

BOARD OF DIRECTORS MEETING AGENDA

TUESDAY, FEBRUARY 20, 2024, 3:00 P.M.

801 GROVE STREET Fort Worth, Texas 76102

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

MEETING MINUTES

Approval of January 16, 2024 Board Meeting Minutes

a. FY23 Audited Financials and Audit Report

INFORMATION ITEM & REPORTS

b. December Financials

1.	Regional Transportation Council – February 8, 2024	Jeff Davis
2.	Commuter Rail	Reed Lanham
	a. TRE & TEXRail Ridership & On-Time Performance Update	
3.	Human Resources	
	a. DBE Update	Sonya Harris
4.	Operations	
	a. Microtransit & Paratransit Solutions (RFP-24-T004)	Wayne Gensler
5.	Marketing & Communications	Melissa Chrisman
	a. Quarterly EASYRIDE Update	Nicole Adams
6.	Community Engagement	Detra Whitmore
	a. Customer Call Stats Update	
7.	Strategy, Planning & Development	Chad Edwards
	a. General Planning Consultant Update	
8.	Finance	Greg Jordan

RESOLUTION

1.	R2024-03	Records Management Policy	Detra Whitmore
AC	TION ITEMS		
1.	BA2024-12	Service Provider for ACCESS and ZIPZONE-Tidewater Transit, LLC	Wayne Gensler
2.	BA2024-14	Approval of Contract for Five Locomotives for Trinity Railway	Reed Lanham
3	BA2024-15	Express Fleet TEXRail Vehicle Fleet Expansion Pre-Engineering	Reed Lanham

PRESIDENT'S REPORT

CHAIR'S REPORT

OTHER BUSINESS

EXECUTIVE SESSION

ACTION ITEMS

1. BA2024-13 Land Acquisition

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.

ACTION TAKEN ON ITEMS IN EXECUTIVE SESSION

ADJOURN



BOARD OF DIRECTORS MEETING MINUTES TUESDAY, JANUARY 16, 2024

ATTENDEES:

Board Members Present: – Jeff Davis, Chairman, 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: None.

Executive Leadership Team: Richard Andreski, Christine Black, Chad Edwards, Wayne Gensler, Greq

Jordan, Reed Lanham, Bruce Lewis, Detra Whitmore

Board Attorneys: Albon Head, Joel Heydenburk

CALL TO ORDER

With a quorum of the Board of Directors present Chairman Davis called the Board of Directors meeting to order at 3:02 pm at 801 Grove Street, Fort Worth, Texas 76102.

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

There were no citizen comments.

MEETING MINUTES

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

INFORMATION ITEMS & REPORTS

- Agency Update FY2023 Performance and FY2024 Goals Richard Andreski acknowledged the board and showed the 2023 Year End Video prepared by Marketing. Additionally, he provided the board with the Agency's FY2023 Performance Report and FY2024 Goals.
- 2. Regional Transportation Council (RTC) Jeff Davis provided the report on the December 14, 2023 and January 11, 2024 RTC Meetings. RTC is taking on the study of High-speed rail and \$1M was approved to fund the study from Dallas to Fort Worth which is estimated at a cost of \$15B. The Regional Transit Technology Corridor and Data Hub was also discussed. We are looking at a RAISE grant for \$25M as part of the overall project cost for the extension of TEXRail and the station in Medical District.
- 3. <u>Commuter Rail</u> Reed Lanham provided the Board with a brief update on TRE's November and December 98.5% and 99.2% respectively in on-time performance and over the last few years, consistently over their goal of 97%. Ridership has increased in first quarter 2024 by 4.6% over last year. TEXRail had over 87,000 in November ridership with an 99% on-time performance. Our success is in large part to our wonderful staff at EMF and MMF.
- 4. <u>Operations</u> Wayne Gensler gave an update on A Better Connection (ABC) which focuses on improving increasing frequencies on high-performing routes such as Route 25. By increasing headways from 30 minutes to 15 the ridership has increased by approximately 15% since implementation. He also mentioned that our data analysis reflects our ridership trends and will assist us in right-sizing the fleet to meet the community's needs. Continued model enhancements to our on-demand service will increase consistent

- service for our ZIPZONE and paratransit riders. Best safety practices are a critical component of our success in delivering and providing our customers with confidence and feel safe utilizing our system. Trinity Metro follows the three E's of safety: Evaluation, Education and Enforcement of our policies.
- 5. <u>Marketing & Communications</u> Melissa Chrisman addressed the board and gave an update on our successful "Fare Free Fortieth" campaign and showed the commercials we ran. Our marketing ads were shown over 11 million times in the month of November. We are half way through our train naming contest with over 800 submissions and looking forward to finalizing.
- 6. <u>Community Engagement</u> Detra Whitmore noted that our monthly employee recognitions will now be presented quarterly beginning in April of 2024. She recognized two new employees, Jamie Terrell, Transit Envoy who has retired from American Airlines and La'Nora Kimbrough, Program Manager who comes from Operations. Whitmore updated the board on the progress of the Customer Call Stats.
- 7. <u>Strategy, Planning & Development</u> Chad Edwards provided an update on the General Planning Consultant (GPC) projects. The public meeting for the Trinity Lakes Station and double-tracking project for TRE was held with good turnout and participation. The Transit Value Proposition Study is being wrapped up and the documentation and fact sheets are being finalized. The information will be shared at the future board retreat. Edwards also provided a 2026 World Cup Planning Update for informational purposes. Numerous meetings have been held and we have identified our 5 top areas for assistance and improvements as well as other planning options to consider. We want to support the event but focus on providing great service and experience to our Fort Worth constituents. Additionally, there will be some route changes that will take place for the Trinity Lakes Station on February 19 that will occur due to its opening. A ribbon cutting will take place after the soft opening.
- 8. Finance Greg Jordan presented the November financials.

RESOLUTION

1. R2024-02 Trinity Metro (FWTA) Investment Policy

Motion: Michael Crain motioned to approve the above resolution as submitted. Brian Hawkins seconded. Motion passed by unanimous vote.

ACTION ITEMS

1. BA2024-07 Enterprise Resource Planning (ERP) Manage Service Contract Extension

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

2. BA2024-10 Fort Worth Bike Sharing System Renewal and Expansion

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

NOTE: BA2024-12 Customer Relationship Management System was removed from the agenda entirely and not considered at staff's request.

CONSENT ACTION ITEMS

1. BA2024-11 2024 Employee Benefits Programs

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

PRESIDENT'S REPORT

President and CEO Richard Andreski started off his remarks by noting the great work of our team who was on high alert to keep our staff, customers, vehicles and buildings in service and safe due to upcoming winter weather. Due to their efforts and hard work, our services ran as scheduled with only a few scattered delays. Andreski mentioned meeting with Mayor Parker where they discussed our record ridership in 2023, improved services, future plans for 2024 to include Trinity Lakes Station, new FW Bike Sharing expansion, new on-demand and Stockyard services and our continued progress on the TEXRail Medical District Extension project. Mayor Parker encouraged us to continue to think innovatively and boldly about the future to support the city's goals. Andreski personally thanked the mayor, city council and staff for their continued support.

CHAIR'S REPORT

Chairman Davis opened by suggesting the board subscribe to The Overhead Wire by Jeff Wood. The subscription includes transit articles, podcasts and includes everything you want to know and learn about transit going on in the world. Davis also mentioned an upcoming economic benefits and development and ROI meeting to be held by APTA on January 17. There are several upcoming conferences: MPact Mobility, Community Streetcar Coalition and multiple APTA programs.

OTHER BUSINESS

No other business was discussed.

EXECUTIVE SESSION

At 4:43pm the members, Chad Edwards, Rich Andreski, Greg Dickey, Christine Black and the attorneys exited for an Executive Session to discuss City of Blue Mound Update, BA2024-08 T&P Station W. Vickery Blvd. Transit-Oriented Development and BA2024-09 Fiscal Year 2024 Executive Incentive Program. At 5:10pm Andreski, Dickey, Edwards and Black exited the Executive Session. The Board members exited at 5:12pm and returned to the regular session.

VOTE ON ACTION TAKEN ON MATTERS DELIBERATED IN EXECUTIVE SESSION

1. BA2024-08 T&P Station W. Vickery Blvd. Transit-Oriented Development

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

2. BA2024-09 Fiscal Year 2024 Executive Incentive Program

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

ADJOURN

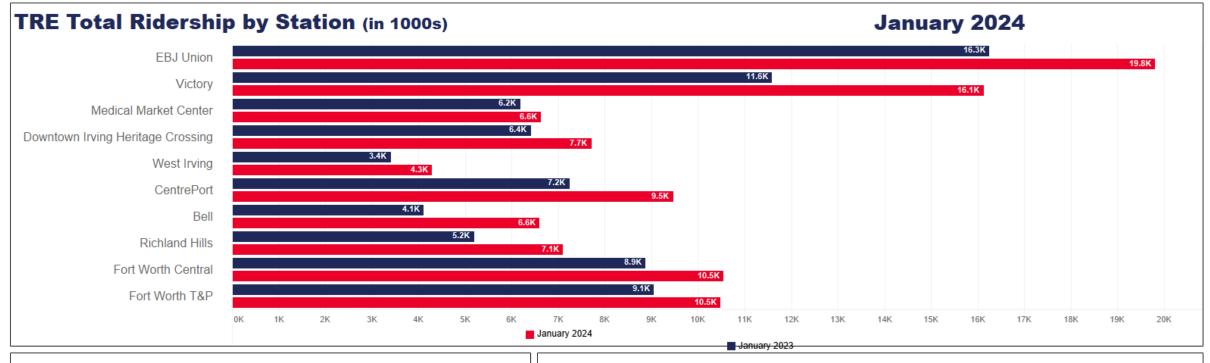
Meeting adjourned at 5:16pm.

January 2024 On Time Performance for TRE & TEXRail

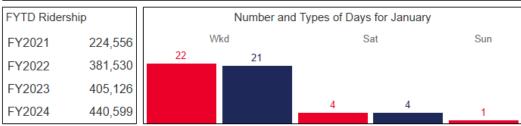
Reed Lanham – VP of Rail February 20, 2024









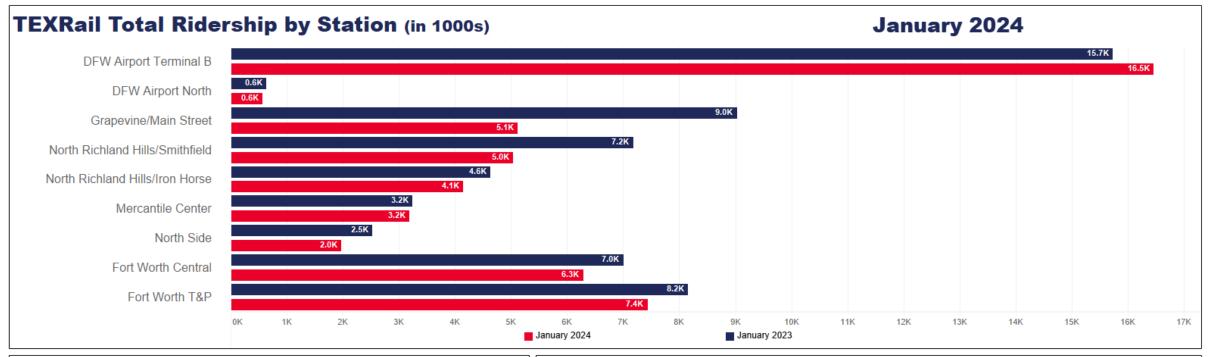


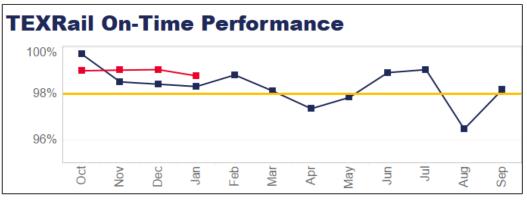


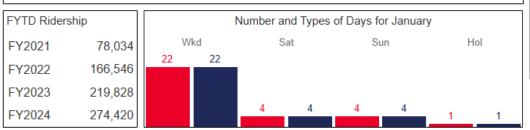
FY2023

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FY2024









FY2023

Page 8 of 61

FY2024

Disadvantaged Business Enterprises

Sonya Harris DBE Administrator February 20, 2024



DBE Program Updates

- ❖ B2G Software (Implemented April 2023)
 - Prime Contractors that have been awarded contracts that have DBE goals are required to submit monthly pay statements that show how much has been paid to their DBE subcontractors. Since the implementation of the B2G software in April, I have 100% participation of prime contractors submitting their payments through B2G!
 - During the last update a goal setting module was in the process of being added to the B2G software. The implementation is now complete and aids in setting goals more quickly.



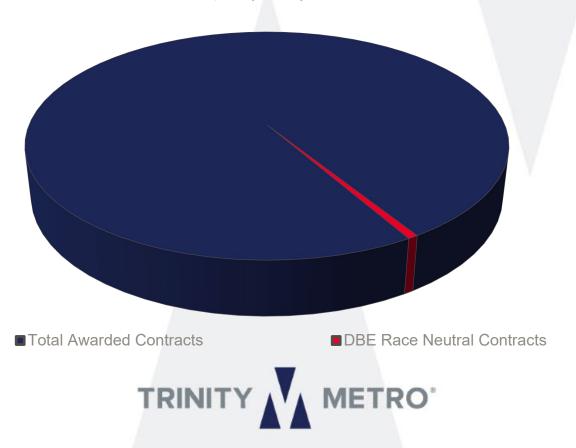
Outreach Programs

- DBE goals are placed based on the number of available DBEs in the area of work needed at the time of the project.
- To boost DBE participation and set higher goals, more certified DBEs are needed.
- For 2024, I am creating a series of Trinity Metro outreach events that will be planned semi-annually allowing additional opportunities to educate DBE firms on how to work with Trinity Metro, and potential DBE firms on how to become certified.



Total Prime Contracts Awarded (April to September 2023)

Total Contracts Awarded \$54,084,560



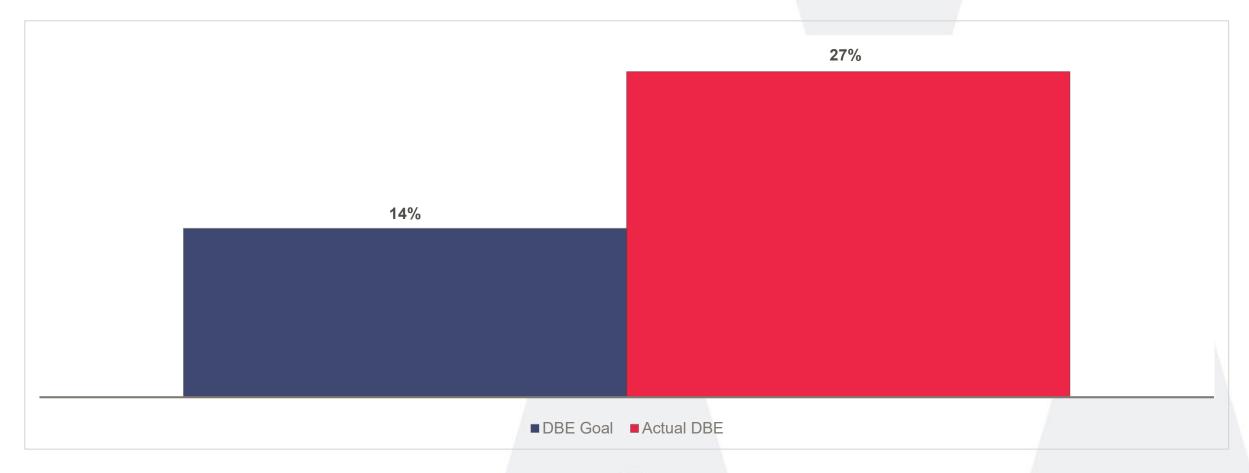
2023 DBE Utilization By Ethnic Group (Prime & Subs Awarded)

DBE UTILIZATION BY ETHNIC GROUP





2023 DBE Utilization Ongoing Contracts (April – September)





Questions





RFP-24-T004 Microtransit & Paratransit Solutions

Wayne Gensler Chief Operations Officer February 20, 2024



Background

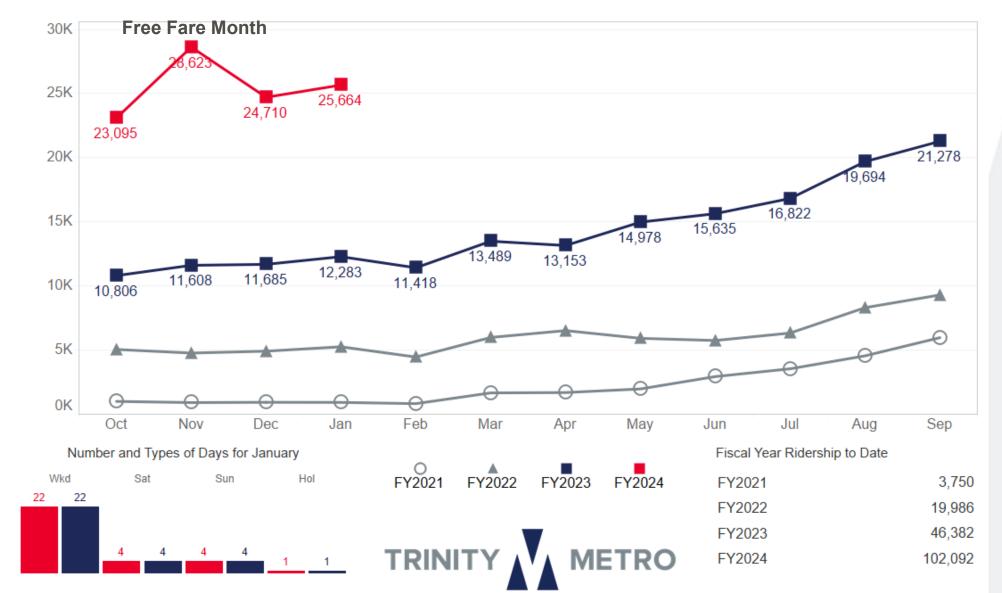
- On December 17, 2018, the Trinity Metro Board of Directors approved BA2019-26 for Pilot On-Demand Ride Share Services
- River North Transit, LLC (VIA) and Circuit (formally TFR Transit, Inc.) were selected as the contractor to provide the On-Demand Rideshare service for a period of 5 years set to expire on May 31, 2024
- In July 2019, Trinity Metro launched its first Mobility On-Demand (MOD) Pilot Service called ZIPZONE
- ACCESS offers door-to-door transportation for persons with verified disabilities. 65% of the service is contracted through Irving Holdings (Yellow Cab) and is set to expire on September 30, 2024
- On November 7, 2023, a Request for Proposal (RFP-24-T004) for Microtransit and Paratransit Solutions was issued to select a new service and technology provider for both ZIPZONE and ACCESS
- Trinity Metro received four (4) responses from qualified firms and the contract award will be revealed



ZIPZONE Monthly Ridership



AII



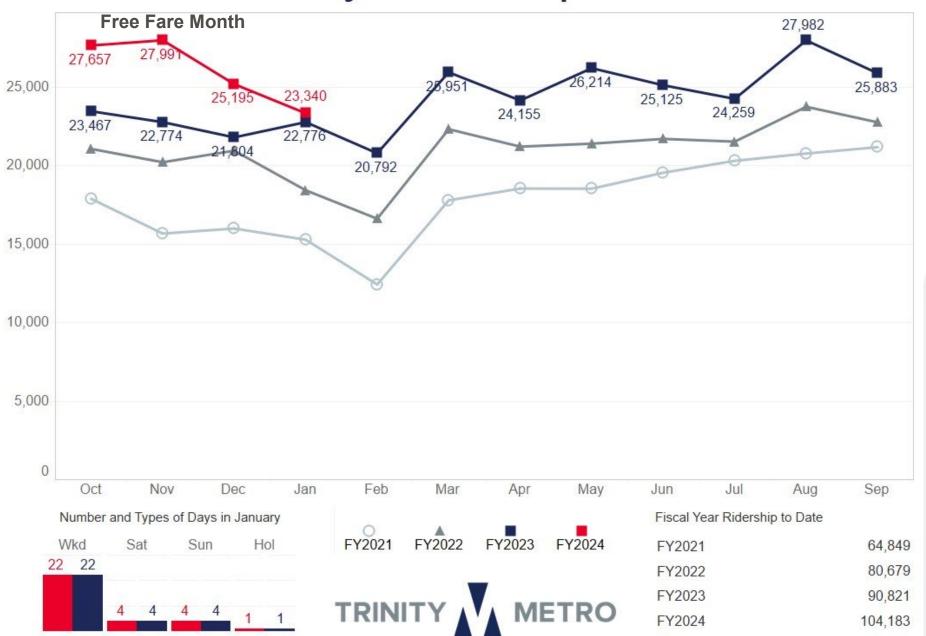
ZIPZONE Cost Per Ride

Fiscal Year	Alliance	Mercantile	Southside	South Tarrant	Southeast
FY 19	\$11.97	\$176.28	N/A	N/A	N/A
FY 20	\$12.38	\$82.74	\$272.88	\$493.86	N/A
FY 21	\$15.68	\$71.73	\$310.79	\$221.49	N/A
FY 22	\$18.76	\$34.41	\$102.64	\$39.32	\$412.72
FY 23	\$16.79	\$28.85	\$39.24	\$29.88	\$112.77



Cost Per Ride by ZIPZONE \$600.00 PPH = 3.1\$500.00 \$400.00 \$300.00 -\$200.00 \$100.00 \$0.00 FY19 FY20 FY21 FY22 FY23 Alliance \$11.97 \$12.38 \$15.68 \$18.76 \$16.79 Mercantile \$176.28 \$82.74 \$71.73 \$34.41 \$28.85 South Tarrant \$272.88 \$310.79 \$102.64 \$39.24 -Southside \$39.32 \$29.88 \$493.86 \$221.49 Southeast \$412.72 \$112.77

ACCESS Monthly Ridership



ACCESS and ZIPZONE

Monthly Ridership



Vehicle Usage

Service Name	Current Vehicle Count	Commingled Estimated Vehicle Count
ZIPZONE	25	30
ALLIANCE LYFT	8	6
ACCESS (Contracted Vendor)	42	20
ACCESS (IN-HOUSE)	22	10
TOTAL	97	66



Microtransit/Paratransit Solution

Overview

What is commingling?

Sharing resources across multiple demand response service (ADA Paratransit and Microtransit) to reduce operating cost and improve productivity and quality of service.

- Hybrid Commingle Environment
- Efficiency Gains
 - · Passengers per Hour
 - Shared Ride %
- Cost Savings
 - Driver Hours
 - Vehicle Counts
 - Software

Technology

- One Software Solution
- Trip Optimization
- GoPass Integration
- Leverage TNC's (Transportation Network Companies)
- NTD Reporting
- Staging Environment

Vehicles

- Directly Operated ACCESS
- Dedicated Contractor Vehicles
- Non-Dedicated Vehicles (TNC's)
- Autonomous Vehicles
- Option for U.S.
 Manufactured Vehicles powered by Battery Electric Vehicle (BEV) or Hybrid Electric Vehicle (HEV)

Driver Training

- All Drivers will receive a minimum of 104 hours of training
- Safety Sensitive requirements
- Human Trafficking Training



Responding Firms









*Subcontractor



Evaluation & Scoring Outcome

- The evaluation was based on Qualifications/Experience/Knowledge and Capabilities of the Company, Specification Compliance, Financial Capability, References, and Cost
- Tidewater Transit, LLC (VIA) proposal provided the best response, scored the highest, satisfied all requirements, and was found reasonable and satisfactory

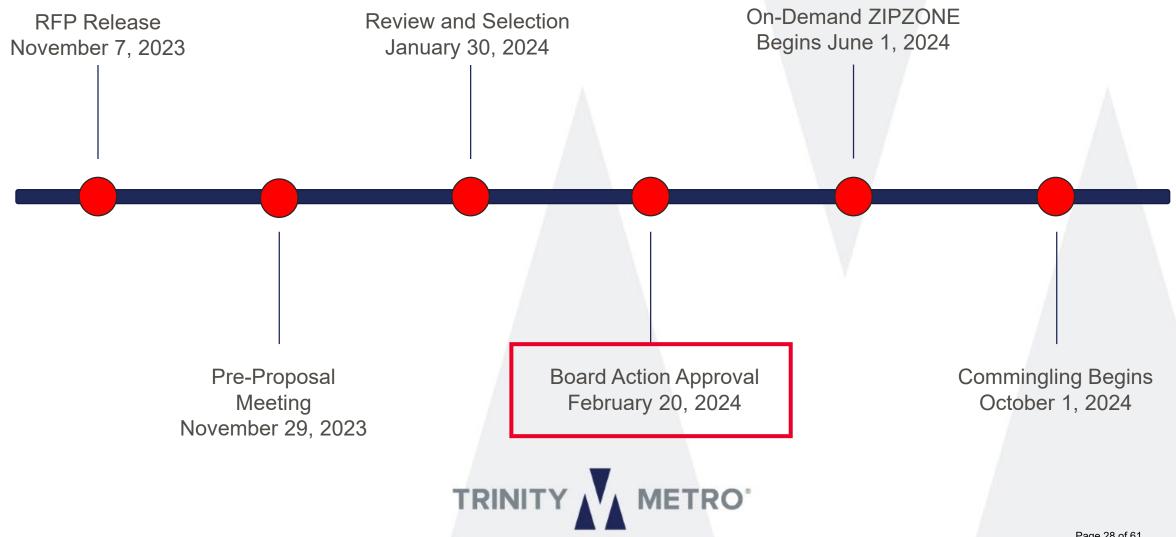


VIA Transition Phase

- Starting on June 1, 2024
 - VIA will continue to operate and manage Trinity Metro's ZIPZONE services for Mercantile, Southside, and South Tarrant Zones.
 - The Southeast Zone operated by Trinity Metro, will transition under VIA management.
- Starting on October 1, 2024
 - Alliance ZIPZONE will transition under VIA management and will no longer operate under LYFT services.
 - VIA will be the new contract provider for Trinity Metro's ACCESS service replacing Irving Holdings (Yellow Cab).
- This new service model will undergo a name rebrand starting in Fall 2024.



Project Timeline



Recommendation

• The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to execute a contract with Tidewater Transit, LLC (VIA) for a term of five (5) years in the amount of \$75,600,000 with a 5% contingency of \$3,780,000 for total not to exceed the amount of \$79,380,000.



Thank You



BOARD OF DIRECTORS INFORMATION ITEM

ITEM TITLE

Marketing and Communications Highlights

MEETING DATE February 20, 2024

BACKGROUND

Nicole Adams, Strategic Partnerships Manager will review EASYRIDE partner program updates from November, December and January.

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

02/02/24

EASYRIDE Quarterly Report Nicole Adams - Strategic Partnerships Manager February 20, 2024





EASYRIDE OVERVIEW

120 Companies







NEW PARTNERS

Fort Worth Metropolitan Black Chamber of Commerce

Hispanic Women's Network of Texas Fort Worth Chapter

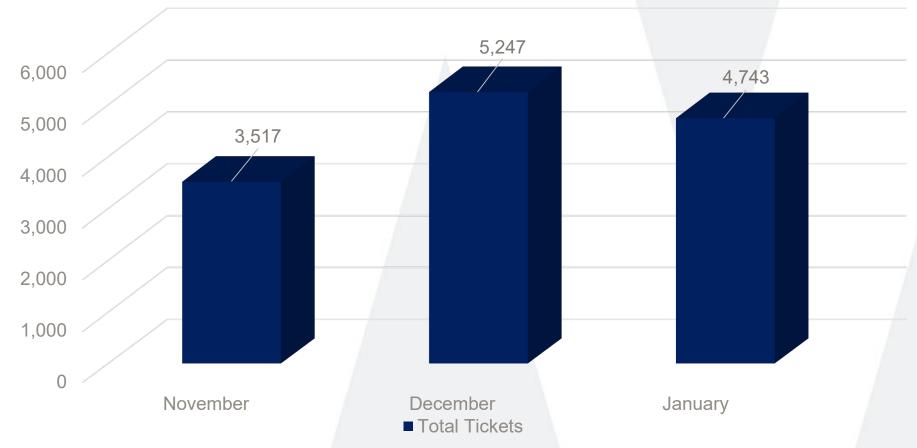
Enterprise





EASYRIDE OVERVIEW

Total EASYRIDE ticket sales







EASYRIDE OVERVIEW

Total EASYRIDE ticket revenue



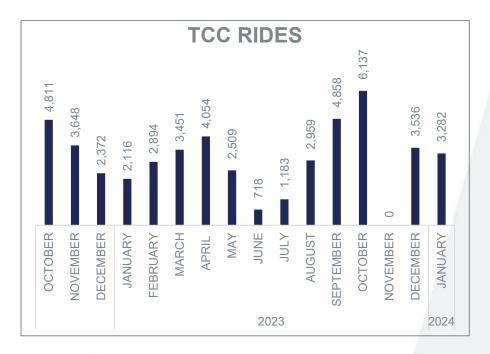




EASYRIDE – January Results

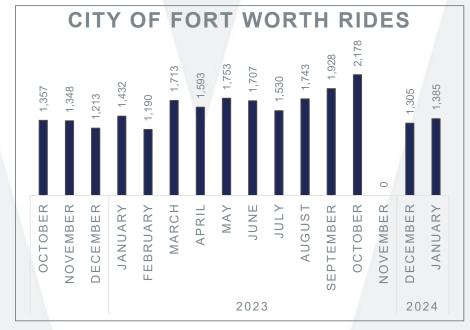
EASYRIDE TICKET SALES

REVENUE	\$82,281 (+\$65,988)
+CITY OF FORT WORTH	\$2,077 (+\$120)
+TCC	\$4,063(+\$115)



EASYRIDE TICKET SALES BY TICKET TYPE

TICKET TYPE	NUMBER SOLD	REVENUE
LOCAL ONE-DAY	4,904 (-1,503)	\$18,390 (+\$5,637)
LOCAL SEVEN-DAY	173 (+86)	\$3,243 (+\$1,650)
LOCAL MONTHLY	124 (+97)	\$7,440 (+\$5.820)
REGIONAL MONTHLY	2 (+/-0)	\$288 (+/-0)
LOCAL ANNUAL	63 (+63)	\$27,000 (\$+27,000)
REGIONAL ANNUAL	19 (+19)	\$26,400 (+26,400)







Community Engagement

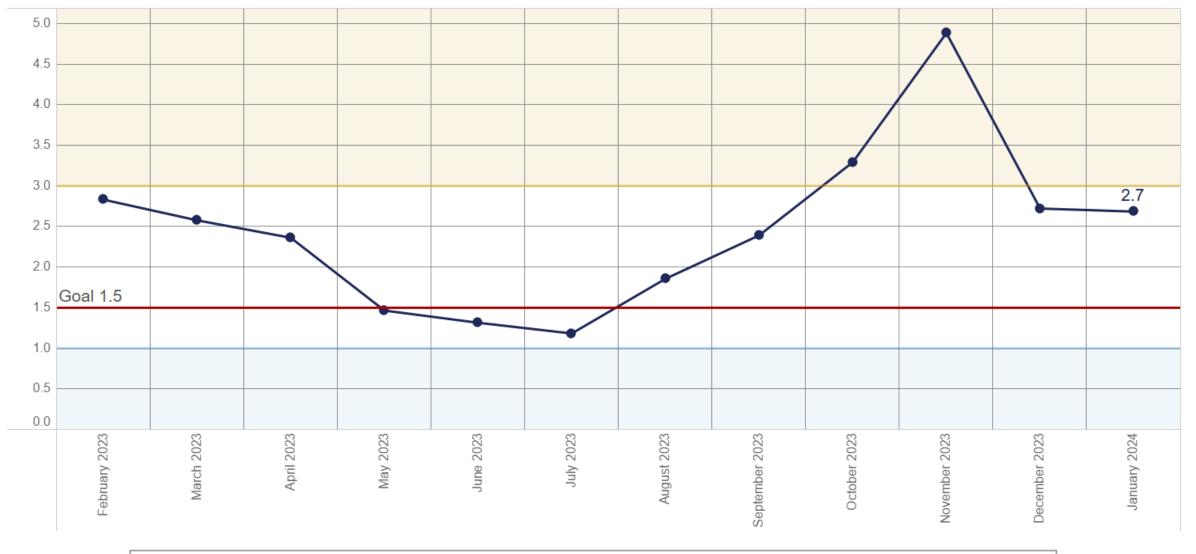
February 2024

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

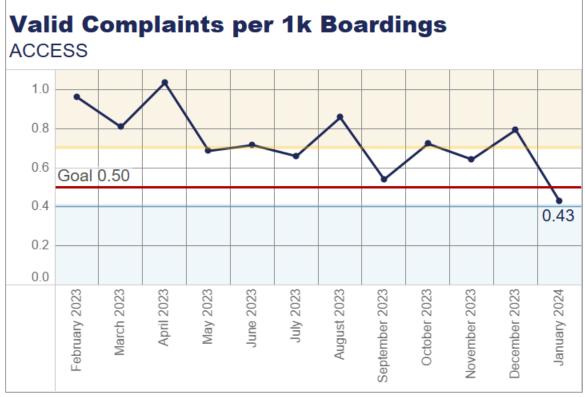




Customer Call Average Wait Time (Minutes)



Valid Complaints by Mode



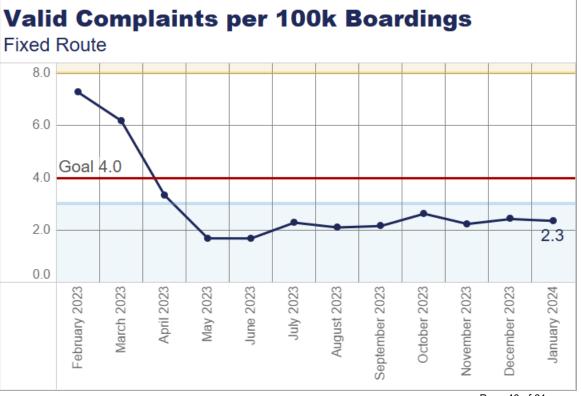
ACCESS

Type of Complaints / Issues

- Door-to-Door
- No Shows
- Wrong Vehicle
- Arriving Too Early



Fixed Route
Type of Complaints / Issues
- Missed Trip



Upcoming Event

In Honor of
Black History Month
Celebrating
22 Years of the Historic Wall

Wednesday, February 28, 2024 10:00 a.m. – 11:30 a.m. Fort Worth Central Station





BOARD OF DIRECTORS INFORMATION ITEM

ITEM TITLE

General Planning Consultant (GPC) Update

MEETING DATE February 20, 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.

To keep the Board informed, the following is a brief overview of last month's progress.

See Attached Table

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

02/06/24

Task Order	Description	Status
1 – Program Management	This task covers meetings, invoices, and scope development.	Continued oversight
2.6 – Alliance Express Mobility Hub Layouts	Provide a typical layout for potential Mobility Hub locations	Concept prepared for north side Mobility Hub
3 – Transit Value Proposition	This task will outline the value of transit in Fort Worth and provide materials that can be shared with others during meetings.	Drafting Fact Sheets
5 – TRE Double Tracking	Prepare 30% design for 2 miles of TRE track as outlined in the NCTCOG's BUILD Grant.	Complete
6 – Streetcar Feasibility Study	Review, update, and identify corridor for potential Streetcar	Developing technical memos for best practices and design guidelines
7 – Graphics Support	Support to staff for graphics, maps, and presentations	 Update to Reference Book Update 3D visualization of bus stop
8 – Grant Writing Support	Support of grant writing and applications	Developing grant application for the FY24 RAISE Grant for TEXRail Ext
9 – TEXRail Before & After Study Ridership Review	Provide review and assumptions as to ridership forecasting vs actual differences	Revised ridership chapter
10 – Fare Collection Review	Review fare structure and collection systems	Finalizing recommendations for change to fare structure and options for fare collection technologies
12 – TEXRail Historic Bridge Resource Investigations	Conduct investigations for historical resources for two bridges along TEXRail Extension	Investigations completed Continued efforts on interpretive signs for bridges
14 – Assessing Community Interest in Transit	Engaging the public through surveys/polling to better determine the level of knowledge the community has of Trinity Metro and public transit	Focus groups have been scheduled for February
15 – FTA TEXRail TOD Planning Grant	This TOD planning grant focuses on TEXRail and the assessment of station amenities along the corridor that allow for a car-free lifestyle	Draft scope of work submitted
16 – Staff Augmentation: Project Manager	A project manager is needed to assist in the development of the Bus Stop Improvement Program and the High-Intensity Bus Corridor Project	This task is used on a limited basis
17 – Bus Shelter Replacement Program Pad Inspections	Once the pads have been installed, an inspection is needed to verify completion	Task kickoff pending

BOARD OF DIRECTORS INFORMATION ITEM

ITEM TITLE

FY23 Audited Financials and Audit Report

MEETING DATE February 20, 2024

BACKGROUND

Weaver and Tidwell, L.L.P. has completed its annual audit of Trinity Metro; opined that the financial statements present fairly in all material respects, as of September 30, 2023; and issued an unmodified opinion.

The full audit report and accompanying financial reports are on Trinity Metro's website at the following location: https://ridetrinitymetro.org/transparency-and-accountability/audit.

STAFF DISPOSITION

EXECUTIVE LEAD*

Greg Jordan

DATE 02/05/24

Fort Worth Transportation Authority

Schedule of Findings and Questioned Costs Year Ended September 30, 2023

Section I. Summary of the Auditor's Results:

<u>Financial Statements</u>	
Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	Yes <u>X</u> No
Significant deficiency(s) identified that are not considered a material weakness	Yes <u>X</u> None reported
Noncompliance material to financial statements no	tedYesXNo
Federal Awards	
Internal control over major programs	
Material weakness(es) identified?	Yes <u>X</u> No
Significant deficiency(s) identified that are not considered a material weakness	Yes <u>X</u> None reported
An unmodified opinion was issued on compliance for m	ajor programs
Any audit findings disclosed that were required to be reported in accordance with section 200.516 of the Uniform Guidance	Yes <u>X</u> No
Identification of major programs:	
Federal Assistance Listing Numbers 20.500; 20.507	Name of Federal Program or Cluster Federal Transit Cluster
The dollar threshold used to distinguish between Type A and Type B programs	<u>\$750,000</u>
Auditee qualified as a low-risk auditee.	XYesNo

Fort Worth Transportation Authority

Schedule of Findings and Questioned Costs – Continued Year Ended September 30, 2023

Section II. Financial Statement Findings

There were no matters reported.

Section III. Financial Statement Findings

No findings reported.

Fort Worth Transportation Authority

Statement of Revenues and Expenses Fiscal Year to Date December 31, 2023 (Unaudited)

	Fiscal Yea	r 2023		Fiscal Ye	ar 2024	
Operating Revenue	YTD	FY23 Actual	YTD	FY24 Budget	Projection	Variance
Fares						
Multi Modal Fares	1,415,371	5,600,086	1,066,644	7,299,185	7,299,185	-
ACCESS Fares	248,963	1,066,570	229,379	947,487	947,487	-
Easy Ride & Corporate	207,802	733,239	159,686	743,628	743,628	-
Total Fare Revenue	1,872,136	7,399,895	1,455,709	8,990,300	8,990,300	-
Other Revenue						
Sales Tax	29,335,349	110,293,490	31,174,055	119,199,162	119,552,579	353,417
Grapevine/NRH Contribution	3,341,333	13,110,701	3,589,598	13,100,451	13,434,020	333,569
Contributions from Partners	300,029	1,736,961	445,064	1,843,526	1,945,256	101,730
Fort Worth Bike Share	102,205	373,815	57,281	392,168	329,124	(63,044)
Advertising	137,500	588,391	94,167	564,998	565,960	962
Rental Income	135,732	601,764	120,751	628,084	615,346	(12,738)
Other	400,222	1,352,065	218,112	2,277,519	1,574,046	(703,473)
Total Other Revenue:	33,752,370	128,057,187	35,699,028	138,005,908	138,016,331	10,423
Federal/State/Local Income:						
Operating Assistance Grants	-	34,119,240	2,818,149	1,624,605	2,818,149	1,193,544
Preventative Maintenance Reimb.	-	18,804,307	-	89,473,537	89,473,537	-
Paratransit Assistance	-	-	-	10,805,899	10,805,899	-
Operating Grants	-	52,923,547	2,818,149	101,904,041	103,097,585	1,193,544
Capital Revenue (Federal 5307):						
Total Capital Income	230,764	10,590,569	765,635	71,550,751	71,550,751	-
Total Revenue	35,855,270	198,971,198	40,738,521	320,451,000	321,654,967	1,203,967

	Fiscal Yea	r 2023		Fiscal Ye	ar 2024	
Operating Expenses	YTD	FY23 Actual	YTD	FY24 Budget	Projection	Variance
Fixed Route Operations				_	-	
Salaries & Fringe Benefits	7,157,781	30,938,236	8,375,644	30,224,548	32,729,457	(2,504,909)
Services	94,844	716,994	198,397	635,867	737,119	(101,252)
Purchased Transportation	1,217,510	5,865,824	1,262,028	7,716,882	6,206,959	1,509,923
Fuels & Lubricants	448,557	1,111,660	188,307	1,137,876	947,088	190,788
Tires & Tubes, Materials and Supplies	616,166	3,387,418	282,892	3,867,039	3,631,568	235,471
Utilities	24,468	144,114	25,873	52,428	102,648	(50,220)
Other	2,842	16,166	4,550	80,980	18,052	62,928
Total Fixed Route Operations	9,562,168	42,180,412	10,337,691	43,715,620	44,372,890	(657,270)
ACCESS Operations						
Salaries & Fringe Benefits	1,458,262	6,031,091	1,368,803	5,176,285	5,661,106	(484,821)
Services	981,740	5,214,590	1,570,138	5,851,194	6,280,552	(429,358)
Fuels & Lubricants	152,746	410,696	69,360	313,677	305,178	8,499
Tires & Tubes, Materials and Supplies	86,276	558,891	190,066	401,747	604,066	(202,319)
Utilities	3,696	38,939	8,159	49,476	32,370	17,106
Other	475	6,747	-	5,400	-	5,400
Total ACCESS Operations	2,683,195	12,260,954	3,206,526	11,797,779	12,883,272	(1,085,493)
TRE Operations						
Salaries & Fringe Benefits	28,218	104,911	47,145	304,378	232,043	72,335
Services	4,188,034	14,790,423	4,447,569	16,999,475	15,706,994	1,292,481
Total TRE Operations	4,215,713	14,898,507	4,494,411	17,303,853	15,939,037	1,364,816
TEXRail Operations						
Salaries & Fringe Benefits	111,884	483,053	98,040	599,170	388,963	210,207
Services	4,581,878	21,847,824	6,483,180	25,546,749	25,721,312	(174,563)
Fuels & Lubricants	-	236	145	-	575	(575)
Tires & Tubes, Materials and Supplies	305,165	522,158	4,277	8,300	16,969	(8,669)
Utilities	342	1,485	341	4,320	1,353	2,967
Insurance	1,372,896	5,580,398	1,089,869	5,277,264	5,177,264	100,000
Other	2,908	10,219	25,230	19,500	100,097	(80,597)
Total TEXRail Operations	6,375,073	28,526,967	7,701,082	31,455,303	31,406,533	48,770

	Fiscal Yea	r 2023		Fiscal Ye	ar 2024	
Operating Expenses	YTD	FY23 Actual	YTD	FY24 Budget	Projection	Variance
Bike Share Operations						
Salaries & Fringe Benefits	100,973	453,543	122,365	547,296	490,470	56,826
Services	17,495	95,662	29,573	122,366	118,292	4,074
Fuels & Lubricants	2,294	11,723	3,091	15,600	15,796	(196)
Tires & Tubes, Materials and Supplies	(1,077)	106,704	21,663	88,200	85,946	2,254
Utilities	434	3,547	679	6,000	2,694	3,306
Leases	8,864	37,107	9,906	38,400	39,301	(901)
Other	1,377	14,095	759	1,440	3,011	(1,571)
Total Bike Share Operations	130,360	722,381	188,036	819,302	755,509	63,793
General & Administrative						
Salaries, Wages & Fringe Benefits	3,707,523	15,688,768	4,688,333	18,188,233	18,300,452	(112,219)
Other Professional Services	1,903,247	7,733,743	2,195,036	15,411,815	15,369,662	42,153
Vehicle & Facilities Maintenance	569,082	2,870,521	523,296	2,707,174	2,639,571	67,603
Software/Systems Maintenance	696,584	3,265,907	947,964	5,559,487	4,944,492	614,995
Legal Services	120,010	473,030	90,506	820,656	559,073	261,583
Office Supplies & Equipment	333,234	635,979	333,484	396,982	523,062	(126,080)
Utilities	257,559	1,456,169	299,154	2,005,403	1,996,616	8,787
Training/Dues/Memberships	118,574	650,712	155,579	743,945	517,243	226,702
Security Services	471,219	2,732,182	469,098	2,972,643	2,972,643	-
Other	20,320	104,765	9,428	427,463	337,405	90,058
Other General & Administrative	57,841	979,461	88,553	379,342	351,324	28,018
Total General & Administrative	8,255,192	36,969,182	9,800,431	49,613,143	48,511,542	1,101,601
Total Operating Expenses:	31,221,701	135,558,403	35,728,177	154,705,000	153,868,783	836,217
Operating Income / (Deficit)	4,633,569	63,412,795	5,010,344	165,746,000	167,786,184	2,040,184

TRINITY METRO BOARD OF DIRECTORS RESOLUTION

RECORDS MANAGEMENT POLICY

(R2024-03)

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

WHEREAS, the Texas Local Government Records Act requires the establishment of a Records Management Program; and

WHEREAS, the Records Management Policy formally establishes this program; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TRINITY METRO: that the Records Management Policy, as shown in Attachment 1, is hereby approved.

Adopted this day of, 2024.	
ATTEST:	
By Fort Worth Transportation Authority d.b.a. Trinity Metro.	
Jeff Davis Chair Sian	Richard Andreski President & CEO
DISPOSITION OF BOARD OF DIRECTORS	
SECRETARY APPROVAL	



RECORDS MANAGEMENT POLICY

A. POLICY

In compliance with the Local Government Records Act, Texas Local Government Code Sections 203.021 et seq., this policy establishes an active and continuing Records Management Program for Trinity Metro.

The program shall be administered by the Records Management Officer and shall provide for efficient, economical, and effective controls over the creation, distribution, use, organization, maintenance, protection, preservation and disposition of all Trinity Metro's records. These controls will be administered through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition. These controls shall also be consistent with the requirements of the Texas Local Government Records Act and accepted records management practice.

B. SCOPE

All documents, papers, letters, books, reports, manuals, maps, drawings, photographs, sound or video recordings, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by Trinity Metro or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of Trinity Metro.

These records shall be created, maintained, and disposed of in accordance with the provisions of this policy or procedures authorized by it and in no other manner.

C. DEFINITIONS

- Fort Worth Transportation Authority, dba "Trinity Metro" A duly organized and operating Metropolitan Transit Trinity Metro of the State of Texas pursuant to Article 1118y, as amended, Vernon's Texas Civil Statutes, now codified in Chapter 452 of the Transportation Code.
- 2) **Department Head** the officer in charge of an office or department of Trinity Metro that creates or receives records.

- 3) <u>Permanent Record</u> any record of Trinity Metro for which the retention period on a records control schedule is given as indefinite.
- 4) Records Management the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules (retention schedules), the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.
- 5) Records Coordinator—the person designated under Section I of this policy.
- 6) Records Management Officer the person designated in Section E of this policy.
- 7) Records Management Plan Plan developed under Section F of the policy.
- 8) **Retention Period** the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.
- 9) <u>Vital Record</u> Also known as "Essential Record", any record of Trinity Metro necessary to the resumption of continuation of operations of Trinity Metro in an emergency or disaster, to the re- creation of the legal and financial status of Trinity Metro, or to the protection and fulfillment of obligations to the people of the state.

D. DECLARATION OF RECORDS AS PUBLIC PROPERTY

All Trinity Metro records as defined in Section B of this policy are hereby declared to be the property of Trinity Metro. No Trinity Metro official or employee of Trinity Metro has, by the virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such record is prohibited.

E. DESIGNATION OF RECORDS MANAGEMENT OFFICER

The Vice President of Community Engagement, with the assistance of the staff, and the successive holders of said office, shall serve as Records Management Officer for Trinity Metro. As provided by state law, each successive holder of the office shall file his or her name with the Director and Librarian of the Texas State Library within thirty days of the initiate designation or taking up the office, as applicable.

F. RECORDS MANAGEMENT PLAN

The Records Management Plan entails the following:

- 1) The Records Management Officer shall develop Trinity Metro's Records Management Plan for submission to the approval by Trinity Metro's Board of Directors. The plan must contain policies and procedures designed to reduce the cost and improve the efficiency of recordkeeping, to adequately protect the vital records of Trinity Metro, and to properly preserve those records of Trinity Metro that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his or her duties prescribed by state laws and this policy effectively.
- 2) Once approved by Trinity Metro's Board of Directors, the Records Management plan shall be binding on all offices, departments, divisions, committees, or similar entities of Trinity Metro and records shall be created, maintained, stored, electronically stored, or disposed of in accordance with the plan.
- 3) The procedures required in this policy are in addition to, if any, other federal or state recordkeeping requirement imposed upon Trinity Metro.

G. DUTIES OF THE RECORDS MANAGEMENT OFFICER

The duties of the Records Management Officer are as follows:

- 1) Provide records management advice and assistance to all Trinity Metro's personnel by preparation of a manual or manuals of procedure, policies and by on-site consultation.
- 2) Administer the Records Management Program and provide assistance to Department Heads in its implementation.
- 3) Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives commission (TSL&A) to determine if the Records Management Program and Trinity Metro's records control schedules are in compliance with state regulations.
- Study the feasibility of and, if appropriate establish a uniform filing system and a forms design and control system for Trinity Metro;
- 5) Disseminate to Trinity Metro's Department Heads information concerning state laws and administrative rules relating to local government records;
- Instruct Records Coordinators and other personnel regarding policies and procedures of the Records Management Plan and their duties in the Records Management Program;
- 7) Direct Records Coordinators or other personnel of the conduct of records inventories in preparation for the development of records control schedules as required by state law and this policy.

- 8) Ensure that the maintenance, destruction, electronic storage, or other disposition of the records of Trinity Metro is carried out in accordance with the requirements of the local Government Records Act.
- 9) Maintain records on the volume of records destroyed under approved records control schedules, the volume of records stored electronically, and the estimated cost and space savings as a result of such disposal or disposition.
- 10) Report annually to the President/Chief Executive Officer on the implementation of the Records Management Plan in each department of Trinity Metro.

H. DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS

The duties and responsibilities of Trinity Metro's Department Heads are as follows:

- Cooperate with the Records Management Officer in carrying out the policies and procedures established by Trinity Metro for the efficient and economical management of records and in carrying out the requirements of this policy;
- Adequately document the transaction of Trinity Metro's business and the services, programs, and duties for which the Department Head and his or her staff is responsible;
- 3) Maintain the records in his or her care and carry out their preservation, electronic storage, destruction, or other disposition only in accordance with the policies and procedures of the Records Management Program of Trinity Metro and the requirements of this policy.

I. DESIGNATION OF RECORDS COORDINATORS

Each Department Head shall designate a member of his or her staff to serve as Records Coordinator for the implementation of the Records Management Program in the department. If the Records Management Officer determines that in the best interest of the Records Management Program more than one Records Coordinator shall be designated for a department, the department head shall designate the number of records coordinators specified by the records management officer. Persons designated as Records Coordinator shall be thoroughly familiar with all the records created and maintained by the department and shall have full access to all records maintained by the department. In the event of a resignation, retirement, dismissal, or removal by action of the department head of a person designated as a records coordinator, the department head shall promptly designate another person to fill the vacancy.

J. DUTIES AND RESPONSIBILITIES OF RECORDS COORDINATORS

1) Conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedule.

- In cooperation of the records management officer, coordinate and implement the policies and procedures of the records management program in their departments; and
- 3) Disseminate information to department staff concerning the records management program.

K. RECORDS CONTROL SCHEDULES TO BE DEVELOPED, APPROVAL, FILING WITH STATE

- 1) The Records Management Officer, in cooperation with Department Heads and Records Coordinators, shall prepare records control schedules of a department by department basis listing all records created or received by the department and the retention period for each record. Records control schedules shall also contain such other information regarding the disposition of Trinity Metro records as the Records Management Plan may require.
- 2) Each record control schedule (records retention schedule) shall be monitored and amended as needed by the Records Coordinator in the Records Management Office to ensure that it is in compliance with the records retention schedules issued by the federal and state governments and that it continues to reflect the record keeping procedures and needs of the department and the Records Management Program of Trinity Metro.
- 3) Before its adoption, a records control schedule or amended schedule for a department must be approved by the Department Head, then sent to the Records Management Office. The Schedule must be reviewed and approved within 10 days of receipt, otherwise the schedule is approved automatically.

L. IMPLEMENTATION OF RECORDS CONTROL SCHEDULES; DESTRUCTION OF RECORDS UNDER SCHEDULE

- A records control schedule for a department that has been approved and adopted under Section F shall be implemented by Department Heads and Records Coordinators according to the policies and procedures of the Records Management Plan.
- 2) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or the Department Head requests in writing to the Records Management Officer that the record be retained for an additional period.
- Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the Records Management Officer from the Department Head.

M. DESTRUCTION OF UNSCHEDULED RECORDS

A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule. Also, the Records Management Officer has submitted to and received back from the Director and Librarian of the Texas State Library, an approval destruction authorization request.

SAMPLE RECORDS CONTROL SCHEDULE

A CONTRACTORY	Local Gove	ernment Records Contr	ol Schedule	SLR 500 Form SLR 540 must accompany this form
				1. Page 1 of 10
. Name of Government	Trinity Metro – Cust	omer Relations		
Record Number	4. Record Title	5. Record Description	6. Retention Period	7. Remarks
GR1000-26a	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	Administrative – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of the programs, services, or projects of a local government and the administrative regulations, policies, and procedures that govern them. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	4 years.	Retention Note: Review before disposal; some correspondence of this ty may ment PERMANENT retention for historical reasons.
GR1000-26b	CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES	General – Incoming/outgoing and internal correspondence pertaining to the regular operation of the policies, programs, services, or projects of a local government. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.	2 years.	Retention Note: Records management officers should use caution before disposal of these records tensure the records should not be classified under administrative correspondence (GR100-26a).
Retention Period PM – Permanen AV – Administrat	t	CE - Calendar Year End LA - Life FE - Fiscal Year End MO - Mc		Intil Superseded

SAMPLE DISPOSITION LOG

Dispos	Ition Log Trinity	/ Metro		Office/Dep	ot.:				
	Prepared by:					Date:			
Departm	ent Manager Signature:					Date:			
	RMO Signature:					Date:			
Matches co governmen	n from the Records Retention rresponding series on schedu t or internal amendments, if not convey the nature and p	ules adopted by the applicable. Add a description	Inclusive Dates Starting and end records to be de each records ser	stroyed under	Method and Qu R/Recycle (open S/Shred; D/Delo Appx. volume of in., # of boxes,	n records only); ete; A/Archives of records: ft.,	Approval Date Initial The date of ac disposition and of each series.	tual d approval	See Att
Record Number	Record Series	Retentio Title Period	n Start	End	Action	Quantity	Date	Initial	х

BOARD ACTION ITEM

ITEM NUMBER BA2024-12 MEETING DATE February 20, 2024

ITEM TITLE

Service Provider for ACCESS and ZIPZONE - Tidewater Transit, LLC (VIA)

BACKGROUND

On December 17, 2018, the Trinity Metro Board of Directors approved BA2019-26 for the Pilot on-Demand Ride Share Services Program to address the first-mile/last-mile challenges for connecting our customers to rail stations and bus routes. River North Transit, LLC (VIA) and Circuit (formally TFR Transit, Inc.) was selected as the contractors to provide the on-demand rideshare service with a combined not-to-exceed amount of \$10,000,000 for up to five one-year term agreements. The final one-year term agreement with VIA expires May 31, 2024.

In July 2019, Trinity Metro launched its first Mobility On-Demand (MOD) Pilot service to address the first-mile/last-mile service needs identified in the Trinity Metro Master Plan. The program is branded as ZIPZONE and is currently provided in five on-demand zones throughout the City of Fort Worth and surrounding communities. The service is designed as a ride sharing service, which means multiple customers may be picked up and dropped off during the course of particular trip. The service augments the reach of the transit system by allowing customers to connect with bus and rail services for longer distance travel in the region. ZIPZONE provides over 1,000 daily rides and is the fastest-growing Trinity Metro service. See attached.

In addition to ZIPZONE, Trinity Metro's paratransit program, ACCESS, offers door-to-door transportation within the service areas of the City of Fort Worth, the City of Blue Mound, and the City of River Oaks. ACCESS is a transportation service for persons with a verified disability that prevents an individual from riding fixed route bus service. The ACCESS service is operated in-house (35%) and contracted through a vendor (65%) to meet daily demand. On average, Trinity Metro's ACCESS serves 1,000 daily customers.

ZIPZONE is consistently highly rated by riders (average 2023 ride rating is 4.9 out of 5.0). As communities across Tarrant County continue to express interest in on-demand services, Trinity Metro has found an innovative solution to integrate the paratransit program with ZIPZONE, offering greater flexibility for our customers. The Authority wants to simplify the service, providing the same service for all on-demand customers, making it easier to use while providing excellent customer service to our on-demand and paratransit customers using the same convenient platform.

Selecting a new service integrator and/or service provider will allow Trinity Metro to commingle services under a single reservation and dispatching system and share a fleet for both third party-operated ZIPZONE and Trinity Metro-operated ACCESS trips. This new business model will be integrated with all transit services via the GoPass app and allow greater efficiencies by improving fleet utilization and reducing the cost per on-demand trip. Customers who want to continue to call in for reservations will be provided a customer service number to schedule their trips.

Following Trinity Metro's Procurement Policy, on November 7, 2023, a Request for Proposal (RFP-24-T004) for Microtransit and Paratransit Solutions was issued and advertised on Trinity Metro's website and Bonfire Portal. Four (4) firms responded to the RFP and complied with the requirements. This Request for Proposal (RFP) solicited responses from qualified firms (Proposers) and technology providers to provide a package for Micotransit/Paratransit Services for designated areas within Tarrant County.

Trinity Metro will advance its operation by integrating both services to reduce operating costs, increase efficiency, and improve quality of service. We aim to enhance the service that replaces single occupancy vehicle trips and provide shared vehicle options for riders traveling within Trinity Metro's Microtransit/Paratransit service area.

The responding firms included:

Tidewater Transit, LLC (VIA)
Mobico Group (WeDriveU) / Circuit / Spare Labs
Irving Holdings, Inc. / RIDECO
QRyde by HBSS

The evaluation committee reviewed and scored the proposed documents against a requirements matrix. The evaluation was based on the Company's Qualifications/Experience/Knowledge and Capabilities, Specification Compliance, Financial Capability, References, and Cost. Tidewater Transit, LLC (VIA) proposal provided the best response, scored the highest, satisfied all requirements, and was found reasonable and satisfactory.

Beginning on June 1, 2024, VIA will continue to operate and manage on-demand ZIPZONE services for Mercantile, Southside, and South Tarrant zones. The Southeast zone will transition under VIA management beginning during our new upcoming fiscal year. Starting on October 1, 2024, VIA will be the new contract provider for Trinity Metro's ACCESS service, replacing Irving Holdings (Yellow Cab). The Alliance ZIPZONE, contracted through DCTA under LYFT services, will also be operated by VIA, providing our customers with a more consistent rider experience throughout the Trinity Metro system network.

PROCUREMENT

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

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

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

FINANCING

Funds are available in Trinity Metro's FY2024 Operating Funds and future contract years will be considered in the respective annual budgets.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into a contract with Tidewater Transit, LLC (VIA) for a contract term of five (5) years. The proposed agreement cost is \$75,600,000 with a 5% contingency of \$3,780,000 for a total not to exceed amount of \$79,380,000.

STAFF DISPOSITION		
EXECUTIVE LEAD* Wayne Gensler	DATE 02/05/24	
DISPOSITION OF BOARD OF DIREC	TORS	
SECRETARY APPROVAL		

ACCESS and ZIPZONE

Monthly Ridership



BOARD ACTION ITEM

ITEM NUMBER

BA2024-14

MEETING DATE February 20, 2024

ITEM TITLE

Funding for Five Locomotives for Trinity Railway Express Fleet

BACKGROUND

The Trinity Railway Express (TRE) fleet consists of 11 diesel electric locomotives. These locomotives were manufactured between 1977 and 2001. Nine locomotives were purchased as used equipment and refurbished prior to being added to the TRE revenue operating fleet. The entire fleet is comprised of three different models and vintages, all of which have significant obsolescence issues. This creates equipment, maintenance, and inventory challenges, which in turn leads to reliability issues for customers and increasing costs to the Trinity Metro and DART. The new state-of-the-art, Siemens Charger locomotives will meet the Environmental Protection Agency's Tier 4 emission standards.

DART is authorized as a joint procurement partner for Illinois Department of Transportation (IDOT) locomotive contract options. Participation in the contract options provides a significantly reduced cost versus procuring the locomotives through an independent solicitation.

PROCUREMENT

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

FINANCING

This contract will be funded by a contribution from Trinity Metro in the amount of \$18,093,743; a contribution from DART in the amount of \$18,093,743; and the remaining \$30,000,000 will be funded through a grant from the Regional Transportation Council. Funds are available in Trinity Metro's FY2024 Capital Budget.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to provide funding in the amount of \$18,093,743 and execute agreements with DART to purchase five new diesel-electric Charger Locomotives pursuant to the Second Restated Interlocal Cooperative Agreement between DART and Trinity Metro for the Operation and Development of the TRE, dated April 13, 2021.

STAFF DISPOSITION					
EXECUTIVE LEAD* Reed Lanham	DATE 02/07/24				
DISPOSITION OF BOARD OF DIRECTORS					
SECRETARY APPROVAL					

BOARD ACTION ITEM

ITEM NUMBER

BA2024-15

MEETING DATE February 20, 2024

ITEM TITLE

TEXRail Vehicle Fleet Expansion Pre-Engineering

BACKGROUND

Trinity Metro provides TEXRail service between Fort Worth Central Station and Dallas Fort Worth Airport with eight Stadler FLIRT (Fast Light Intercity and Regional Train) rail vehicles. These trains provide service 22 hours each day seven days per week. Due to the number of hours put on these trains on a daily basis and the current plans for the extension of TEXRail to the Fort Worth Medical District, four additional vehicles are required for service.

On February 8, 2024, the North Central Texas Council of Governments' Regional Transportation Council approved \$65 million for Trinity Metro to purchase the needed vehicles. Funding is expected to be available starting in fiscal year 2025.

Since the current fleet of eight trains is made by Stadler, staff has recommended the four additional trains be purchased from Stadler to match the current fleet. This will ensure the compatibility of parts, materials and avoid the need to retool and retrain personnel. In order to meet production and delivery goals, pre-engineering work must begin as soon as possible. The scope of work includes, but is not limited to, a design review for obsolete components, compliance review with current federal Buy America and Build America requirements, and updates to vehicle systems and technologies as appropriate.

In the meantime, Trinity Metro will prepare a sole-source procurement for the Stadler FLIRT vehicles that will allow the agency to enter into a purchase agreement with Stadler for the four new vehicles subject to future board approval.

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.

FINANCING

Funds are available in Trinity Metro's FY2024 Operating Budget.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to enter into a one-year contract with Stadler for pre-engineering services in the amount of \$388,980 with a 10% contingency of \$38,898 for a total not to exceed amount of \$427,878.

STAFF DISPOSITION		
EXECUTIVE LEAD* Reed Lanham	DATE 02/08/24	
DISPOSITION OF BOARD OF DIRECTORS		
SECRETARY APPROVAL	_	