CALL TO ORDER

PLEDGE OF ALLEGIANCE

ADMINISTRATION OF OATH

CITIZEN COMMENTS

UNITED WAY PRESENTATION

MEETING MINUTES
1. Approval of March 18, 2024 Board Meeting Minutes

INFORMATION ITEM & REPORTS
1. Rail Reed Lanham
   a. TEXRail & TRE Ridership & On-Time Performance Update
2. Operations Wayne Gensler
   a. Performance Update
3. Marketing & Communications Melissa Chrisman
   a. Strategic Engagement/Communications Update
   b. Paid Media/Advertising Efforts Update
4. Community Engagement Detra Whitmore
   a. Customer Service Update
   b. Transit Envoys Update
5. Strategy, Planning & Development La‘Nora Kimbrough
   a. General Planning Consultant Update
6. Finance Chad Edwards
   a. February 2024 Financials
   b. Transit Envoys Update

RESOLUTION
1. R2024-04 Application for Participation in LOGIC Greg Jordan

ACTION ITEMS
1. BA2024-17 Enterprise Phone System Bruce Lewis
2. BA2024-18 Bus Stop Real-Time Information Displays Chad Edwards
3. BA2024-19 TEXRail Letter of Guarantee for Fleet Expansion Reed Lanham

PRESIDENT’S REPORT

CHAIR’S REPORT

OTHER BUSINESS
EXECUTIVE SESSION

INFORMATION ITEMS & REPORTS
1. Legal Issues in Connection with Contract Number 22-014 Greg Jordan

ACTION ITEMS
1. BA2024-20 Land Acquisition, Condo Unit Greg Jordan

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

VOTE ON ACTION TAKEN ON MATTERS DELIBERATED IN EXECUTIVE SESSION

ADJOURN
ATTENDEES:

Board Members Present: Isaac Manning, Chris Nettles, Rachel Navejar Phillips, Ben Robertson, Tito Rodriguez – Vice Chair, Paul Slechta

Board Members Absent: Teresa Ayala, Michael Crain, Jeff Davis, Brian Hawkins, Sharla Horton – Secretary.

Executive Leadership Team Present: Richard Andreski, Christine Black, Melissa Chrisman, Chad Edwards, Reed Lanham, Bruce Lewis,

Executive Leadership Team Absent: Wayne Gensler, Greg Jordan, Kelli Shields, Detra Whitmore

Board Attorneys: Joel Heydenburk

CALL TO ORDER
The meeting was called to order at 3:03 pm but held for a few minutes pending a quorum. At 3:06 pm with a quorum of members present Vice Chairman Rodriguez officially called the Board of Directors meeting to order at 3:05 pm at 801 Grove Street, Fort Worth, Texas 76102.

PLEDGE OF ALLEGIANCE

NATIONAL TRANSIT EMPLOYEE APPRECIATION DAY
Rich Andreski addressed the Board and audience and noted that the Executive Leadership Team had spent all morning since the very early hour of 4:00 am at our HRP/Maintenance Facility cooking and serving breakfast to our front-line teams to thank them for all their hard work.

ADMINISTRATION OF OATH
Joel Heydenburk administered the Oath of Office to the Board members present. Vice Chair Rodriguez asked the board members to introduce themselves.

CITIZEN COMMENTS
One citizen addressed the board: Ashton Smith.

MEETING MINUTES
Motion: Ben Robertson motioned to approve the February 20, 2024 Board of Director Meeting Minutes as submitted. Chris Nettles seconded. The motion passed unanimously.

INFORMATION ITEMS & REPORTS
1. Commuter Rail – Reed Lanham provided the Board with a brief update on rail operations for February. We saw an increase in year-over-year ridership on TEXRail due in part to milder weather and had an OTP of 99% which continues to demonstrate our reliability. TEXRail had over 52,000 riders for the month which is the first time we have broken 50,000 in February since beginning operations. Currently, we are at 64,195 riders year-to-date ahead of where we were last year in February. As noted we have exciting news that we received $65M from NCTCOG to go towards the purchase of Stadler vehicles to expand the fleet which will further improve reliability and allow for expansion of service to the Medical District. TRE continues to
improve and had another strong month. Their OTP also continues to impress month after month. TRE had 82,366 passengers with an OTP of 98.63%. Ridership is up year over year on TRE as well.

2. Marketing & Communications – Melissa Chrisman provided information on the Route 15 Rebrand Update. As you know Route 15 runs from downtown to our North Side Station which provides bus connections to the Stockyards, the number one visitor destination in Fort Worth. The idea was to provide a metro network of color coded, interactive and enhanced services that make it easier for new and existing customers to travel. We have been working with a designer and community partners to rebrand the services. Currently, we are meeting with several stakeholders to obtain feedback and will bring another update to the board after we compile the responses. Robertson suggested reaching out and working with our local Fort Worth arts groups on multiple levels. Andreski noted that this is a very extensive public engagement campaign that will not only raise awareness about Trinity Metro but we will continue to gain feedback and have conversations about the future of this agency and what we have to offer. Glenn Miller gave an update on our plans to engage the community through our Spring Festival Partnerships. We are continuing our long-term transit forward partnership with the Near Southside Arts. Our Fort Worth Bike Sharing team will be at the Open Streets Festival event to share non-motorized rolling fun and provide information on bike safety. We will also be sharing information about all our other services. Main Streets Arts Festival is coming up where we will be the transportation and information booths sponsor. We will be distributing tote bags that detail our services and Molly the Trolley will be the event circulator providing rides from one end of the festival event to the other. We are working with DFWI who is providing extensive media promotions of our services in advance of the event to promote and entice passengers to use TEXRail and promote our special Sunday service on TRE. We are also continuing to partner with Grapevine on their multitude of extensive festivals, and social and digital media where we will be the official commuter rail provider.

3. Strategy, Planning & Development – Chad Edwards provided general background and task information for the new board members, gave an update and asked if there were any questions. He thanked Kelly Porter from the TPW at the city for attending. Then he moved on to give an update on the Alliance Express Project which is a high-frequency guaranteed transit between southeast Fort Worth, Downtown and the Alliance Area. Riders on either end will be connected to first-mile/last-mile services via ZIPZONE at the mobility hubs. The Bus Stop Improvement Program continues to move forward. It is a 3 year project to install new shelters, benches, trash receptacles, signage, solar lighting and real-time digital displays for over 1700 stops. We are excited that we were able to partner with the City of Fort Worth to construct the new bench and shelter pads that are needed for the installation. We have installed 103 shelters in our first year. Edwards shared our 2024 Upcoming and Proposed Service Changes and public meetings being held regarding the same. The planning department continually evaluates and re-evaluates all route proposals and changes. So we enlisted with Nelson Nygaard, a sub on our GPC contract to review the system and they made some suggested changes to increase or decrease ridership and improve OTP. He mentioned the Dash and its lack of performance and reallocating the Dash vehicles to the downtown service replacing the Molly. Next Edwards discussed Fare Change and Collection Proposal. The goal is simplification to one simple fare while continuing to grow ridership. Go to a simple ride fare, base fare single ride $2, day pass/cap $4, 7 day pass/cap $18 and no longer offer 31 day or annual passes or a transfer fee for all services. Reduced fare will be one half of the costs noted. The key benefits of the change include a cost savings for all users, options to pay with Apple, Google and Samsung Pay, low-income riders receive more trips for less cost and the system is much easier to explain. Staff believes the fare and other system changes will increase ridership and make the system more user friendly.

4. Finance – Eva Williams provided a financial update on the January 2024 numbers.
ACTION ITEMS
1. BA2024-16 Final Design Services for NT Moves BUILD Grant – Trinity Railway Express Double Tracking

Motion: Ben Robertson motioned to approve the above board action items as submitted. Paul Slechta seconded. Motion passed. Note: Rachel Navejar Phillips recused herself from this vote.

PRESIDENT’S REPORT
President and CEO Richard Andreski again noted the celebration of National Transit Employee Appreciation Day. The Executive Leadership Team and many of our support staff started at 4:00 am by preparing, cooking and providing breakfast to our great transit employees to show appreciation for their dedication, hard work and service to our communities. A few weeks ago we had a delegation of Commuter Rail Coalition members in town. They all commented on the positive interaction they had with our front line team which further demonstrates their commitment to excellent service. He stated that while visiting Germany with family the week prior, they took multiple modes of easy to maneuver transit. Berlin had 1.4 billion riders, 378 rides per capita of a 3.5 million population compared to Fort Worth at 6 riders per capita of 1 million population. Berlin’s transit runs every 60 seconds during peak service and off-peak and nights run every 5-10 minutes. Amazing stats. While out of the office, Detra Whitmore and Wayne Gensler continued to meet with several organizations to provide background information on our plans for Alliance Express which was presented by Chad Edwards earlier. The meetings with the Fort Worth Metropolitan Black Chamber of Commerce and Southeast Fort Worth Inc. were positive and both organizations were extremely supportive. Future round table discussions with additional community leaders including Workforce Solutions and neighborhood associations will be scheduled soon.

VICE CHAIR’S REPORT
Vice Chairman Rodriguez opened by welcoming Isaac Manning and Rachel Navejar Phillips to the board. He too thanked the staff and recognized the National Transit Employee Appreciation Day. Rodriguez visited with one of his former mentees who is now an operator and he assured him that by next year he would continue to rise in the ranks and expects to be wearing a supervisor’s vest. Lastly, he thanked the Executive Leadership Team for all they do in recognizing the employees, the relationships built with the staff and how it all starts at the top.

OTHER BUSINESS
No other business was discussed.

ADJOURN
Meeting adjourned at 4:17pm.
BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE
On Time Performance for TEXRail & TRE

MEETING DATE
April 15, 2024

BACKGROUND
Reed Lanham, VP of Rail will review March 2024 On Time Performance for TEXRail & TRE.

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

STAFF DISPOSITION

EXECUTIVE LEAD*
Reed Lanham

DATE
04/05/24
March 2024 On Time Performance for TEXRail & TRE

Reed Lanham – VP of Rail
April 15, 2024
BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE
KPI Operational Update

MEETING DATE
April 15, 2024

BACKGROUND
This is an opportunity to provide the new members of the board of directors with a review of key performance indicators that staff reviews on a day-to-day and month-to-month basis.

STAFF DISPOSITION

EXECUTIVE LEAD*
Wayne Gensler

DATE
04/01/24
Fixed Route Bus

On-Time Performance

FY2023 FY2024

Goal Above - 91%
Fixed Route Bus

Miles Between Road Calls

<table>
<thead>
<tr>
<th></th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
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Goal Above 12,000
### Fixed Route Bus

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<td>Dec</td>
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<td>Apr</td>
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<tr>
<td>Sep</td>
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### Safety Event per 100K Miles

- **FY23**
- **FY24**

- **No Collisions**
- **Goal Below 0.60**
ACCESS InHouse

Preventable Collisions per 100K Miles

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<tr>
<th></th>
<th>Oct</th>
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TRINITY METRO

Goal Below 1.40
ACCESS InHouse

Safety Event per 100K Miles

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No Collisions

TRINITY METRO

Goal Below 0.50
ACCESS InHouse

Non-Preventable Collisions per 100K Miles

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No Collisions
ACCESS Contract

Preventable Collisions per 100K Miles

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No Collisions

Goal Below 0.40
System-wide Monthly Ridership
Other Services Monthly Ridership

Number and Types of Days for February
- FY2021
- FY2022
- FY2023
- FY2024

Fiscal Year Ridership to Date
- FY2021: 14,567
- FY2022: 21,493
- FY2023: 23,069
- FY2024: 28,857

Includes: TCTS, NETS, and Grapevine Shuttle

TRINITY METRO
Division of Ridership

All Services - February 2024

Rides

- Fixed Route Bus: 60.44%
- Rail: 23.96%
- Other Mobility Services: 11.22%
- Paratransit: 4.38%

All Services Detail

- Divisions
  - Fixed Route Bus In House
  - TRE
  - TEXRail
  - VANPOOL
  - ZIPZONE
  - ACCESS Contract
  - ACCESS In House
  - Fixed Route Bus Contract
  - Catholic Charities
  - BIKE SHARING
  - Grapevine Shuttle

Some ridership numbers from most recent month are estimates and will be updated when available.

TRINITY METRO
BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE
Strategic Engagement/Communications Update

MEETING DATE
April 15, 2024

BACKGROUND
In November 2023, the Trinity Metro Board of Directors approved BA2024-04 for Transit Initiative Communications and Public Relations resulting in a contract with Public Information Associates (PIA) and Dickie+Associates (D+A). Work began in January 2024.

Melissa Chrisman, Vice President of Marketing and Communications will provide an update on project progress from January, February, and March 2024.

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
03/29/24
Program Background

- Trinity Metro issued an RFP in 2023 to solicit proposals from Communications, Marketing and Public Relations firms to assist with brand identity, messaging, communications and public engagement.
- The Public Information Associates (PIA) and Dickie+Associates (D+A) team was selected in December 2023 and initiated services in January 2024.
- A comprehensive communications and community engagement plan and program was launched in February 2024.
Program Overview: Purpose

The purpose of the Transit Communications Initiative program is to **build support** for the Trinity Metro transportation agency.

By ensuring that the Fort Worth and Tarrant County communities **recognize** and **embrace the value** of the agency and services it offers, the agency will be **better positioned to seek investment** for further growth.

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LONG-TERM INPUT PRIORITIES

- Creating brand development and awareness
- Understanding residents’ and customers’ wants and desires of the transit system
- Obtaining funding support for transit
Program Overview: Goals to Achieve Purpose

- **Build awareness** of the brand, value and services
- **Build loyalty** through assurance of the agency’s commitment to recognize and address the needs and desires of the community
- **Build advocacy** with ambassadors and influencers who are committed to the welfare of the community and supporters of public transportation growth and funding to achieve the growth
# Program Development: Tasks + Strategic Approach

<table>
<thead>
<tr>
<th>Task 1</th>
<th>Project Management</th>
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</thead>
<tbody>
<tr>
<td>○ Bi-weekly strategic meetings conducted with the executive, marketing, community relations and planning teams</td>
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<table>
<thead>
<tr>
<th>Task 2</th>
<th>Evaluation and Analysis</th>
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<tbody>
<tr>
<td>○ Analysis of Strategic Transportation Plan polling data and focus groups</td>
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<td>○ Conducting interviews with Trinity Metro staff and front liners</td>
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<thead>
<tr>
<th>Task 3</th>
<th>Brand Development and Awareness</th>
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<tr>
<td>○ <strong>ENGAGE: Learn + Share</strong> message development to support the Trinity Metro brand identity, promise and value</td>
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<table>
<thead>
<tr>
<th>Task 4</th>
<th>Community Engagement and Relations</th>
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<tbody>
<tr>
<td>○ Development of virtual and in-person engagement initiatives and community meetings</td>
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<tr>
<td>○ Development of comprehensive database for community relations and outreach</td>
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<tr>
<td>○ Development of website portal for community and stakeholder engagement and input</td>
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<thead>
<tr>
<th>Task 5</th>
<th>Strategic Communications Planning</th>
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<tr>
<td>○ Development of strategies that</td>
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<tr>
<td>○ <strong>Build awareness</strong>: awareness of the brand voice, promise and value of the agency, the value to the community and awareness of the services</td>
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<tr>
<td>○ <strong>Build loyalty</strong>: assurance of the brand voice, promise and value of the agency and commitment to recognize and address the needs and desires of the community</td>
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<tr>
<td>○ <strong>Build advocacy</strong>: ambassadors and influencers of the agency’s voice, promise and value, commitment to the community and supporters of public transportation growth and funding to achieve the growth</td>
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</table>
Strategic Communications + Public Engagement Planning
# Customer + Stakeholder Engagement: Canvassing, Digital, In-Person

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<th>Month (2024)</th>
<th>Engagement Planning</th>
<th>Engagement Outreach</th>
<th>Engagement Meetings</th>
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<tr>
<td>March</td>
<td>Initial Planning</td>
<td>Stakeholder + Community Outreach</td>
<td>Service Updates Public Meetings</td>
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<td>Community Meetings</td>
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<tr>
<td>December</td>
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<td>Stakeholder + Community Outreach</td>
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**Educate** ➔ **Engage** ➔ **Inform**

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**Prepared by Public Information Associates and Dickie+Associates**
## Customer + Stakeholder Engagement: Canvassing, Digital, In-Person

<table>
<thead>
<tr>
<th>Comprehensive Database for Community Relations and Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Region</strong></td>
</tr>
<tr>
<td>Fort Worth, Tarrant County, North Texas</td>
</tr>
<tr>
<td>Neighborhoods affected by proposed September 2024 service changes</td>
</tr>
<tr>
<td>Fort Worth, Tarrant County</td>
</tr>
</tbody>
</table>
Customer + Stakeholder Engagement: Ridetrinitymetro-engage.org

Launched Mar 25, 2024

Learn + Share Information
- Public meetings
- Community meetings
- Share comments, ideas, concerns
- Tell us what you need
- Transit ambassadors profiles
- Customer stories
Transit Communications Initiative

Customer + Stakeholder Engagement: Ridetrinitymetro-engage.org

Launched Mar 25, 2024

The Information Tools

- Meeting schedules
- Service schedules
- Presentations
- Let’s Talk conversation forum
- Quick Polls
- Share Your Story survey
- Share Your Experience
- Customer stories (in development)
- Video stories (in development)

Public Meetings

- LEARN about proposed bus route and fare changes. SHARE your questions and concerns.
  - Thursday March 28, 2024 6:00 pm to 7:30 pm
    LEARN about proposed changes to Route 45
    Courtyard by Marriott Fort Worth Historic Stockyards
    2637 W. Main St., Fort Worth, 76104
  - Wednesday, April 03, 2024 6:00 pm to 7:30 pm
    LEARN about proposed changes to Route 28
    Willard McDonald YWCA
    2730 North 35th, Fort Worth, 76105
  - Thursday April 04, 2024 12:00 pm to 1:30 pm
    LEARN about proposed changes to Routes 5, 23 and 66
    Fort Worth Central Station
    1051 Jones St., Fort Worth, 76102

2024-2025 Timeline

- New Service: Launching October 2024-2025
  - Fort Worth TAF Station
  - New signage, waitlists and stop improvements
  - Trinity Line Station
  - Updated waiting area and shelter seating
  - Movement ZONE services
  - New service
  - Trinity Metro On-Demand
  - Launch of streamlining and paratransit service
  - Bus Routes, On-Demand changes and fares
  - Service caddies:
    - Downtown Route
    - Downtown bus services to replace Rally for the Trinity
  - Trinity Metro RIDE
  - Launch, replacing first-day ride sharing
  - Auto Express Bus Route
  - New service: Fast, frequent, and reliable service to意見 on the service or its fee

Proposed Service Changes

Tell Your Story

Tell us how you use transit services

- How often do you use Trinity Metro services? Required
- How often have you used any form of public transit in the last year? Required

Meet Your Transit Ambassadors

Share Your Experience

Share a unique experience about a transit ambassador

Prepared by Public Information Associates and Dickie+Associates
BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE
Marketing and Communications Report - Paid Media in March

MEETING DATE
April 15, 2024

BACKGROUND
Melissa Chrisman, Vice President of Marketing and Communications will review paid media/advertising efforts from the month of March 2024.

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
03/31/24
March 2024 Advertising

Glenn C. Miller, Director of Marketing
GENERAL RIDERSHIP

40th Anniversary Savings Continue

New March anniversary incentive for 40% off a local 31-day pass to drive ridership and GoPass downloads/usage

March 1-31

• Paid social media
• Digital (streaming/pre-roll video)

All assets translated into Spanish for placement on Telemundo Connected TV and digital display ads
GENERAL RIDERSHIP

Fort Worth Weekly

- Print Ad

TIME-SAVING MULTITASKERS

love

TRINITY METRO

It’s tough to text, read, work and nap when you’re driving a car. But on Trinity Metro, it’s easy! Just step aboard a bus, train or rideshare van to start getting stuff done – while you get around town. Plan a more productive trip now at RIDE TRINITY METRO.org.

TEXRail I ZIPZONE I TRE Bus

TRINITY METRO

TRINITY METRO®
TEXRAIL
LONG-TERM PARKING

Spring Break air travel
March 1-31

• Airport terminal ads
  Say So Long to Surge Pricing
  Delete Your Rideshare Apps
  $2.50 A Ride

• CultureMap Promo Email
  (March 6)
  • Park and Save with Trinity Metro TEXRail

• Paid social media
  Start Spring Break the super simple way, with traffic-free rides to DFW Airport, and $5/day parking at most TEXRail stations!
TEXRAIL RIDERSHIP

General awareness
March 1-31

- CultureMap Fort Worth
  - Daily Digest emails
  - Website
SOUTHSIDE ZIPZONE

Spring Break Ridership to Fort Worth Zoo and Fort Worth Botanic Garden

- Paid social media March 6-15
- Linked to custom landing page (https://ridetrinitymetro.org/ziptozoo/) featuring direct link to GoPass mobile app for purchasing tickets

Message:
Get in touch with nature without touching a steering wheel! Ride ZIPZONE round-trip to the Fort Worth Zoo or Botanic Garden for just $5. Zip into Spring Break with easy, affordable rides.
ZIPZONE

General awareness
March 1-31

- Fort Worth Weekly
  - Print
  - Website
  - Homepage feature
  - E-newsletter ads (Tuesdays)
SOUTH TARRANT ZIPZONE

Forest Hill Expansion
- Paid social media

Message:
More ZIPZONE to love! The Southeast ZIPZONE is now expanded to Forest Hill so you can request a ride to even more places.

City provides reimbursement
GOPASS

Ongoing promotion of mobile ticketing app to generate downloads and usage

*Free Hand? Anytime, Anywhere*

*Plan, Buy, Track and Reload campaign*

March 1-31
Rotation of four creative executions
- Paid social media
- Digital (streaming/pre-roll video)

Translated into Spanish for use on Telemundo
TCC

Ridership growth
March
The Collegian
• Print
• Website/Pop-ups

Planning for Spring Break? Pack your TCC student ID for a FREE ride to the airport with Trinity Metro! Students ride free in Tarrant County on all Trinity Metro buses, ZIPZONE, TEXRail, plus TRE to CentrePort Station.

Learn more at RIDETRINITYMETRO.org/TCC

TRINITY METRO®
Questions?
BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE
Community Engagement Report

MEETING DATE
April 15, 2024

BACKGROUND
Detra Whitmore, Vice President of Community Engagement will review the call center and customer feedback statistics.

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
04/04/24
Community Engagement
April 2024

Detra Whitmore, PMP
Vice President of Community Engagement/
Diversity, Equity Inclusion Officer
Customer Call Average Wait Time (Minutes)

Goal 1.5

- Actual
- Target
- Needs Improvement
- Exceeds Expectations

- April 2023
- May 2023
- June 2023
- July 2023
- August 2023
- September 2023
- October 2023
- November 2023
- December 2023
- January 2024
- February 2024
- March 2024
Valid Complaints by Mode

Valid Complaints per 1k Boardings

ACCESS

Valid Complaints per 100k Boardings

Fixed Route
Type of Complaints / Issues
- Missed Trip
- Late
- Passed-by

ACCESS
Type of Complaints / Issues
- Passenger Safety
- Operator Late
- Ride-around
BOARD OF DIRECTORS
INFORMATION ITEM

ITEM TITLE
Community Engagement Report - Transit Envoy Program

MEETING DATE
April 15, 2024

BACKGROUND
La'Nora Kimbrough, Community Engagement Program Manager will report on the Transit Envoy program and upcoming events in the community.

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
04/04/24
Community Engagement
Transit Envoys

La’Nora Kimbrough
Community Engagement Program Manager
Working Together in Our Community

Engaging by the numbers 2nd Quarter 2024

- 28,612 Customer Contacts
- 34 Special Events/Career Day
- 39 Ride Along
- 14 Travel Trainings
Working Together in Our Community

Trinity Metro Envoy Team continues to engage within our community making that vital connection so everyone feel empowered to ride transit.

Join Trinity Metro for an informational class to learn more about:

- How to navigate the bus & train systems
- The rules to follow while riding the bus or train

When: 4th Friday of Each Month
9:00am

Where: True Worth Place
Upstairs, Classroom 1
BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE
General Planning Consultant (GPC) Update

MEETING DATE
April 15, 2024

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
04/02/24

*Staff lead for this item
<table>
<thead>
<tr>
<th>Task Order</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Program Management</td>
<td>This task covers meetings, invoices, and scope development.</td>
<td>• Continued oversight</td>
</tr>
<tr>
<td>2.6 – Alliance Express Mobility Hub Layouts</td>
<td>Provide a typical layout for potential Mobility Hub locations</td>
<td>• Updated concept plans prepared for north Mobility Hub • Waiting on location for southern concept</td>
</tr>
<tr>
<td>3 – 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>• Reviewing presentation for TVP</td>
</tr>
<tr>
<td>6 – Streetcar Feasibility Study</td>
<td>Review, update, and identify corridor for potential Streetcar</td>
<td>• On hold</td>
</tr>
<tr>
<td>7 – Graphics Support</td>
<td>Support to staff for graphics, maps, and presentations</td>
<td>• Update to Reference Book • Update 3D visualization of bus stop</td>
</tr>
<tr>
<td>8 – Grant Writing Support</td>
<td>Support of grant writing and applications</td>
<td>• Preparing application information for FTA Bus and Bus Facilities Grant</td>
</tr>
<tr>
<td>9 – TEXRail Before &amp; After Study Ridership Review</td>
<td>Provide review and assumptions as to ridership forecasting vs actual differences</td>
<td>• Shared final report with FTA, waiting on response</td>
</tr>
<tr>
<td>10 – Fare Collection Review</td>
<td>Review fare structure and collection systems</td>
<td>• Conducting a fiscal impact analysis on proposed fare changes</td>
</tr>
<tr>
<td>12 – TEXRail Historic Bridge Resource Investigations</td>
<td>Conduct investigations for historical resources for two bridges along TEXRail Extension</td>
<td>• Continued efforts on interpretive signs for bridges</td>
</tr>
<tr>
<td>14 – Assessing Community Interest in Transit</td>
<td>Engaging the public through surveys/polling to better determine the level of knowledge the community has of Trinity Metro and public transit</td>
<td>• Summary report has been prepared • Continuing interviews with young people, operators, and business/community leaders</td>
</tr>
<tr>
<td>15 – 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>16 – Staff Augmentation: Project Manager</td>
<td>A project manager is needed to assist in the development of the Bus Stop Improvement Program and the High-Intensity Bus Corridor Project</td>
<td>• This task is used on a limited basis</td>
</tr>
<tr>
<td>17 – Bus Shelter Replacement Program Pad Inspections</td>
<td>Once the pads have been installed, an inspection is needed to verify completion</td>
<td>• Final site inspection report has been submitted</td>
</tr>
</tbody>
</table>
BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE
February 2024 Financials

MEETING DATE
April 15, 2024

BACKGROUND
The February 2024 financial report is attached for review.

STAFF DISPOSITION

EXECUTIVE LEAD*
Greg Jordan

DATE
04/01/24
## Fort Worth Transportation Authority

### Statement of Revenues and Expenses

#### Fiscal Year to Date February 29, 2024

(UNAUDITED)

### Fiscal Year 2024

<table>
<thead>
<tr>
<th>Category</th>
<th>YTD FY23 Actual</th>
<th>YTD FY24 Budget</th>
<th>Projection</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fares</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Multi Modal Fares</td>
<td>2,304,768</td>
<td>2,057,157</td>
<td>7,299,185</td>
<td>6,899,185</td>
</tr>
<tr>
<td>ACCESS Fares</td>
<td>402,708</td>
<td>434,687</td>
<td>947,487</td>
<td>1,068,276</td>
</tr>
<tr>
<td>Easy Ride &amp; Corporate</td>
<td>332,172</td>
<td>223,929</td>
<td>743,628</td>
<td>537,428</td>
</tr>
<tr>
<td><strong>Total Fare Revenue</strong></td>
<td>3,039,648</td>
<td>2,715,773</td>
<td>8,990,300</td>
<td>8,504,889</td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax</td>
<td>45,663,175</td>
<td>47,678,379</td>
<td>119,199,162</td>
<td>118,252,583</td>
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<tr>
<td>Grapevine/NRH Contribution</td>
<td>5,506,432</td>
<td>5,764,199</td>
<td>13,100,451</td>
<td>13,698,335</td>
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<tr>
<td>Contributions from Partners</td>
<td>684,884</td>
<td>631,677</td>
<td>1,843,526</td>
<td>1,752,020</td>
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<td>Fort Worth Bike Share</td>
<td>151,103</td>
<td>97,496</td>
<td>392,168</td>
<td>272,673</td>
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<tr>
<td>Advertising</td>
<td>229,167</td>
<td>189,583</td>
<td>564,998</td>
<td>568,298</td>
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<tr>
<td>Rental Income</td>
<td>234,785</td>
<td>198,184</td>
<td>628,084</td>
<td>557,954</td>
</tr>
<tr>
<td>Other</td>
<td>620,994</td>
<td>433,466</td>
<td>2,277,519</td>
<td>1,820,084</td>
</tr>
<tr>
<td><strong>Total Other Revenue:</strong></td>
<td>53,090,540</td>
<td>54,992,984</td>
<td>138,005,908</td>
<td>136,921,947</td>
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<tr>
<td><strong>Federal/State/Local Income:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Assistance Grants</td>
<td>33,880,386</td>
<td>3,890,621</td>
<td>1,624,605</td>
<td>1,624,605</td>
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<tr>
<td>Preventative Maintenance Reimb.</td>
<td>-</td>
<td>-</td>
<td>89,473,537</td>
<td>89,473,537</td>
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<tr>
<td>Paratransit Assistance</td>
<td>-</td>
<td>-</td>
<td>10,805,899</td>
<td>10,805,899</td>
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<tr>
<td><strong>Total Operating Grants</strong></td>
<td>33,880,386</td>
<td>3,890,621</td>
<td>101,904,041</td>
<td>104,170,057</td>
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<tr>
<td><strong>Capital Revenue (Federal 5307):</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total Capital Income</td>
<td>758,728</td>
<td>7,278,499</td>
<td>71,550,751</td>
<td>71,550,751</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>90,769,302</td>
<td>68,877,877</td>
<td>320,451,000</td>
<td>321,147,644</td>
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</table>

### Fiscal Year 2023

<table>
<thead>
<tr>
<th>Category</th>
<th>YTD FY23 Actual</th>
<th>YTD FY24 Budget</th>
<th>Projection</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fixed Route Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>12,320,697</td>
<td>14,742,577</td>
<td>30,224,548</td>
<td>33,152,599</td>
</tr>
<tr>
<td>Services</td>
<td>310,668</td>
<td>330,206</td>
<td>635,867</td>
<td>671,682</td>
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<tr>
<td>Purchased Transportation</td>
<td>2,121,005</td>
<td>2,243,389</td>
<td>7,716,882</td>
<td>5,878,277</td>
</tr>
<tr>
<td>Fuels &amp; Lubricants</td>
<td>622,734</td>
<td>346,450</td>
<td>1,137,876</td>
<td>861,367</td>
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<td>Tires &amp; Tubes, Materials and Supplies</td>
<td>1,029,116</td>
<td>832,179</td>
<td>3,867,039</td>
<td>3,137,311</td>
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<tr>
<td>Utilities</td>
<td>62,596</td>
<td>51,185</td>
<td>52,428</td>
<td>80,000</td>
</tr>
<tr>
<td>Other</td>
<td>7,580</td>
<td>5,820</td>
<td>80,980</td>
<td>25,066</td>
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<tr>
<td><strong>Total Fixed Route Operations</strong></td>
<td>16,474,396</td>
<td>18,551,806</td>
<td>43,715,620</td>
<td>43,806,302</td>
</tr>
<tr>
<td><strong>ACCESS Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>2,450,208</td>
<td>2,329,565</td>
<td>5,176,285</td>
<td>5,676,476</td>
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<tr>
<td>Services</td>
<td>1,709,500</td>
<td>2,703,064</td>
<td>5,851,194</td>
<td>5,808,220</td>
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<tr>
<td>Fuels &amp; Lubricants</td>
<td>207,637</td>
<td>114,717</td>
<td>313,677</td>
<td>292,977</td>
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<tr>
<td>Tires &amp; Tubes, Materials and Supplies</td>
<td>152,913</td>
<td>344,034</td>
<td>401,747</td>
<td>392,421</td>
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<td>Utilities</td>
<td>14,290</td>
<td>15,720</td>
<td>49,476</td>
<td>42,322</td>
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<td>Other</td>
<td>5,606</td>
<td>1,270</td>
<td>5,400</td>
<td>6,600</td>
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<td><strong>Total ACCESS Operations</strong></td>
<td>4,540,154</td>
<td>5,088,370</td>
<td>11,797,779</td>
<td>12,219,016</td>
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<td><strong>TRE Operations</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>32,632</td>
<td>63,311</td>
<td>304,378</td>
<td>220,163</td>
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<td>Services</td>
<td>6,382,361</td>
<td>7,230,618</td>
<td>16,999,475</td>
<td>16,983,845</td>
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<tr>
<td><strong>Total TRE Operations</strong></td>
<td>6,415,098</td>
<td>7,294,581</td>
<td>17,303,853</td>
<td>17,206,614</td>
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<tr>
<td><strong>TEXRail Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>188,020</td>
<td>172,909</td>
<td>599,170</td>
<td>431,204</td>
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<tr>
<td>Services</td>
<td>7,994,607</td>
<td>9,515,411</td>
<td>25,546,749</td>
<td>24,257,455</td>
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<tr>
<td>Fuels &amp; Lubricants</td>
<td>47</td>
<td>145</td>
<td>-</td>
<td>731</td>
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<tr>
<td>Tires &amp; Tubes, Materials and Supplies</td>
<td>312,741</td>
<td>69,701</td>
<td>8,300</td>
<td>300,321</td>
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<td>Utilities</td>
<td>674</td>
<td>432</td>
<td>1,252</td>
<td>3,068</td>
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<td>Insurance</td>
<td>2,186,396</td>
<td>1,782,455</td>
<td>5,277,264</td>
<td>5,277,264</td>
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<td>Other</td>
<td>1,450</td>
<td>72,943</td>
<td>19,500</td>
<td>92,000</td>
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<tr>
<td><strong>Total TEXRail Operations</strong></td>
<td>10,685,935</td>
<td>11,614,132</td>
<td>31,455,303</td>
<td>30,360,227</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>YTD FY23 Actual</td>
<td>YTD FY24 Budget</td>
<td>Projection</td>
<td>Variance</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>Bike Share Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringe Benefits</td>
<td>173,581</td>
<td>453,543</td>
<td>204,994</td>
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<td>Services</td>
<td>23,338</td>
<td>95,662</td>
<td>92,306</td>
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<tr>
<td>Fuels &amp; Lubricants</td>
<td>4,108</td>
<td>11,723</td>
<td>3,720</td>
<td>15,600</td>
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<td>Tires &amp; Tubes, Materials and Supplies</td>
<td>41,850</td>
<td>106,704</td>
<td>26,593</td>
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<tr>
<td>Utilities</td>
<td>851</td>
<td>3,547</td>
<td>1,282</td>
<td>6,000</td>
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<tr>
<td>Leases</td>
<td>14,907</td>
<td>37,107</td>
<td>16,510</td>
<td>38,400</td>
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<tr>
<td>Other</td>
<td>2,532</td>
<td>14,095</td>
<td>3,001</td>
<td>1,440</td>
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<tr>
<td>Total Bike Share Operations</td>
<td>261,167</td>
<td>722,381</td>
<td>348,406</td>
<td>813,975</td>
</tr>
<tr>
<td>General &amp; Administrative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries, Wages &amp; Fringe Benefits</td>
<td>6,201,835</td>
<td>15,688,768</td>
<td>7,778,073</td>
<td>18,188,233</td>
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<tr>
<td>Other Professional Services</td>
<td>3,399,416</td>
<td>7,733,743</td>
<td>2,830,032</td>
<td>15,411,815</td>
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<td>Vehicle &amp; Facilities Maintenance</td>
<td>938,966</td>
<td>2,870,521</td>
<td>923,479</td>
<td>2,707,174</td>
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<td>Software/Systems Maintenance</td>
<td>1,355,680</td>
<td>3,265,907</td>
<td>1,241,567</td>
<td>5,559,487</td>
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<td>Legal Services</td>
<td>139,802</td>
<td>473,030</td>
<td>205,716</td>
<td>820,656</td>
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<td>Office Supplies &amp; Equipment</td>
<td>334,703</td>
<td>635,979</td>
<td>499,027</td>
<td>396,982</td>
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<td>Utilities</td>
<td>473,467</td>
<td>1,455,169</td>
<td>658,273</td>
<td>2,005,403</td>
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<td>Training/Dues/Memberships</td>
<td>263,916</td>
<td>650,712</td>
<td>191,703</td>
<td>743,945</td>
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<tr>
<td>Security Services</td>
<td>471,219</td>
<td>2,732,182</td>
<td>929,527</td>
<td>2,972,643</td>
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<tr>
<td>Other</td>
<td>25,821</td>
<td>104,765</td>
<td>86,331</td>
<td>427,463</td>
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<tr>
<td>Other General &amp; Administrative</td>
<td>104,504</td>
<td>979,461</td>
<td>209,161</td>
<td>379,342</td>
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<td>Total General &amp; Administrative</td>
<td>13,709,328</td>
<td>36,969,182</td>
<td>15,552,889</td>
<td>49,613,143</td>
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<td>Total Operating Expenses:</td>
<td>52,086,078</td>
<td>135,558,403</td>
<td>58,870,184</td>
<td>154,705,000</td>
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<td>Operating Income / (Deficit)</td>
<td>38,683,224</td>
<td>63,412,795</td>
<td>10,007,693</td>
<td>165,746,000</td>
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</table>
TRINITY METRO BOARD OF DIRECTORS
RESOLUTION

APPLICATION FOR PARTICIPATION IN LOGIC
(R2024-04)

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

WHEREAS, it is in the best interests of this governmental unit ("Applicant") to invest its funds jointly with other Texas eligible investing entities in the Local Government Investment Cooperative (LOGIC) Trust in order better to preserve and safeguard the principal and liquidity of such funds and to earn an acceptable yield;

WHEREAS, Trinity Metro is authorized to invest its public funds and funds under its control in LOGIC and to enter into the Participation Agreement and Trust Instrument authorized herein; and

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

Section 1. The form of application for participation in LOGIC attached to this resolution is approved. The officers of Applicant specified in the application are authorized to execute and submit the application, to open accounts, to deposit and withdraw funds, to agree to the terms for use of the website for online transactions, to designate other authorized representatives, and to take all other action required or permitted by Applicant under the Agreement created by the application, all in the name and on behalf of Applicant.

Section 2. This resolution will continue in full force and effect until amended or revoked by Applicant and written notice of the amendment or revocation is delivered to the LOGIC Board of Trustees.

Section 3. Terms used in this resolution have the meanings given to them by the application.

Adopted this 15th day of April, 2024.

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

Jeff Davis
Chair

Richard Andreski
President & CEO

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL
APPLICATION FOR PARTICIPATION IN LOGIC

The undersigned local government (Applicant) applies and agrees to become a Participant in the Local Government Investment Cooperative (LOGIC) Trust.

1. Authorization. The governing body of Applicant has duly authorized this application by adopting the following resolution at a meeting of such governing body duly called, noticed, and held in accordance with the Texas Open Meeting Law, chapter 551, Texas Government Code, on ______________, 20__: 

WHEREAS, it is in the best interests of this governmental unit ("Applicant") to invest its funds jointly with other Texas eligible investing entities in the Local Government Investment Cooperative (LOGIC) Trust in order better to preserve and safeguard the principal and liquidity of such funds and to earn an acceptable yield; and

WHEREAS, Applicant is authorized to invest its public funds and funds under its control in LOGIC and to enter into the Participation Agreement and Trust Instrument authorized herein;

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The form of application for participation in LOGIC attached to this resolution is approved. The officers of Applicant specified in the application are authorized to execute and submit the application, to open accounts, to deposit and withdraw funds, to agree to the terms for use of the website for online transactions, to designate other authorized representatives, and to take all other action required or permitted by Applicant under the Agreement created by the application, all in the name and on behalf of Applicant.

SECTION 2. This resolution will continue in full force and effect until amended or revoked by Applicant and written notice of the amendment or revocation is delivered to the LOGIC Board of Trustees.

SECTION 3. Terms used in this resolution have the meanings given to them by the application.

2. Agreement. Applicant agrees with other LOGIC Participants and the LOGIC Board of Trustees to the terms and conditions in the Participation Agreement and Trust Instrument, effective on this date, which are incorporated herein by reference. Applicant makes the representations, designations, delegations, and representations described in the Participation Agreement and Trust Instrument.

3. Taxpayer Identification Number. Applicant’s taxpayer identification number is ______________________

4. Contact Information.
Applicant primary mailing address: ______________________________________________________________
Applicant physical address (if different): __________________________________________________________
Applicant main phone number: _________________________________________________________________
Applicant main fax number: ___________________________________________________________________

5. Authorized Representatives. Each of the following Participant officials is designated as Participant’s Authorized Representative authorized to give notices and instructions to the LOGIC Board of Trustees in accordance with the Agreement, the Bylaws, the Investment Policy, and the Operating Procedures:

1. Name: ____________________________________ Title:________________________________________
   Signature: __________________________________ Phone: _________________________________________
   Email: ______________________________________

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2. Name: ____________________________ Title: __________________________
   Signature: ____________________________ Phone: ____________________________
   Email: ____________________________

3. Name: ____________________________ Title: __________________________
   Signature: ____________________________ Phone: ____________________________
   Email: ____________________________

4. Name: ____________________________ Title: __________________________
   Signature: ____________________________ Phone: ____________________________
   Email: ____________________________

{REQUIRED} PRIMARY CONTACT: List the name of the Authorized Representative listed above that will be designated as the Primary Contact and will receive all LOGIC correspondence including transaction confirmations and monthly statements.

Name: ____________________________

{OPTIONAL} INQUIRY ONLY CONTACT: In addition, the following additional Participant representative (not listed above) is designated as an Inquiry Only Representative authorized to obtain account information:

Name: ____________________________ Title: __________________________
   Signature: ____________________________ Phone: ____________________________
   Email: ____________________________

Applicant may designate other authorized representatives by written instrument signed by an existing Applicant Authorized Representative or Applicant's chief executive officer.

DATED ____________________________

________________________________________
(NAME OF ENTITY/APPLICANT)

SIGNED BY:

________________________________________
(Signature of official)

________________________________________
(Printed name and title)

ATTESTED BY:

________________________________________
(Signature of official)

________________________________________
(Printed name and title)
BOARD ACTION ITEM

ITEM NUMBER  MEETING DATE
BA2024-17  April 15, 2024

ITEM TITLE
Enterprise Phone System

BACKGROUND
Trinity Metro currently has a Mitel phone system. The Mitel phone system has reached its end of life, and the vendor is no longer supporting the software or manufacturing hardware for our Mitel phone system. Currently we are purchasing used / refurbished parts to keep our system operational. We are working with SHI International Corporation and will move to a new Cisco enterprise system which will align the phone system with the new Cisco switches currently being installed throughout the company. Trinity Metro will replace only those phones that are required for operations, customer service and other departments that rely on landline phones. All other staff will be equipped with cell phones or rely on the Microsoft TEAMS service, thereby reducing the scope and cost of the new phone system.

PROCUREMENT
In accordance with the Trinity Metro Procurement Policy, the quotation for the phone system and related equipment was secured using an established State of Texas Department of Information Resources (DIR) contract (DIR-TSO-4167). This contract complies with state purchasing requirements for fair and open competition.

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

RECOMMENDATION
The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into a contract with SHI International Corporation for a new Cisco enterprise phone system for a one year contract term in the amount not to exceed amount of $273,000.

STAFF DISPOSITION

EXECUTIVE LEAD*
Bruce Lewis

DATE
03/25/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL
BOARD ACTION ITEM

ITEM NUMBER
BA2024-18

MEETING DATE
April 15, 2024

ITEM TITLE
Bus Stop Real-Time Information Displays

BACKGROUND
On October 25, 2021, the Board of Directors approved BA-2022-05 which authorized contract 21-T032 in the amount of $220,500 with ConnectPoint, Inc. for real-time digital displays to be installed at bus stops and transfer centers. Trinity Metro purchased and installed a mix of 13-inch displays and 32-inch displays for a total of 31 displays. This is fewer than the originally anticipated 41 displays that were part of the original Project scope due to the higher cost of the larger displays.

To date, the Project has installed signs at busy passenger transfer points between routes, and major transfer centers such as La Gran Plaza and Fort Worth Central Station. These digital displays are providing customers with real-time arrival information for the next bus. Customer feedback has been positive. An additional 80 locations with high ridership and passenger transfer activity have been identified for the next phase of the Project.

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

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION
The Disadvantage Business Enterprise (DBE) Goal for this contract is 10%.

FINANCING
Funds are available in Trinity Metro’s FY2024 Capital Budget. The City of Fort Worth has provided funds for the project previously approved in the Interlocal Agreement for Transit Technology and Innovation Infrastructure Improvements (BA2021-25).

RECOMMENDATION
The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to amend contract 21-T032 with ConnectPoint, Inc. to install additional real-time digital display screens at a cost of $700,500 plus 10 percent for contingency for a total amount not to exceed $770,550.

STAFF DISPOSITION

EXECUTIVE LEAD*
Chad Edwards

DATE
04/02/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL
BOARD ACTION ITEM

ITEM NUMBER
BA2024-19

MEETING DATE
April 15, 2024

ITEM TITLE
TEX Rail Letter of Guarantee for Fleet Expansion

BACKGROUND
Trinity Metro provides TEX Rail service between Fort Worth Texas & Pacific Station and Dallas Fort Worth Airport with eight Stadler FLIRT (Fast Light Intercity and Regional Train) rail vehicles. These trains provide service 23 hours each day seven days per week. Due to the number of hours put on these trains daily and the current plans to extend TEXRail to the Fort Worth Medical District, four additional vehicles are required for service.

On February 20, 2024, the Trinity Metro Board of Directors approved BA2024-15, authorizing Trinity Metro's President & Chief Executive Officer to enter into a one-year contract with Stadler for pre-engineering services. The pre-engineering services include assessing current rail vehicle parts, components, equipment, suppliers' past performance, and long lead items considered to be on the critical path of the vehicle manufacturing process.

In order to keep the vehicle manufacturing and delivery timeline, orders of aluminum profiles, truck frame components, and other long lead items needed for the manufacturing of the vehicles, must be placed during the pre-engineering phase of the new TEXRail Vehicle Fleet Expansion Project. Trinity Metro will need to issue a Letter of Guarantee to Stadler to provide reimbursement for materials ordered during this phase of the Project. This Letter of Guarantee will be for an amount up to, but not exceeding, $2,000,000.

The goods and materials costs associated with this recommended Letter of Guarantee will be utilized only in the event that Trinity Metro determines that the TEX Rail Vehicle Fleet Expansion will not move forward.

FINANCING
Funding to support the recommended Letter of Guarantee will be made available in the appropriate fiscal year Capital Budget, should the guarantee be called to action.

RECOMMENDATION
The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to issue a Letter of Guarantee to Stadler US for rail vehicle materials ordered during the pre-engineering phase of the TEXRail Vehicle Fleet Expansion Project in an amount not to exceed $2,000,000.

STAFF DISPOSITION

EXECUTIVE LEAD*
Reed Lanham

DATE
04/03/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL