders of available grants opportunities</td>
</tr>
<tr>
<td>TO10 – Fare Collection Review</td>
<td>Review fare collection systems</td>
<td>• Bi-Weekly Coordination &amp; Progress Meetings established • Fare data received and under review • Developing Guiding Principles</td>
</tr>
<tr>
<td>TO13 – Economic Development &amp; Real Estate Support</td>
<td>Support evaluation of TOD solicitations and general property inquiries</td>
<td>• Letter of Intent from developer under review to move to next step of process</td>
</tr>
<tr>
<td>TO14 – Assisting Community Interest in Transit</td>
<td>Engaging the public through surveys/polling to better determine level of knowledge community has of Trinity Metro and public transit</td>
<td>• Survey completed and results under review</td>
</tr>
<tr>
<td>TO15 – FTA TEXRail TOD Planning Grant</td>
<td>This TOD planning grant focuses on TEXRail and the assessment of station amenities along the corridor that allow for a car-free lifestyle</td>
<td>• Draft scope of work submitted</td>
</tr>
<tr>
<td>TO16 – Staff Augmentation: Project Manager</td>
<td>A project manager is needed to assist in development of the Bus Stop Improvement Program and the High Intensity Bus Corridor Project</td>
<td>• PM has had multiple meetings with key stakeholders for both projects</td>
</tr>
</tbody>
</table>
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  
(Unaudited)

### 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
- **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)

<table>
<thead>
<tr>
<th></th>
<th>Actual 2023</th>
<th>Budget 2023</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multimodal Fares (Note 1)</td>
<td>$5,110,018</td>
<td>$5,992,430</td>
<td>$(882,412)</td>
</tr>
<tr>
<td>ACCESS Fares</td>
<td>975,856</td>
<td>857,369</td>
<td>118,487</td>
</tr>
<tr>
<td>Easy Ride &amp; Corporate</td>
<td>688,699</td>
<td>744,370</td>
<td>(55,671)</td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax (Note 2)</td>
<td>100,658,850</td>
<td>93,812,523</td>
<td>6,846,327</td>
</tr>
<tr>
<td>Fort Worth Bike Share</td>
<td>361,627</td>
<td>464,156</td>
<td>(102,529)</td>
</tr>
<tr>
<td>Advertising</td>
<td>516,346</td>
<td>504,165</td>
<td>12,181</td>
</tr>
<tr>
<td>Rental Income</td>
<td>521,762</td>
<td>634,601</td>
<td>(112,839)</td>
</tr>
<tr>
<td>Other (Note 3)</td>
<td>1,273,476</td>
<td>1,968,065</td>
<td>(694,589)</td>
</tr>
<tr>
<td><strong>Total Operating Revenue:</strong></td>
<td>$110,106,634</td>
<td>$104,977,679</td>
<td>$5,128,955</td>
</tr>
<tr>
<td><strong>Federal/State/Local Income:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Grants (Note 4)</td>
<td>34,010,856</td>
<td>948,277</td>
<td>33,062,579</td>
</tr>
<tr>
<td>Grapevine/NRH Contribution (Note 5)</td>
<td>11,663,311</td>
<td>11,173,530</td>
<td>489,781</td>
</tr>
<tr>
<td>Contributions from Partners</td>
<td>1,594,831</td>
<td>1,367,933</td>
<td>226,898</td>
</tr>
<tr>
<td><strong>Total Assistance Income:</strong></td>
<td>$47,268,998</td>
<td>$13,489,740</td>
<td>$33,779,258</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td>$157,375,632</td>
<td>$118,467,419</td>
<td>$38,908,213</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed Route Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringe Benefits (Note 6)</td>
<td>$28,270,850</td>
<td>$26,238,674</td>
<td>$2,032,176</td>
</tr>
<tr>
<td>Services</td>
<td>688,362</td>
<td>936,605</td>
<td>(248,243)</td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>4,914,755</td>
<td>4,778,995</td>
<td>135,760</td>
</tr>
<tr>
<td>Other (Note 7)</td>
<td>1,706,304</td>
<td>4,663,607</td>
<td>(2,957,303)</td>
</tr>
<tr>
<td><strong>Total Fixed Route Operations:</strong></td>
<td>$37,580,271</td>
<td>$36,617,881</td>
<td>$962,390</td>
</tr>
<tr>
<td>ACCESS Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>5,495,775</td>
<td>5,492,026</td>
<td>3,749</td>
</tr>
<tr>
<td>Services</td>
<td>4,763,915</td>
<td>3,625,773</td>
<td>1,138,142</td>
</tr>
<tr>
<td>Other</td>
<td>882,085</td>
<td>947,120</td>
<td>(65,035)</td>
</tr>
<tr>
<td><strong>Total ACCESS Operations:</strong></td>
<td>$11,141,775</td>
<td>$10,064,919</td>
<td>$1,076,856</td>
</tr>
<tr>
<td>TRE Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>100,714</td>
<td>107,723</td>
<td>(7,009)</td>
</tr>
<tr>
<td>Services (Note 8)</td>
<td>13,621,889</td>
<td>15,316,647</td>
<td>(1,694,758)</td>
</tr>
<tr>
<td>Other</td>
<td>2,825</td>
<td>0</td>
<td>2,825</td>
</tr>
<tr>
<td><strong>Total TRE Operations:</strong></td>
<td>$13,725,428</td>
<td>$15,424,370</td>
<td>(1,698,942)</td>
</tr>
<tr>
<td>TEXRail Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>459,142</td>
<td>290,214</td>
<td>168,928</td>
</tr>
<tr>
<td>Services</td>
<td>19,138,368</td>
<td>19,094,603</td>
<td>43,765</td>
</tr>
<tr>
<td>Other (Note 9)</td>
<td>5,019,008</td>
<td>6,227,725</td>
<td>(1,208,717)</td>
</tr>
<tr>
<td><strong>Total TEXRail Operations:</strong></td>
<td>$24,616,518</td>
<td>$25,612,542</td>
<td>(996,024)</td>
</tr>
<tr>
<td>Bike Share Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>416,621</td>
<td>399,485</td>
<td>17,136</td>
</tr>
<tr>
<td>Services</td>
<td>60,430</td>
<td>185,205</td>
<td>(124,775)</td>
</tr>
<tr>
<td>Other</td>
<td>158,295</td>
<td>258,835</td>
<td>(100,540)</td>
</tr>
<tr>
<td><strong>Total Bike Share Operations:</strong></td>
<td>$635,346</td>
<td>$434,525</td>
<td>$200,821</td>
</tr>
<tr>
<td>General &amp; Administrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries, Wages &amp; Fringe Benefits</td>
<td>14,403,195</td>
<td>14,557,604</td>
<td>(154,409)</td>
</tr>
<tr>
<td>Other Professional Services (Note 10)</td>
<td>8,493,474</td>
<td>12,014,517</td>
<td>(3,521,043)</td>
</tr>
<tr>
<td>Vehicle &amp; Facilities Maintenance (Note 11)</td>
<td>2,523,370</td>
<td>2,967,960</td>
<td>(444,590)</td>
</tr>
<tr>
<td>Software/Systems Maintenance (Note 12)</td>
<td>2,828,801</td>
<td>3,143,619</td>
<td>(314,818)</td>
</tr>
<tr>
<td>Other General &amp; Administrative (Note 13)</td>
<td>3,296,952</td>
<td>3,994,911</td>
<td>(697,959)</td>
</tr>
<tr>
<td><strong>Total General &amp; Administrative:</strong></td>
<td>$31,545,792</td>
<td>$36,678,611</td>
<td>(5,132,819)</td>
</tr>
<tr>
<td><strong>Total Operating Expenses:</strong></td>
<td>$119,245,130</td>
<td>$125,241,848</td>
<td>$(5,996,718)</td>
</tr>
<tr>
<td><strong>Operating Income / (Deficit):</strong></td>
<td>$38,130,502</td>
<td>$(6,774,429)</td>
<td>$44,904,930</td>
</tr>
<tr>
<td>Capital Grants (Note 14)</td>
<td>5,504,302</td>
<td>0</td>
<td>5,504,302</td>
</tr>
<tr>
<td>Investment Income (Note 15)</td>
<td>1,740,386</td>
<td>2,108,337</td>
<td>(367,951)</td>
</tr>
<tr>
<td>Depreciation (Note 16)</td>
<td>(43,070,191)</td>
<td>(46,017,620)</td>
<td>2,947,429</td>
</tr>
<tr>
<td><strong>Net Income / (Deficit):</strong></td>
<td>$2,304,999</td>
<td>$(50,683,712)</td>
<td>$52,988,709</td>
</tr>
</tbody>
</table>
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)

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

**Definitions**

**Injury:** Any person who suffers bodily injury and immediately receives medical treatment away from the scene. Fault, negligence, or severity is not a factor.

**Safety Event:** 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

**Preventable Collision:** Any collision involving a Trinity Metro vehicle in which the driver is considered to be "at-fault" for the collision.

**VRM:** Vehicle Revenue Miles

**Miles Between Road Calls:** Total service miles divided by the number of road calls performed.

**On Time Performance:** 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.

**Injury Frequency Ratio:** Indicator of workplace safety, calculated as (# of injuries x 200,000) / Man-hours

**Miles Between Service Failures:** Measure of system reliability, calculated as (total miles / service failures)

**Average Daily Ridership:** Measurement of ridership growth, calculated as (total ridership / # of days)
BOARD ACTION ITEM

ITEM NUMBER  MEETING DATE
BA2023-02  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*  DATE
Wayne Gensler  10/04/23

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL