

BOARD OF DIRECTORS MEETING AGENDA

MONDAY, OCTOBER 21, 2024, 3:00 P.M.

801 GROVE STREET
Fort Worth, Texas 76102

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

MEETING MINUTES

1. Approval of September 16, 2024 Board Meeting Minutes

PRESENTATION

- | | |
|--|------------|
| 1. 2024 Market Research – Pulsar Advertising | Jim Wright |
|--|------------|

INFORMATION ITEM & REPORTS

- | | |
|---|--------------------|
| 1. Trinity Metro Agency Update | Rich Andreski |
| 2. Commuter Rail | |
| a. TEXRail & TRE Ridership & On-Time Performance Update | Reed Lanham |
| 3. Operations | |
| a. Trinity Metro On-Demand Project Update | Wayne Gensler |
| 4. Planning | |
| a. General Planning Consultant Update | Chad Edwards |
| b. Annual Ridership Update FY2024 | |
| c. Texas Legislative Update | Rebecca Montgomery |
| 5. Marketing & Communications | |
| a. Trinity Metro Orange Line Launch Results | Glenn Miller |
| 6. Community Engagement Report | Detra Whitmore |
| a. FY2024 Year-End Report | |
| b. Planned Employee and Community Events | |

CONSENT ACTION ITEMS

- | | | |
|----|---|---------------|
| 1. | BA2025-2 Banking and Investment Authorization | Greg Jordan |
| 2. | BA2025-3 Adoption of Investment Policy | Greg Jordan |
| 3. | BA2025-4 Security Broker/Dealers | Greg Jordan |
| 4. | BA2025-8 IDIQ Electrical | Wayne Gensler |

ACTION ITEMS

- | | | |
|----|---|---------------|
| 1. | BA2025-5 Concrete Repair Services | Wayne Gensler |
| 2. | BA2025-6 TEXRail 30-Minute Headways | Reed Lanham |
| 3. | BA2025-7 FY2024 Results and FY 2025 Key Performance Indicator Goals | Wayne Gensler |
| 4. | BA2025-9 Renewing ADP Contract | Greg Jordan |
| 5. | BA2025-10 MasterMinds Leadership Training | Kelli Shields |

RESOLUTION

- | | | |
|----|---|-------------|
| 1. | R2025-1 Adoption of Investment Policy | Greg Jordan |
| 2. | R2025-2 Trinity Railway Express (TRE) Support | Reed Lanham |

PRESIDENT'S REPORT

CHAIR'S REPORT

OTHER BUSINESS

EXECUTIVE SESSION

1. Legal Discussion Concerning Lancaster v. Trinity Metro, Case No. 21-0425a Joel Heydenburk
2. FY24 Performance & FY25 Goals for Executive Incentive Program Richard Andreski

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

ADJOURN

BOARD OF DIRECTORS MEETING MINUTES
MONDAY, SEPTEMBER 16, 2024

ATTENDEES:

Board Members Present: Teresa Ayala, Michael Crain, Jeff Davis – Chair, Sharla Horton – Secretary, Isaac Manning, Rachel Navejar Phillips, Chris Nettles, Ben Robertson, Tito Rodriguez – Vice Chair, Paul Slechta

Board Members Absent: Brian Hawkins

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

Board Attorneys: Joel Heydenburk

CALL TO ORDER

The meeting was called to order at 3:04 pm at 801 Grove Street, Fort Worth, Texas 76102.

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

At 3:05 pm, Chairman Davis opened the public hearing for citizen comments. Two citizens addressed the board: Sondra Petties and Ashton Smith.

MEETING MINUTES

Motion: Ben Robertson motioned to approve the September 16, 2024 Board of Director Meeting Minutes as submitted. Isaac Manning seconded. The motion passed unanimously.

INFORMATION ITEMS & REPORTS

1. Commuter Rail – Sherry Lee provided an update on rail operations for August. TEXRail ridership was up 18.98% year over year with an OTP of 96.9%. We carried 12,573 passengers during the Grapefest Festival. TRE ridership was up 8.39% year over year with an OTP of 98.7%.
2. Operations – Jeff Brown presented 2024 Safety Survey results to the board noting a 60% increase in participation. We remain focused on employee engagement through the implementation of multiple methods for reporting, as well as the creation of a Safety Hotline and increased security coverage at bus transfer centers. Wayne Gensler provided the board with an update on the Trinity metro On-Demand project, highlighting new vehicles with improved design and features, and noted the transition from Yellow Cab to Via would begin on October 1, 2024.
3. Strategy, Planning & Development – Chad Edwards provided a brief report on the General Planning Consultants' task updates and the new Strategic Action Plan with a potential roll-out by the end of 2024. He also mentioned the three upcoming public meetings regarding the impending schedule change, two of which will take place onboard the TEXRail trains. Edwards also provided an update on the annual ridership stating we are more than 300,000 plus riders over FY2023 total ridership. He also provided a July 2024 Texas Peer Group on all NTD modes.

4. Community Engagement Report – Tamika Grant presented the customer call average wait time, total calls answered YTD and new uniforms for the Customer Care & Call Center. She emphasized the importance of enhancing customer perception.

ACTION ITEMS

1. BA2024-31 Approval of the FY25 Operating and Capital Budget

Motion: Ben Robertson motioned to approve the board action item as submitted. Isaac Manning seconded. Motion passed unanimously.

2. BA2024-32 Trinity Railway Express Regional Commuter Rail O&M Contract Extension

Motion: Ben Robertson motioned to approve the board action item as submitted. Tito Rodriguez seconded. Motion passed unanimously.

PRESIDENT'S REPORT

President Andreski mentioned the successful kickoff celebration for Trinity Metro's Orange Line which was held in the Historic Stockyards and attended by city leaders like Mayor Parker and Councilman Flores and many of our stakeholders and partners. The launch received extensive media attention and featured community activities that showcased the new Trinity Metro branding. Trinity Metro's Orange Line represents a bold new strategy and aims to enhance public transportation and attract new riders, including Fort Worth's millions of annual visitors, offering modern amenities like mobile payment options, video screens, and Wi-Fi to simplify transit. These additions tie in with our vision to be the preferred choice for simple, safe and innovative mobility services. A special note of thanks to Nate Newby for his creativity, Nicole Adams for connecting with the hotels and the leadership of Melissa Chrisman, Wayne Gensler, Kelli Shields and all our many team members who were instrumental in such a successful launch.

CHAIR'S REPORT

Chairman Davis echoed President Andreski's comments regarding the successful launch event for Trinity Metro's Orange Line and the impressive attention to detail, notable buses, dignitaries, and lively performances. Participants received schedules, reflecting the hard work that made the event successful. Davis highlighted the need for effective regional transit solutions in North Texas, anticipating a significant population increase over the next 25 years.

OTHER BUSINESS

No other business was discussed.

EXECUTIVE SESSION

No Executive Session was held.

ADJOURN

Meeting adjourned at 4:21 pm.

BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

2024 Market Research

MEETING DATE

October 21, 2024

BACKGROUND

On Aug. 23, 2021, the Trinity Metro Board of Directors approved BA2021-70, approving a "Marketing Services Agency" contract with Pulsar Advertising, Inc.

As part of the work scope, Pulsar Advertising, Inc. supports market research to strategize advertising and marketing campaigns based on data from current and non-riders. The last market research report was finalized in early 2022. Another round of marketing research was completed in 2024 to compare progress and develop future marketing plans.

Jim Wright, Partner and Sr. Strategic Marketing Planner with Pulsar Advertising, Inc. will review the new data, comparisons to the previous research and share data-driven recommendations.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD *

Melissa Chrisman

DATE

10/07/24

Market Research Insights 2024 Rider and Non-Rider Survey

Jim Wright - Strategic Marketing Planner
Pulsar Advertising



Market Research Insights Survey Structure

Riders Survey

- Bus
- TEXRail

Non-Riders Survey



2024 Non-Rider Survey



Market Research Insights

Non-Rider Unaided & Aided Awareness

It's important to measure the awareness (both unaided and aided) of non-riders of Trinity Metro.

Unaided awareness is the percentage of people who can express knowledge of a brand without prompting. In this case, the non-riders who, without encouragement or prompting, can name Trinity Metro.

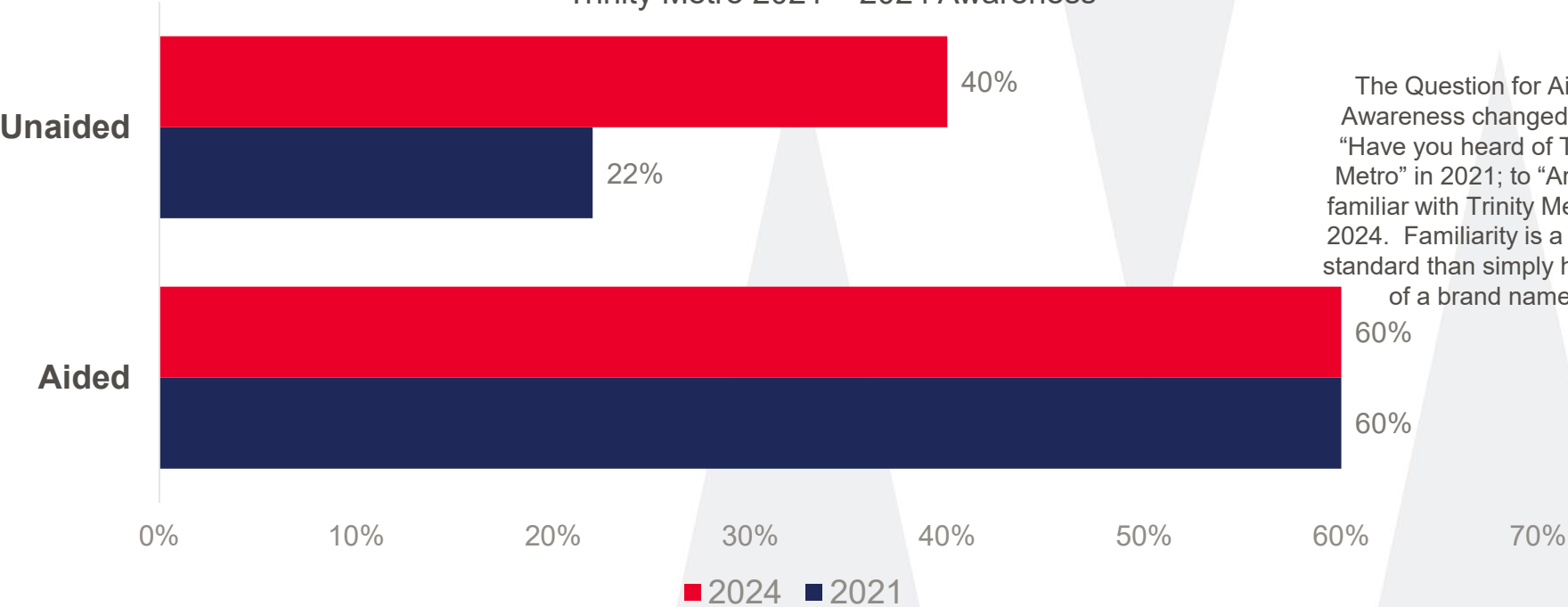
Aided awareness is the percentage of people who can express knowledge of a brand with prompting (“Are you familiar with Trinity Metro?”). In this case, the non-riders who, can say they are familiar with Trinity Metro.



Market Research Insights Non-Rider Awareness

Among Trinity Metro Non-Riders

Trinity Metro 2021 – 2024 Awareness



The Question for Aided Awareness changed from “Have you heard of Trinity Metro” in 2021; to “Are you familiar with Trinity Metro” in 2024. Familiarity is a higher standard than simply hearing of a brand name.

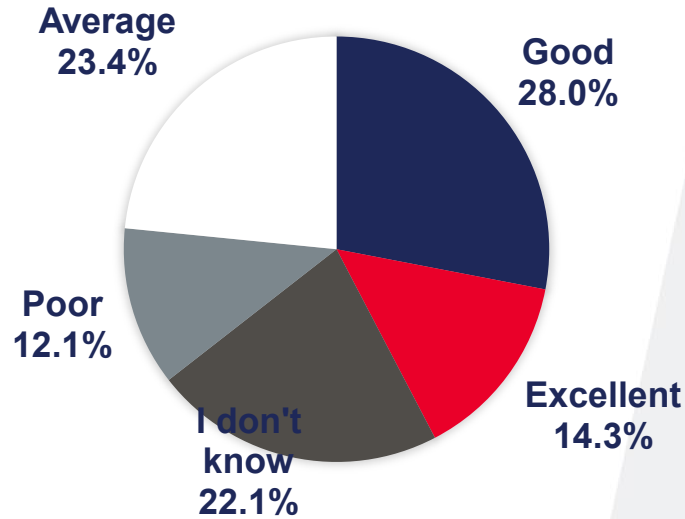


Market Research Insights

Non-Rider Impression of Trinity Metro

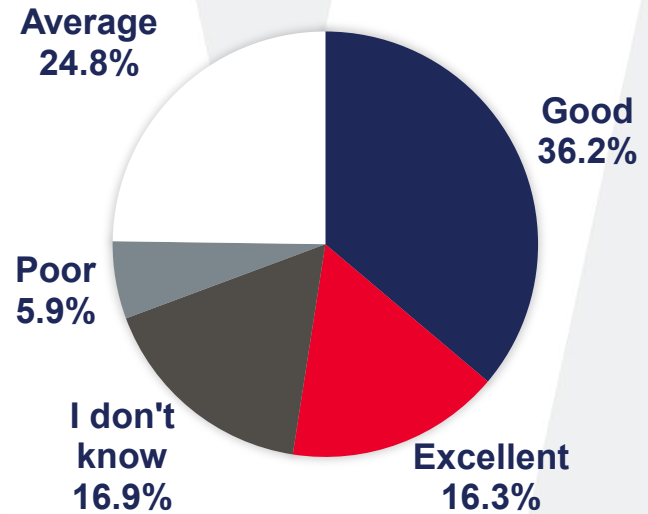
Top 2 Box
42%

2024



2021

Top 2 Box
53%

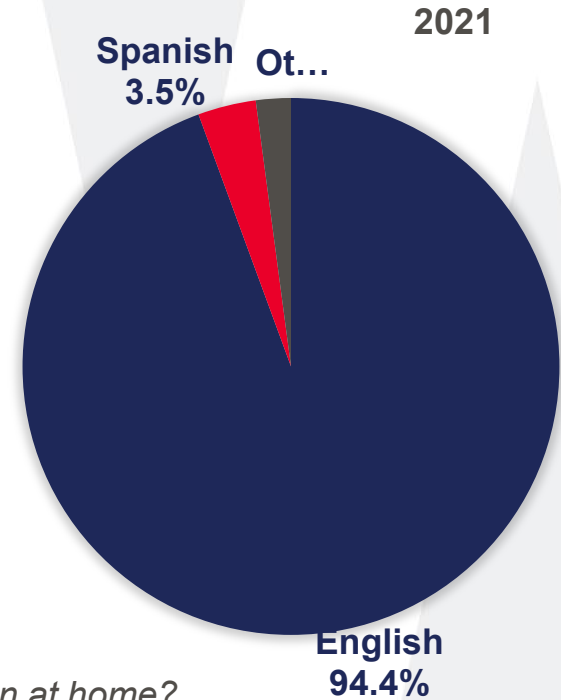
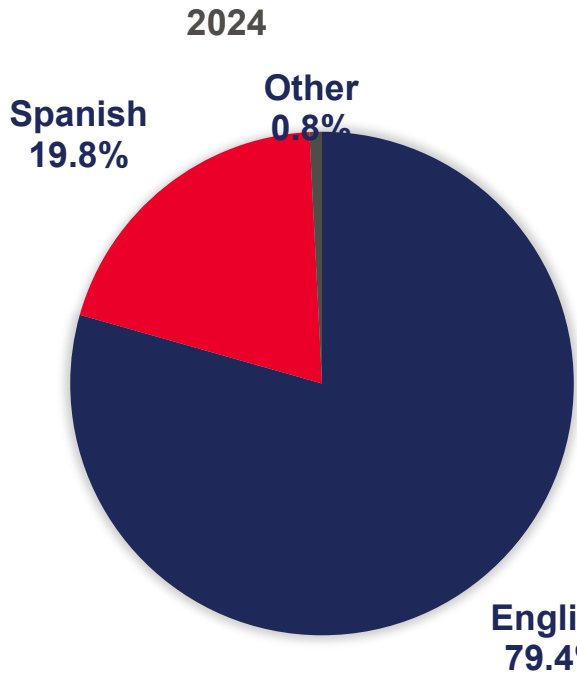


Overall, how would you rate your impression of Trinity Metro?



Market Research Insights – Non-Rider

Demographics

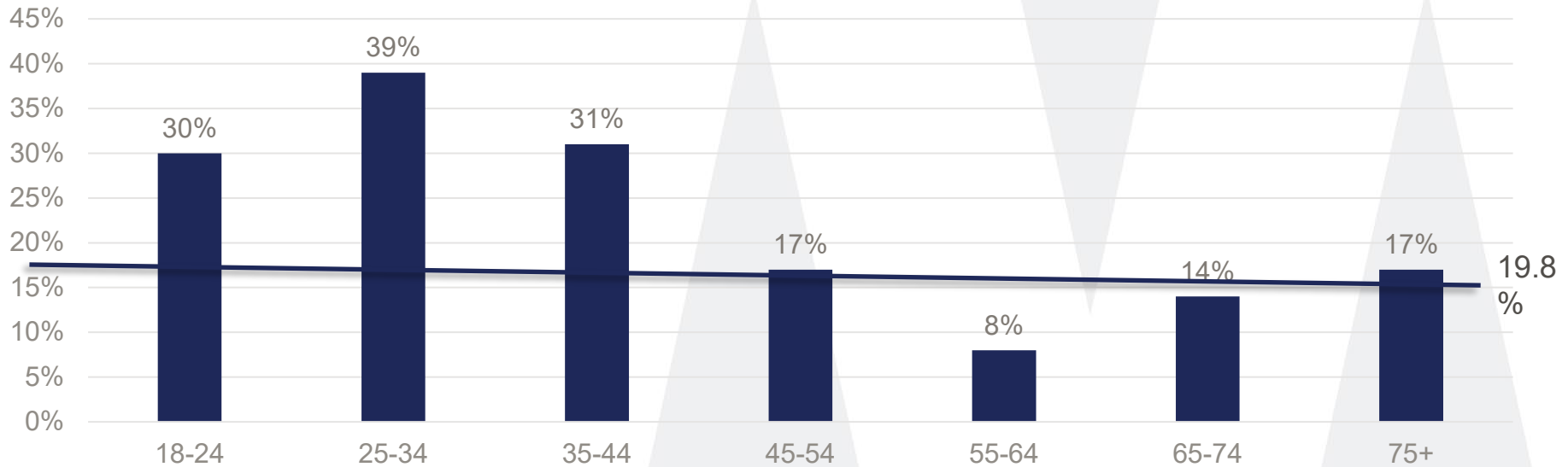


What is the primary language spoken at home?

Market Research Insights – Non-Rider

Demographics

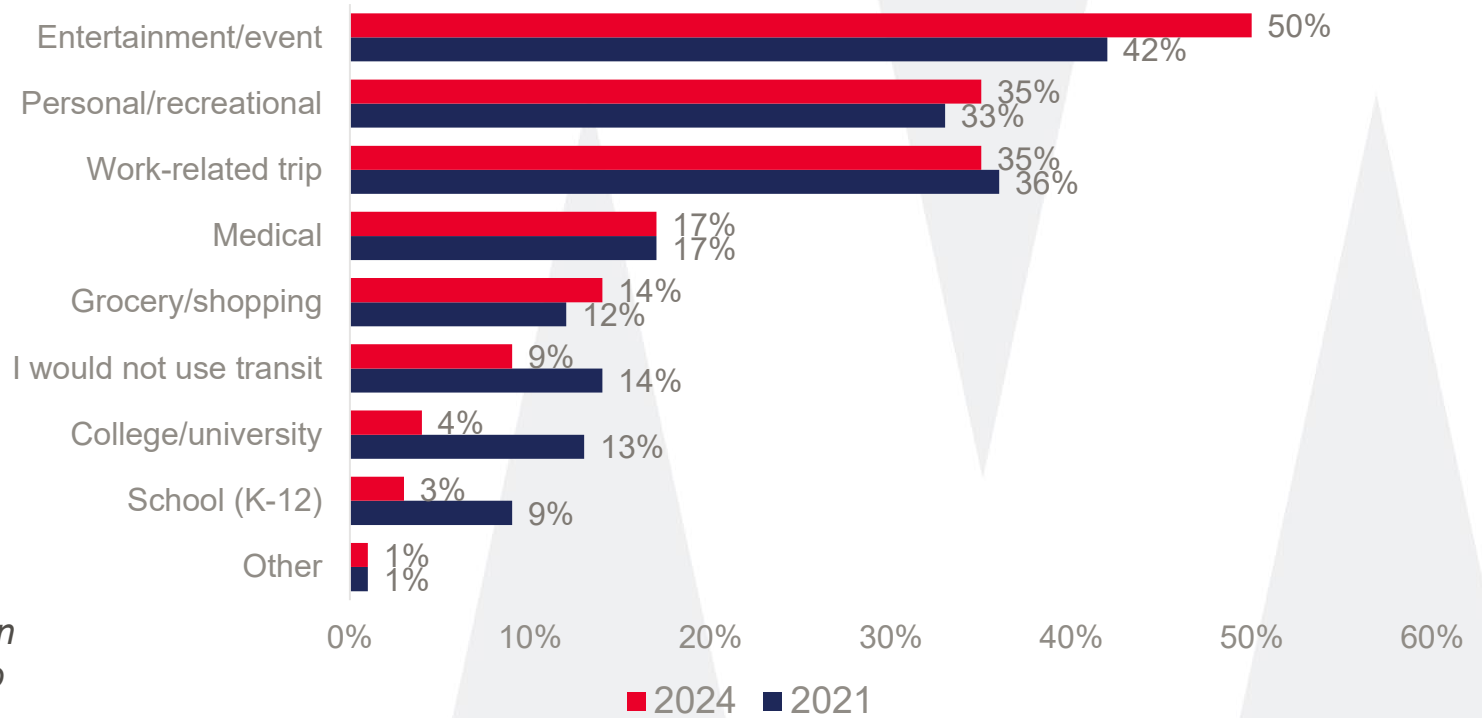
Primary Language at home - Spanish



What is the primary language spoken at home?

Market Research Insights – Non-Rider

What Trip Purpose Would Cause Consideration of TM?



For what trip purpose(s) would you be interested in using Trinity Metro services?



Market Research Insights – Non-Rider

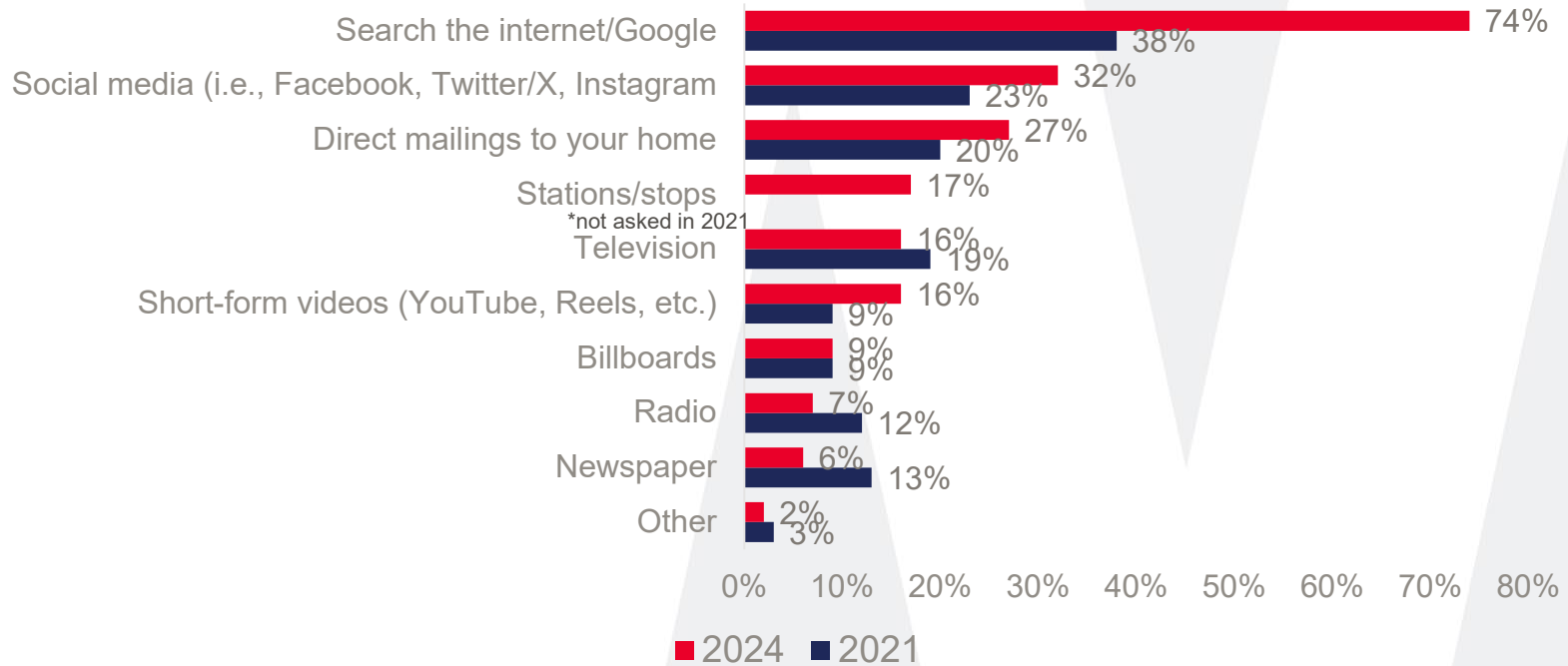
Factors That Would Encourage You to Use TM

Please rate how likely each factor would encourage you to begin using public transportation in Tarrant County/Fort Worth	2024 - Top 2 Box Scores	2021 - Top 2 Box Scores
If your car was not available due to repairs	69%	60%
The time it takes to get to entertainment/events by car increases due to traffic congestion	67%	Not Asked
If travel time by public transit were the same or less than travel by automobile	65%	54%
The time it takes to get to work by car increases due to traffic congestion or road construction	62%	51%
Transit stops are located closer to the place you work or visit frequently	61%	54%
Transit stops are located closer to your home	60%	51%
Bus or rail service is more frequent	57%	46%
The time it takes to get to personal/recreation errands by car increases due to traffic congestion	57%	Not Asked
Your employer provided incentives to use public transportation services	54%	47%
You are better informed how to use Trinity Metro	50%	50%
The cost of parking increases at place you work or at places you visit frequently	44%	41%
If Trinity Metro acquired newer, all-electric buses	42%	39%
Your company requires you to return to office/worksites in a post- COVID environment	29%	33%



Market Research Insights – Non-Rider

Most Trusted Source for Information – Public Transport



Which of the following would be the most trusted sources for you to learn about public transportation services in the Tarrant County/Fort Worth Area?

Market Research Insights – Non-Rider Perceptions about Public Transportation

Please rate your level of agreement with the following statements about public transportation in the Fort Worth area.	2024 Top 2 Box Scores	2021 Top 2 Box Scores
I think public transportation is an affordable alternative to driving a car	63%	10%
I think public transportation is safe to use	62%	10%
I would know where to get information about public transportation services if needed	53%	20%
I am familiar with public transportation services that are available	49%	26%
I think public transportation services successfully operate on schedule	47%	Not Asked
I think public transportation is designed to serve people like me	46%	27%

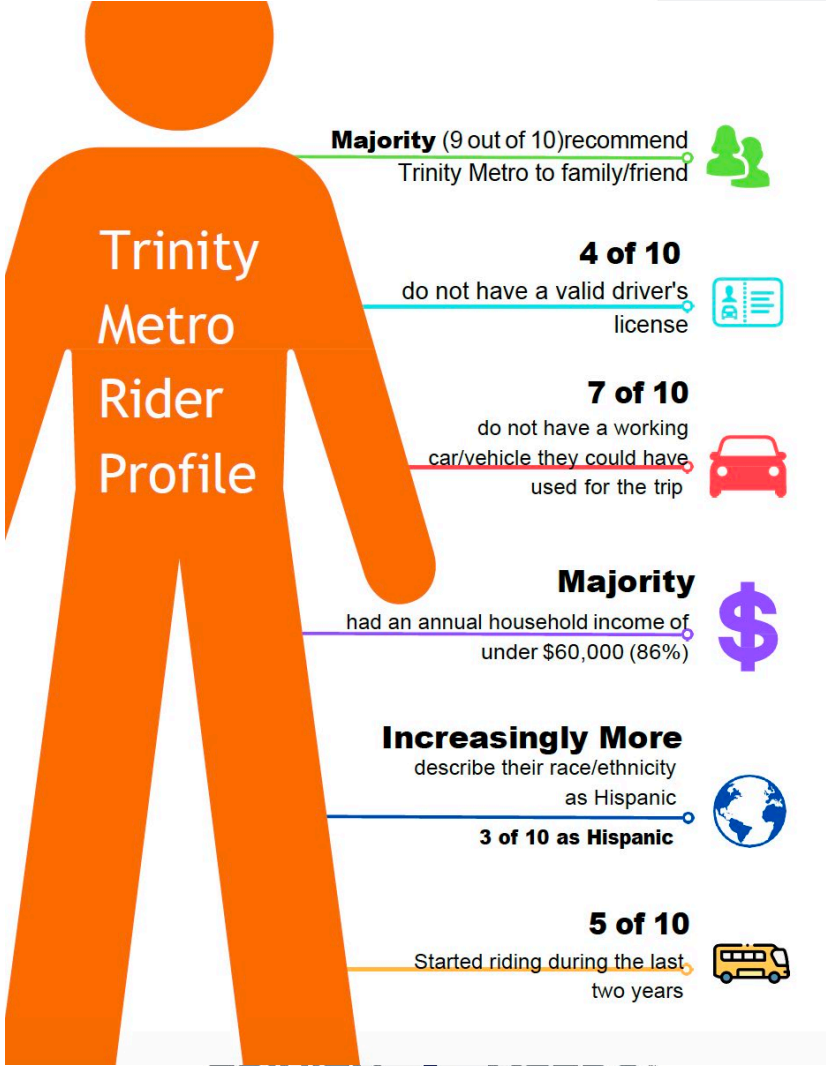
Market Research Insights – Non-Rider Perceptions about Public Transportation

Please rate your level of agreement with the following statements about public transportation in the Fort Worth area.	2024 Top 2 Box Scores	2021 Top 2 Box Scores
I think public transportation is an affordable alternative to driving a car	63%	10%

- In 2024 63% thought public transportation was an affordable alternative to driving a car – compared to 10% in 2021
 - 18-24 agree the least with the concept that public transportation is an affordable alternative to driving a car (48% agree)
 - 25-54 has the highest percentage of agreement

2024 Rider Survey

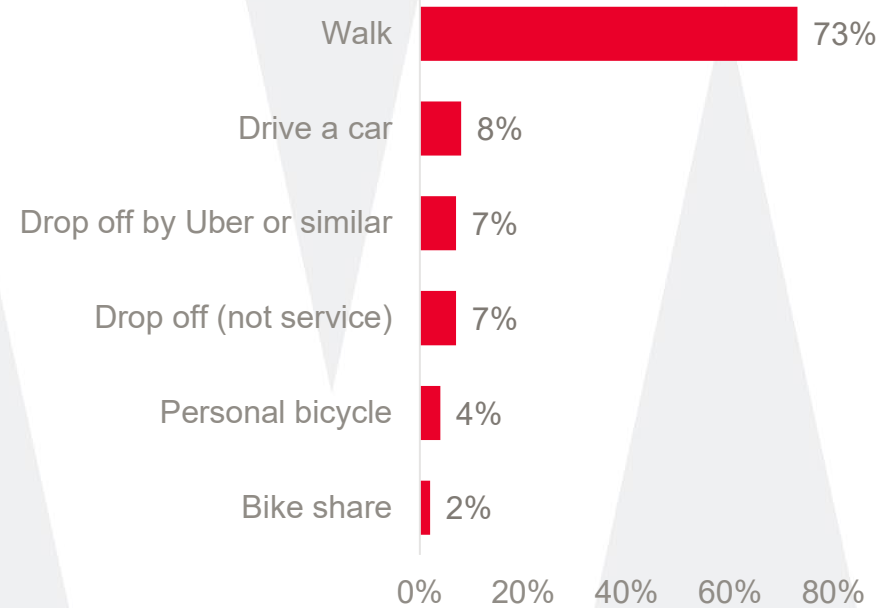
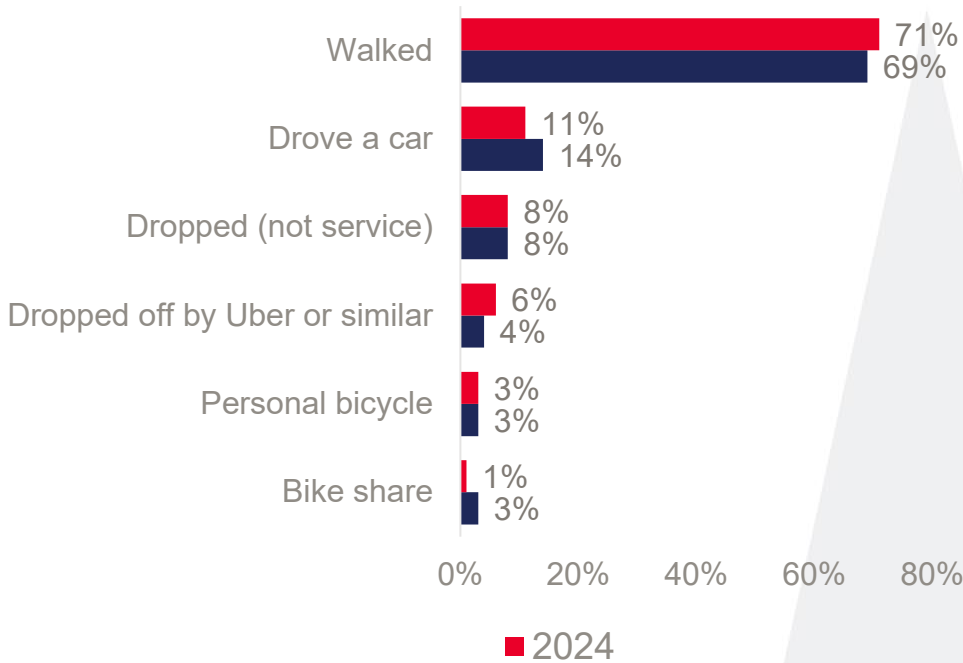




Market Research Insights – Riders Getting to/From the Bus/Train

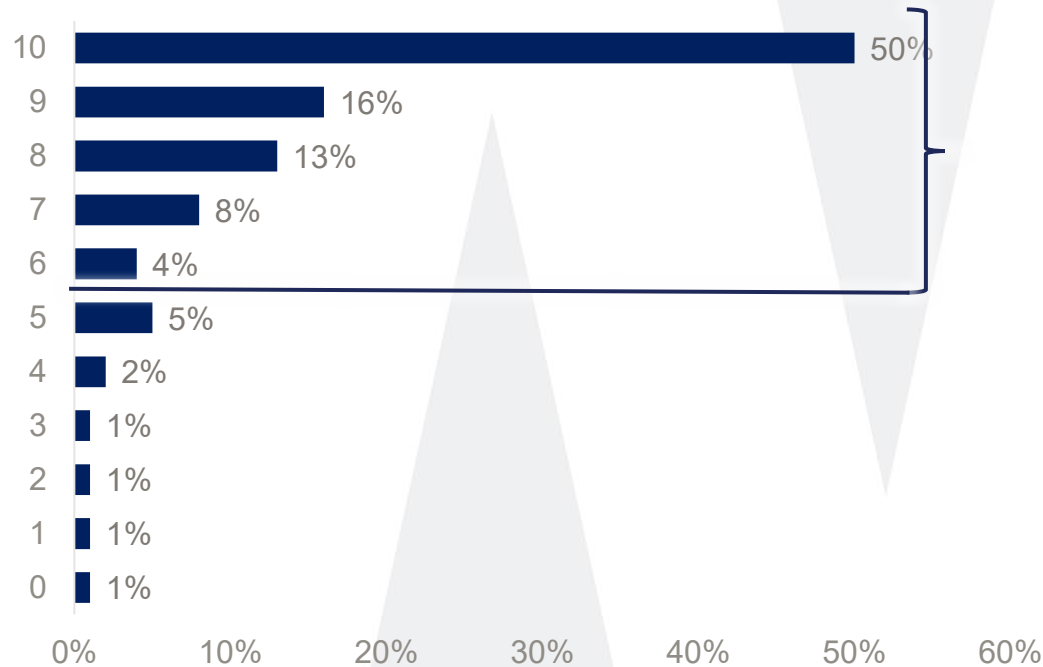
To Bus/Train

To Final Destination



Market Research Insights – Riders

Likelihood to Recommend Trinity Metro to Family/Friends



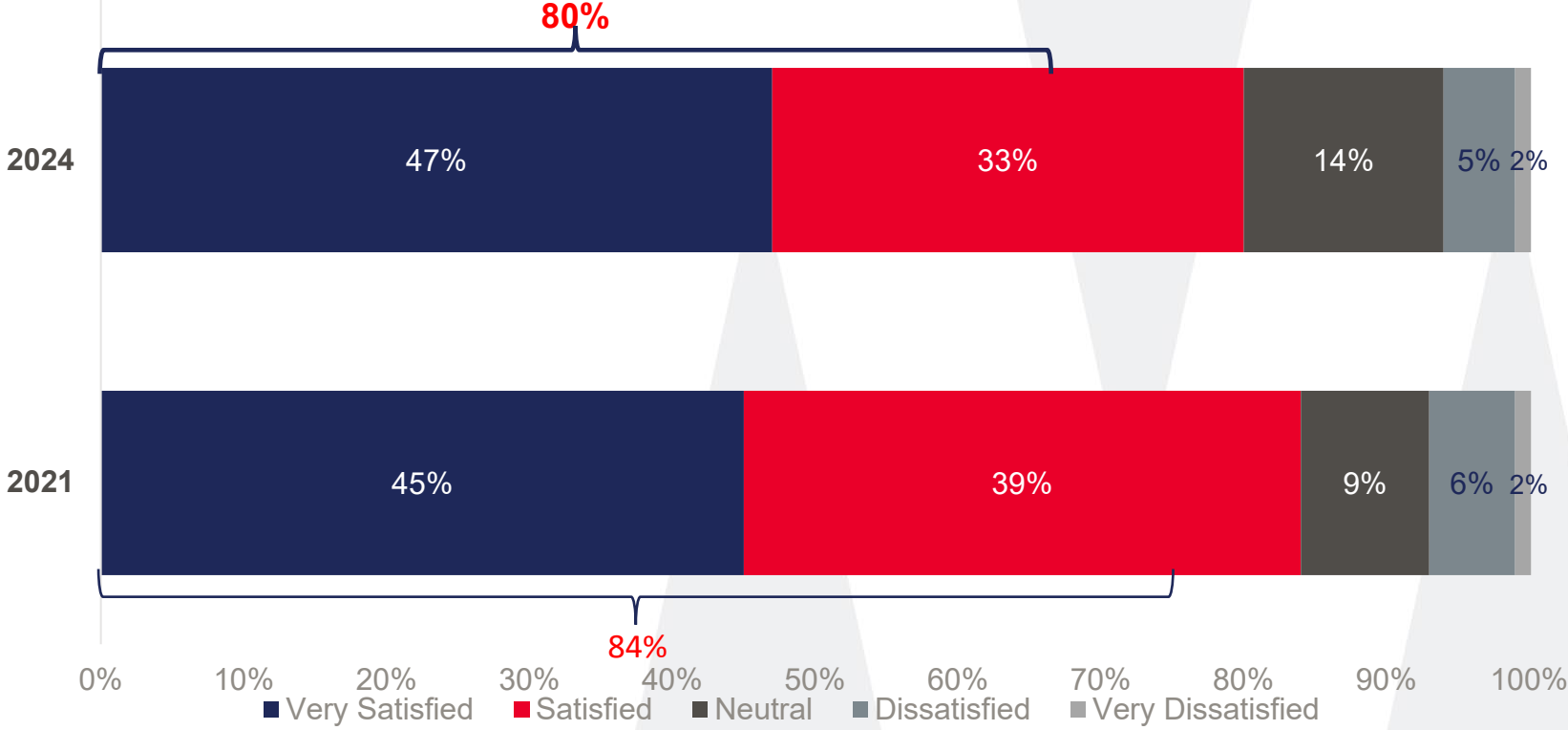
**91%
Likely to
Recommend**

In 2021, 86% answered "Yes" when asked, "Would you recommend Trinity Metro?"

Would you recommend Trinity Metro to a family member or friend?



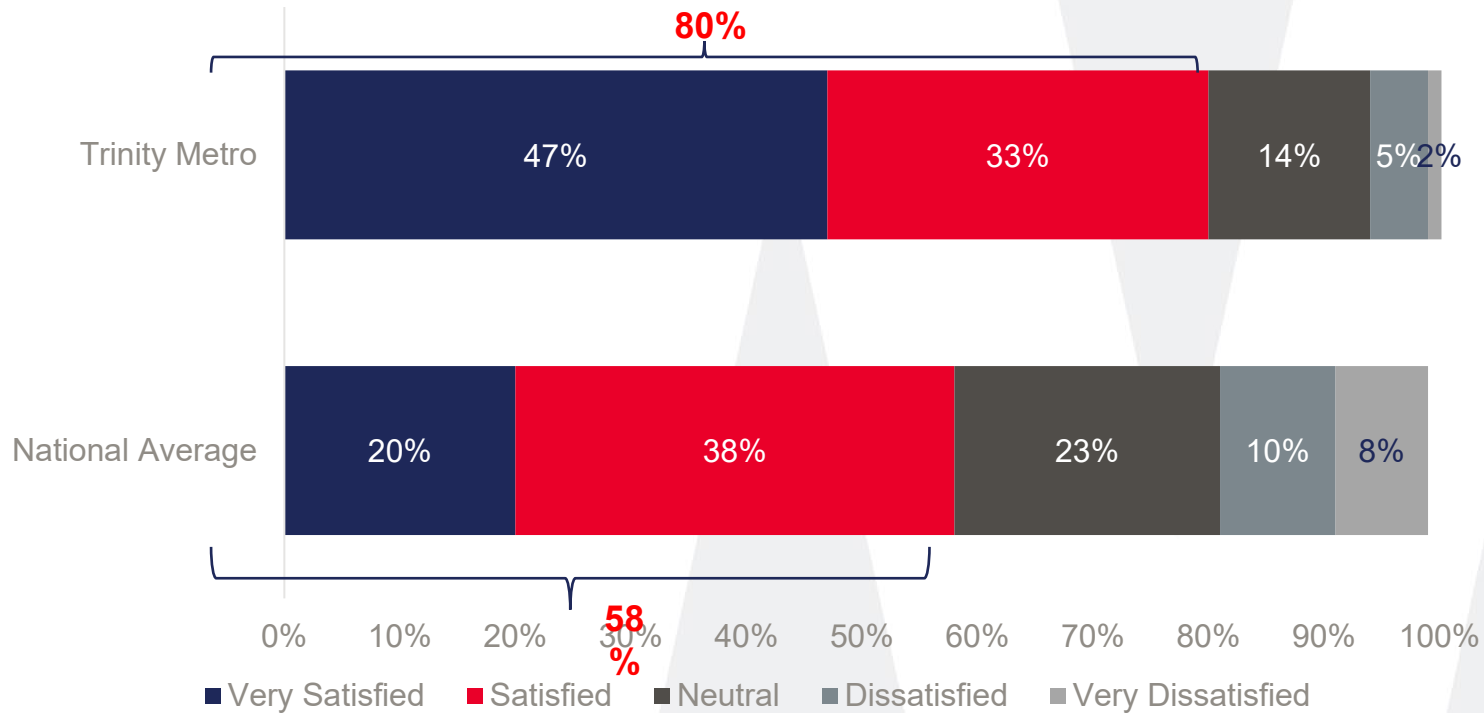
Market Research Insights – Riders Rider Satisfaction



Overall, how satisfied are you with your Trinity Metro experience?



Market Research Insights – Riders Rider Satisfaction



How satisfied are you with Trinity Metro overall?

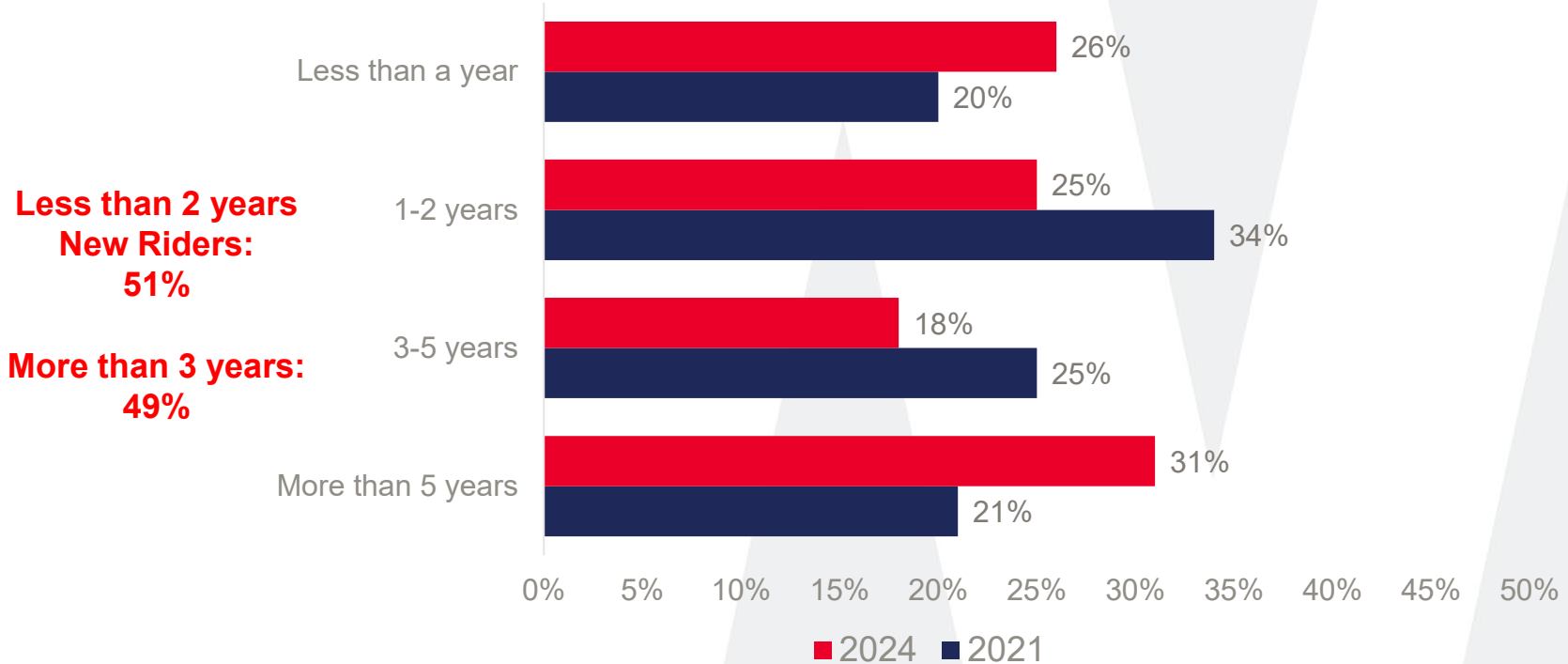


Market Research Insights – Riders Top 4 Drivers of Rider Satisfaction

- Vehicles running on schedule
- Reliability of service
- Frequency of bus/train
- Onboard security

Market Research Insights - Riders

Over 50% of Current Customers are New Riders from the Past 2 Years

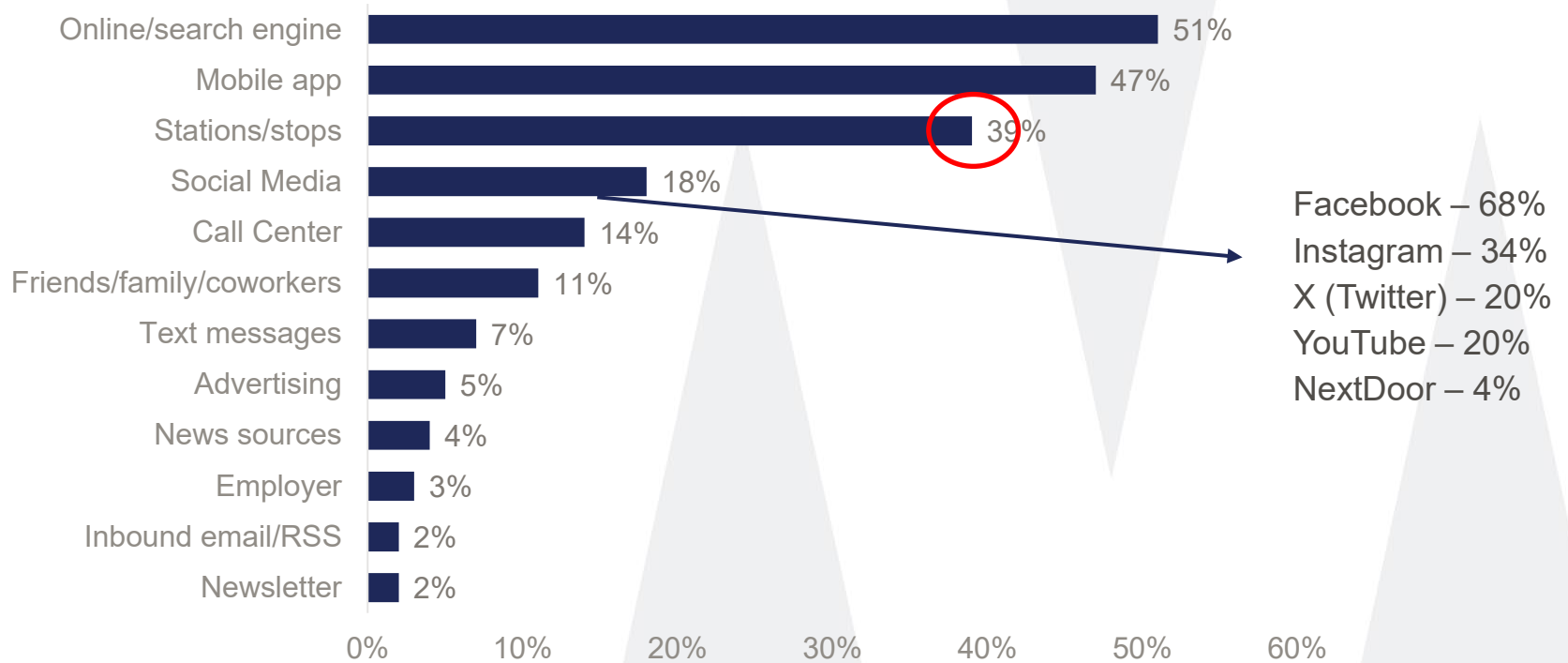


How long have you used Trinity Metro services?



Market Research Insights - Riders

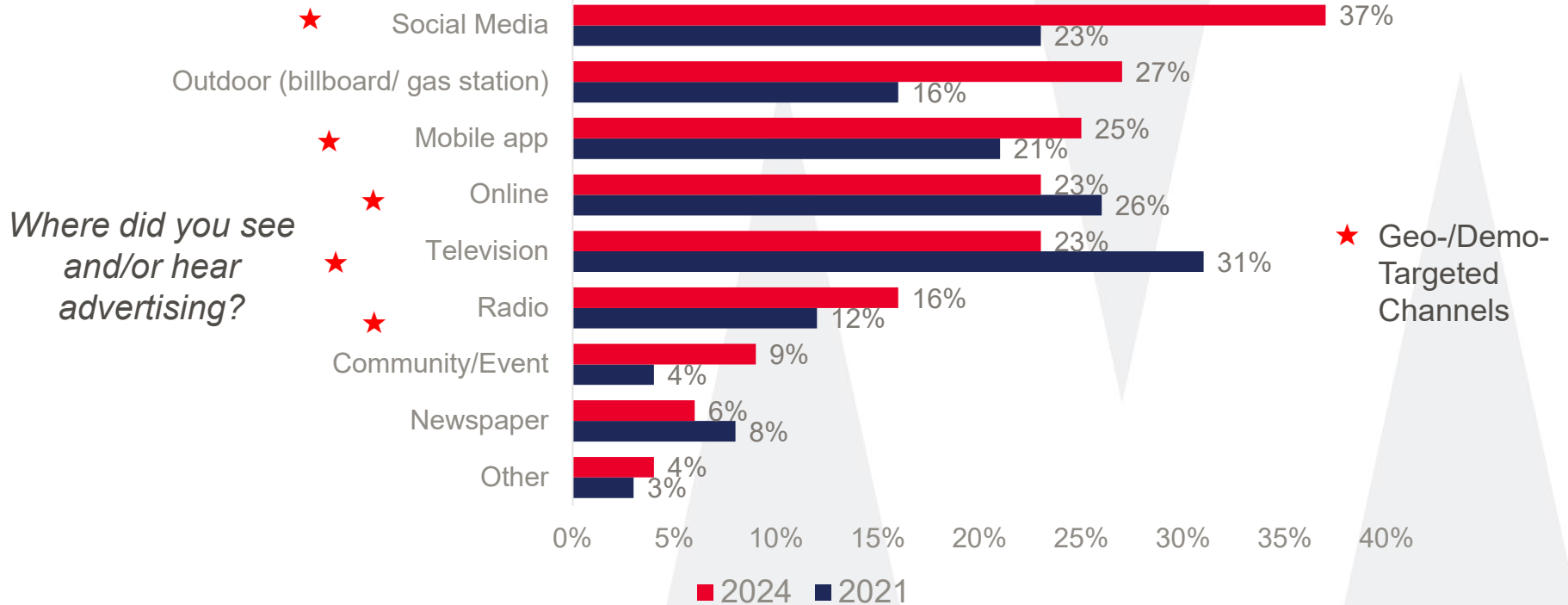
Getting Information About Bus, Rail, Ridesharing, Bikesharing and Infrastructure



Which **THREE** information sources do you most prefer for receiving information about bus, rail, ridesharing, bikesharing, or infrastructure projects?

Market Research Insights - Riders

Advertising Recall



Market Research Insights

Implications

- Given the increasing requirement for return to workplace locations (84% required to come into the workplace at least 3 days a week), a ridership campaign focused on the work commute trip could yield increased ridership
- Continue existing campaign focused on how Trinity Metro can connect riders to entertainment/events, personal/recreation and shopping.
- Increase the Hispanic/Spanish campaign to reach the 20% of the non-riders that have Spanish as the primary language in-home
- Promote greater brand awareness (both Aided and Unaided) by carving out a portion of the advertising budget for a broad reach campaign (OOH, traditional radio, TV)
- Explore using more direct mail targeted within walking distance of Bus Stops and Rail Stations (awareness, free ride Fridays, etc.)



Market Research Insights

Implications

- Explore geo-targeting/geo-fencing or advertising near major car repair locations near Trinity Metro services
- Use the cross tab data related to age to explore targeted advertising to those demographics (e.g., digital, promoted social, direct mail). Examples could include:
 - Only 48% of 18-24 year olds think that public transportation is an affordable alternative to driving a car
 - Compared to 25-54 (+62%)
- Possible "loyalty" to get riders to recommend Trinity Metro to a friend using 18-24 (48% would recommend TM to a friend or relative); 45% (25-34 and 45-64)



Questions?



Trinity Metro Agency Update

FY2024 Performance & FY2025 Goals

October 21, 2024

Principal Objectives

1. Increase support for transit
2. Educate the community about the benefits of Trinity Metro's services
3. Provide an outstanding customer experience
4. Maintain a positive organizational culture



Repositioning for strategic growth

- ✓ Economic impact study (complete)
- ✓ Polling & focus groups (complete)
- ❑ Mayor's Urban Rail Committee (Dec 2024)
- ❑ New strategic action plan + public engagement (Feb 2025)

Vision

The preferred choice for
simple, safe, and innovative
mobility services.

Mission

Connecting people to life

Values

We believe in:

- Innovation
- Safety
- Reliability
- Sustainability
- Fairness
- Integrity

2024 Goals

Year ending 9/30/2024

Goal #1 – Employee Engagement



Improve employee engagement/enablement survey scores by 10% as measured by employee engagement survey (FY24 vs. FY23 respectively).

- *Building trust and confidence in leadership – 48.6% vs. 56%*
- *Strengthening communication channels – 38.2% vs. 46.8%*
- *Maximizing employee enablement – 51.7% vs. 57.2%*

Goal #2 – Ridership



Increase annual ridership to 7.8 million trips equal to a 14.7% increase year over year (FY24 vs. FY23).

7,834,836 trips (preliminary, unaudited)

Goal #3 – New Partnerships



Execute one new partner agreement for ZIPZONE, Fort Worth Bike Sharing or other Trinity Metro programs.

Trinity Metro Bikes (formerly Fort Worth Bike Sharing)

UNT Health Science Center – Signed for a new 3 year term

TCU – Increased sponsorship to \$26,000

Goal #4 – Transit Campaign



Implement campaign to solicit public input on future transit vision. Convene or participate in 10 public engagement meetings to receive public input.

Completed 12 public engagement meetings

March 28 – Fort Worth Stockyards, 2537 N. Main St

April 3 – William McDonald YMCA, 2701 Moresby St.

April 4 – Fort Worth Central Station (2)

May 24 - Fort Worth Central Station (2)

June 15 – Fort Worth T&P Station

June 20 – Fire Station Community Center,
1601 Lipscomb St.

June 22 – Eugene McCray Community Center,
4932 Wilbarger St.

June 25 – R.D. Evans Community Center,
3242 Lackland Road

June 26 – Riverside Community Center,
3700 E. Belknap St.

June 27 – Northside Community Center,
1100 N.W. 18th St.

11

Goal #5 – Safety



Maintain momentum in safety improvements. Reduce frequency of employee and customer injuries by 10% (FY24 vs. FY23).

FY24	FY23
63	88

Decrease of 28.4%

2025 Goals

Year ending 9/30/2025

Goal #1 – Employee Engagement (Safety, Fairness, Integrity)

Implement first level supervision development program with metrics to enhance communication with frontline team.

Goal #2 – Ridership (Sustainability)

Increase annual ridership to 8.4 million trips equal to a 7.2% increase year over year (FY25 vs. FY24).

80% goal: 8.3 million trips or 5.76% increase

Goal #3 – Blue Line (Innovation)

Implement Blue Line to replace Molly The Trolley.

Goal #4 – Transit Campaign (Reliability, Innovation)

Hire new chief of strategy and
publish Trinity Metro 5-Year
Strategic Action Plan.

Goal #5 – Transit Workers Assault Prevention Strategy (Safety)

Implement transit worker assault prevention strategy to include focus on Dr. Dennis Dunkins Transfer Center and Route 89.

Connecting people to life

BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

TEXRail and Trinity Railway Express Ridership & On-Time Performance Update

MEETING DATE

October 21, 2024

BACKGROUND

Reed Lanham, Vice President of Rail, will provide an update on the September 2024 ridership and on-time performance results for TEXRail & Trinity Railway Express (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

10/04/24

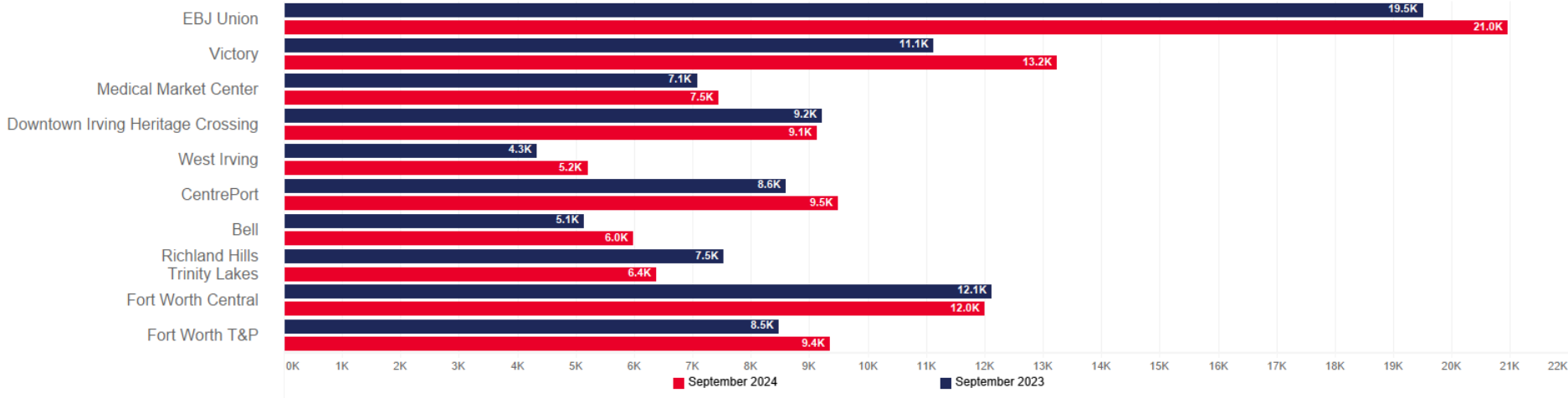
TEXRail and Trinity Railway Express Ridership & On-Time Performance Update

Reed Lanham – VP of Rail
October 21, 2024

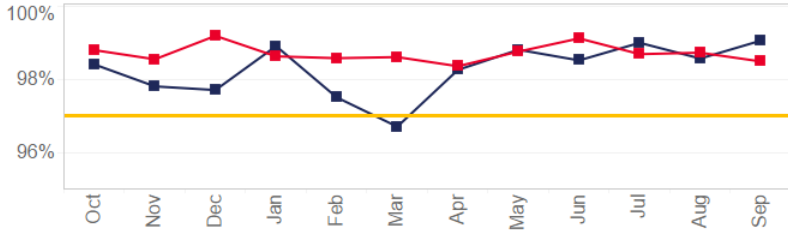


TRE Total Ridership by Station (in 1000s)

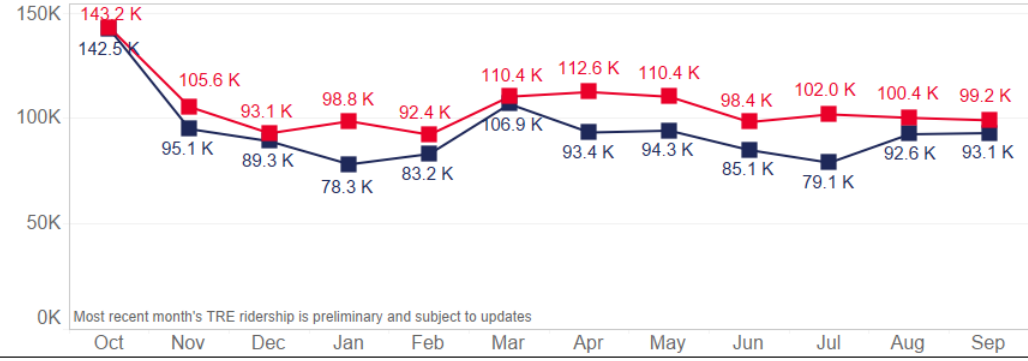
September 2024



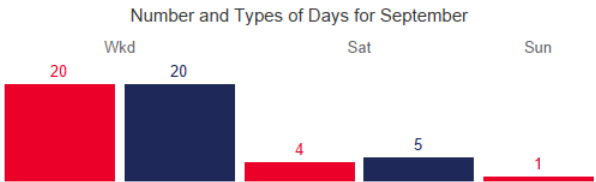
TRE On-Time Performance



TRE Monthly Ridership (in 1000s)



FYTD Ridership	Value
FY2021	794,396
FY2022	1,067,319
FY2023	1,132,892
FY2024	1,266,312



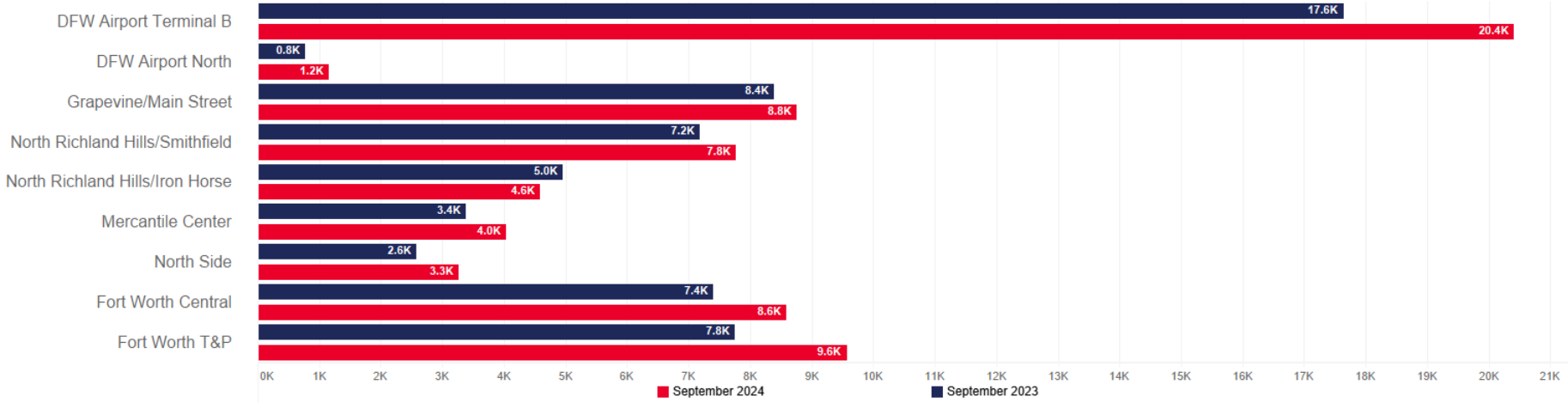
FY2023

FY2024

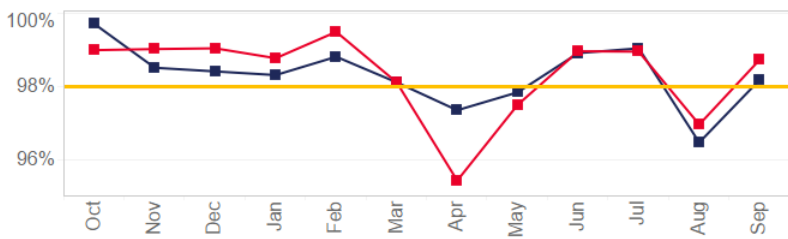


TEXRail Total Ridership by Station (in 1000s)

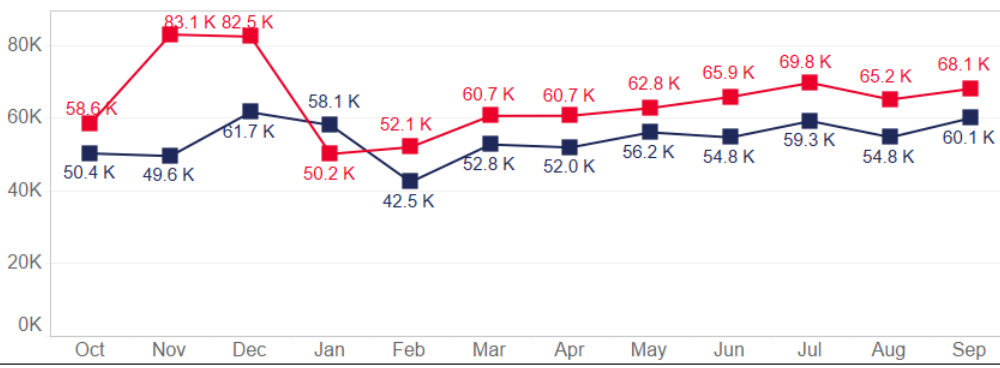
September 2024



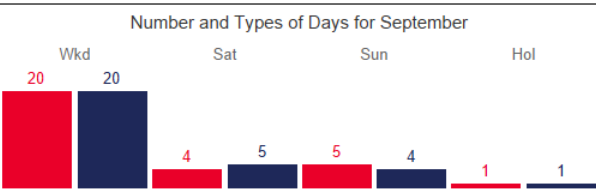
TEXRail On-Time Performance



TEXRail Monthly Ridership (in 1000s)



FYTD Ridership	Value
FY2021	304,545
FY2022	530,482
FY2023	652,195
FY2024	779,769



FY2023 FY2024



BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

Trinity Metro On-Demand Update

MEETING DATE

October 21, 2024

BACKGROUND

On February 20, 2024, the Trinity Metro Board approved BA2024-12 for the new service provider for Trinity Metro ACCESS and Trinity Metro ZIPZONE (now Trinity Metro On-Demand) services. The contract was awarded to Tidewater Transit, LLC (VIA).

On June 1, 2024, VIA continued to operate and manage Trinity Metro On-Demand services for Mercantile, Southside and South Tarrant zones, and the Southeast zone transitioned to VIA management. On July 15, 2024, Trinity Metro launched the Mansfield and Alliance zones.

On October 1, 2024, VIA became the new contract provider for Trinity Metro On-Demand (paratransit) services, supplementing paratransit services provided by Trinity Metro staff. Alicia Walker, General Manager for Bus Operations, will provide an update on Trinity Metro On-Demand (paratransit) services that started October 1, 2024.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD*

Wayne Gensler

DATE

10/07/24

TRINITY METRO ON- DEMAND VIA Partnership

Alicia Walker
General Manager
October 21, 2024



Major Milestones

1 

June 3, 2024

Continuation of existing zones (South Tarrant, Southside, Mercantile) and transition of Southeast to VIA

2 

July 15, 2024

Launched Mansfield and Alliance Zones

3 

September 15, 2024

Launched North Side and TCC NE Zone

Expanded Southside zone to include Sycamore Heights neighborhood

4 

October 1, 2024

Transition paratransit operation completed!



Journey to Launch Day

- Expanded microtransit zones to Mansfield, Northside, TCC NE, and relaunched Alliance zone
- VIA staff trained over 90 Trinity Metro employees including operators on the VIA Software Platform
- Seamless Client data migration of over 30,000 paratransit clients
- Held community engagement sessions with customers throughout Fort Worth and River Oaks (still ongoing)
- Successfully rebranded over 80 vehicles to “Trinity Metro On-Demand”
- Trinity Metro staff completed driver check-offs to 43 VIA Drivers in 3 weeks
- Dedicated VIA staff provided coverage to Trinity Metro staff during all service hours on Launch Day!



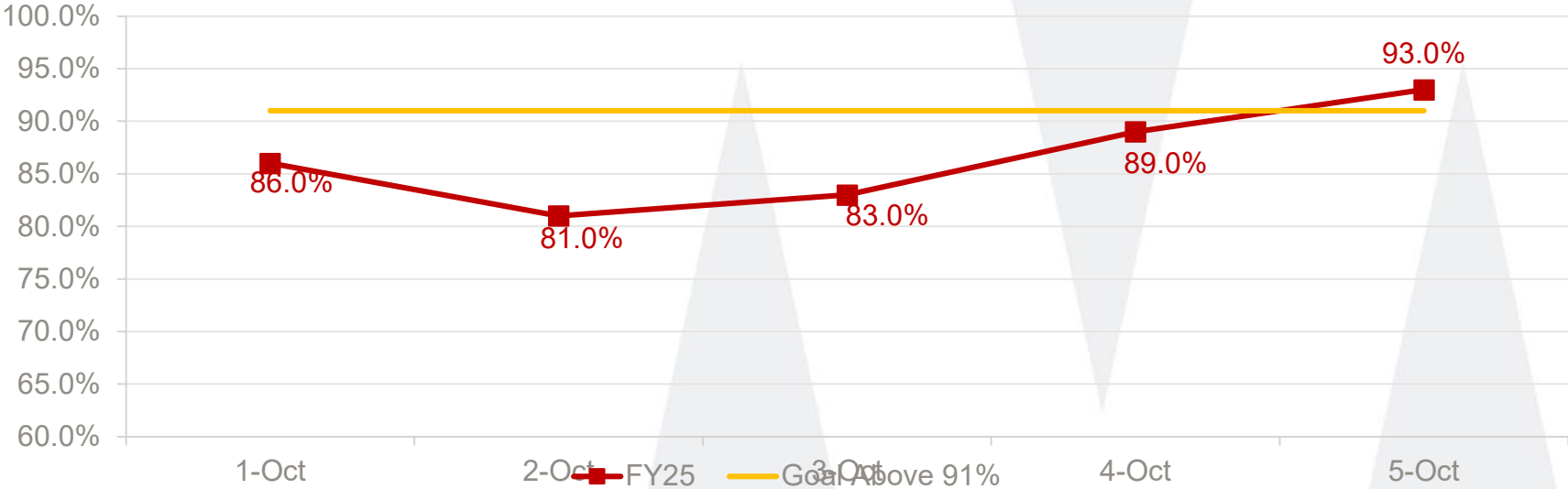
TRINITY METRO ON DEMAND TOTAL RIDES

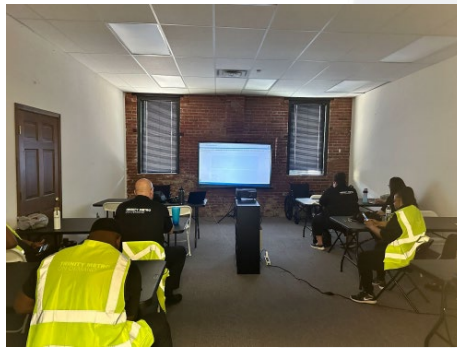


FY2025 YTD Total Ridership: 4,732



TRINITY METRO ON DEMAND OTP





TRINITY  METRO®

**Thank
You**



BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

General Planning Consultant (GPC) Update

MEETING DATE

October 21, 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 opportunities related to planning, designing, constructing, financing, maintaining, and improving the Trinity Metro transportation system. There was some discussion about how the Board would be informed on the status and progress of tasks assigned to the GPC.

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

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD *

Chad Edwards

DATE

10/01/24

Task Order		Description	Status
1	Program Management	This task covers meetings, invoices, and scope development.	<ul style="list-style-type: none"> Continued oversight Task development coordination
2.6	Alliance Express Mobility Hub Layouts	Provide a typical layout for potential Mobility Hub locations	<ul style="list-style-type: none"> Developing draft concept layout for potential improvements at Dr. Dennis Dunkins Transfer Center
3	Transit Value Proposition	This task outlines the value of transit in Fort Worth and will provide materials that can be shared with others during meetings.	<ul style="list-style-type: none"> Fact Sheet draft under review
6	Streetcar Feasibility Study	Review, update, and identify corridor for potential Streetcar	<ul style="list-style-type: none"> Coordinating with the city on tasks related to the Mayor's Urban Rail Committee supporting Economic Development and Tourism
7	Graphics Support	Support to staff for graphics, maps, and presentations	<ul style="list-style-type: none"> Website page development for Transit Value Proposition and the Trinity Metro Effect
8	Grant Writing Support	Support of grant writing and applications	<ul style="list-style-type: none"> 2025 USDOT RAISE Grant – NOFO anticipated in early October Early efforts to develop broad support prior to the RAISE grant NOFO
10	Fare Collection Review	Review fare structure and collection systems	<ul style="list-style-type: none"> No current effort at this time
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	<ul style="list-style-type: none"> Support for new Perception Campaign and social media outreach
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	<ul style="list-style-type: none"> Revised Draft #2 scope of work submitted, under review
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	<ul style="list-style-type: none"> Close out
18	Strategic Plan	Development of agency strategic plan	<ul style="list-style-type: none"> Weekly coordination meetings scheduled Schedule & outline developed Scheduling stakeholder interviews
19	Property Inventory and Evaluation	Identify and evaluate property that can be sold	<ul style="list-style-type: none"> Initial properties identified for potential listing & sale
20	TEXRail DMU Vehicle Commissioning Support	Procurement support, design reviews, and on-site inspections for the 4 new Stadler DMU Vehicles procured for the TEXRail Project	<ul style="list-style-type: none"> Bi-weekly coordination meetings scheduled Pre-award Buy America Audit conducted

BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

Annual Ridership Update - FY2024

MEETING DATE

October 21, 2024

BACKGROUND

Staff will provide an overall update on Fiscal Year 2024 ridership as well as highlight trends and ridership by mode. In order to provide the most up-to-date and complete numbers, the final report will be provided at the board meeting.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD*

Chad Edwards

DATE

10/04/24

BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

Trinity Metro Orange Line Launch Results

MEETING DATE

October 21, 2024

BACKGROUND

Glenn Miller, Director of Marketing, will provide an overview of marketing and communications activities, tactics and results from the launch of the Trinity Metro Orange Line.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD*

Melissa Chrisman

DATE

10/07/24

*Let's
Ride!*

The Orange Line Launch Results

July-Sept. 2024



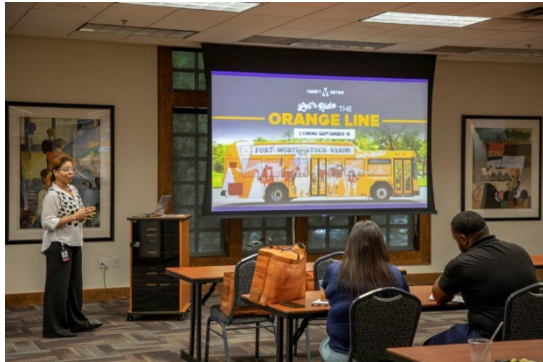
SPECIAL EVENTS

National Day of the American Cowboy Parade
Saturday, July 27



SPECIAL EVENTS

Hotel Concierge Introduction
Wednesday, Aug. 28



SPECIAL EVENTS

City Bus Tour
Thursday, Sept. 12



SPECIAL EVENTS

Media/Stakeholders Launch Party
Friday, Sept. 13



SPECIAL EVENTS



SPECIAL EVENTS

Public Launch Party at the Stockyards
Saturday, Sept. 14



SPECIAL EVENTS



SPECIAL EVENTS

Hispanic Heritage Month Kick-Off Celebration & Parade
Sunday, Sept. 15



SPECIAL EVENTS

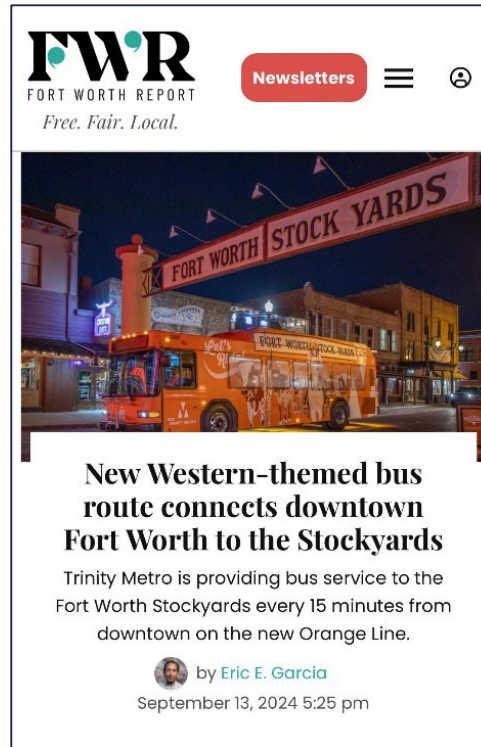
PBR Texas Rattler Days Parade
Saturday, Sept. 28



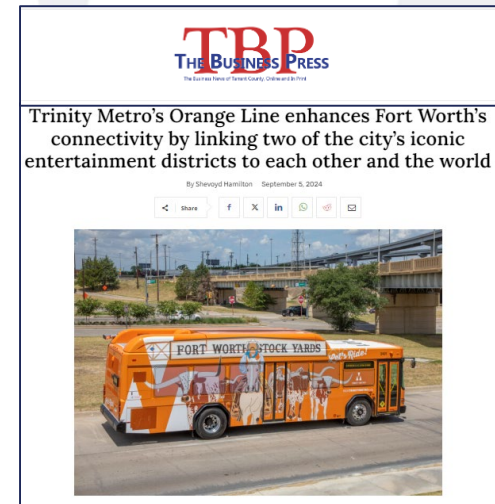
EARNED MEDIA

Coverage: TV, radio, online and print

- Media stories: 63
- Audience: 8,609,681
- Publicity value: \$778,622

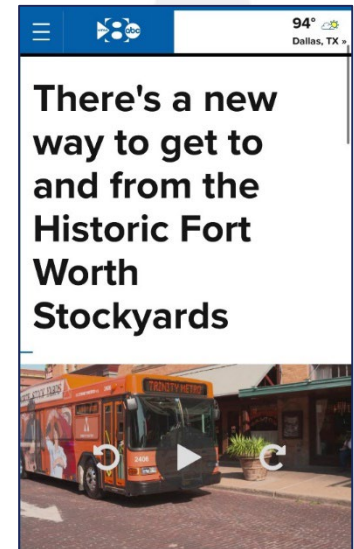
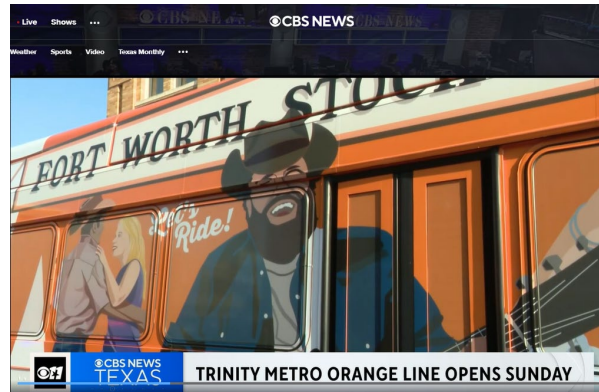


Coming soon:
Feature story on the Orange Line in Passenger Transport



EARNED MEDIA

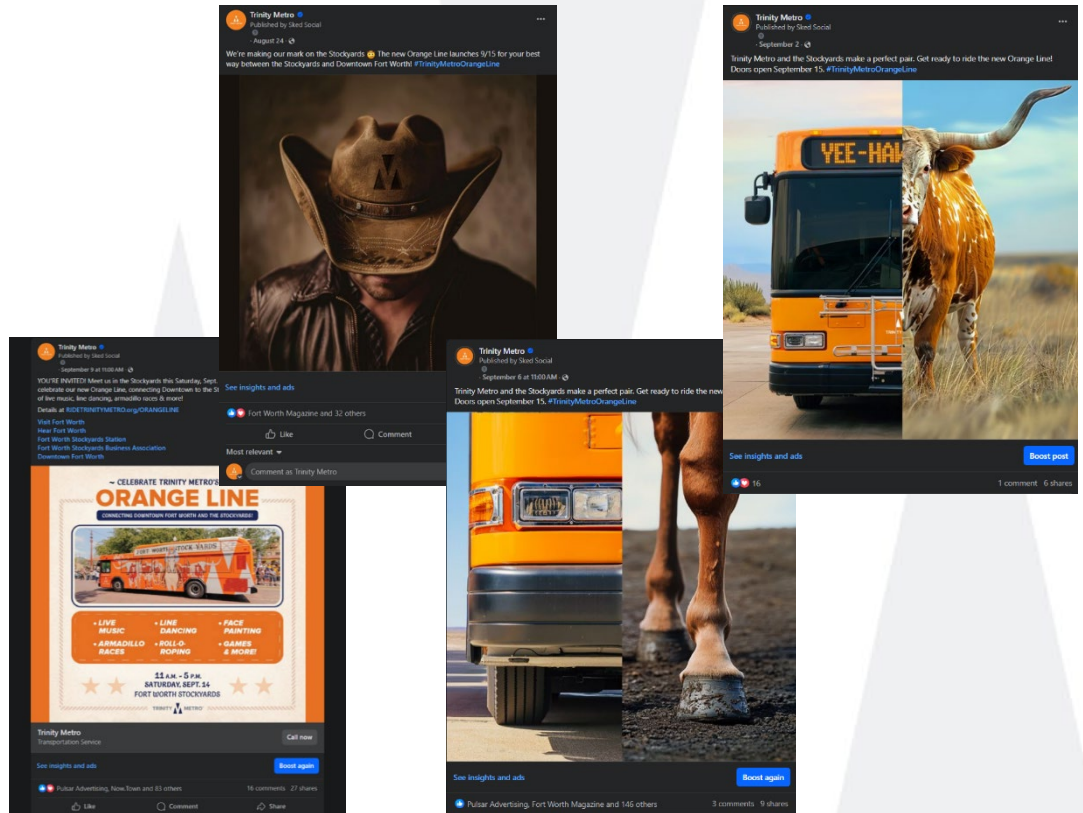
- ABC 8
- CBS 11
- Fox 4
- NBC 5
- Telemundo
- WBAP news radio



SOCIAL MEDIA

Organic Social Media

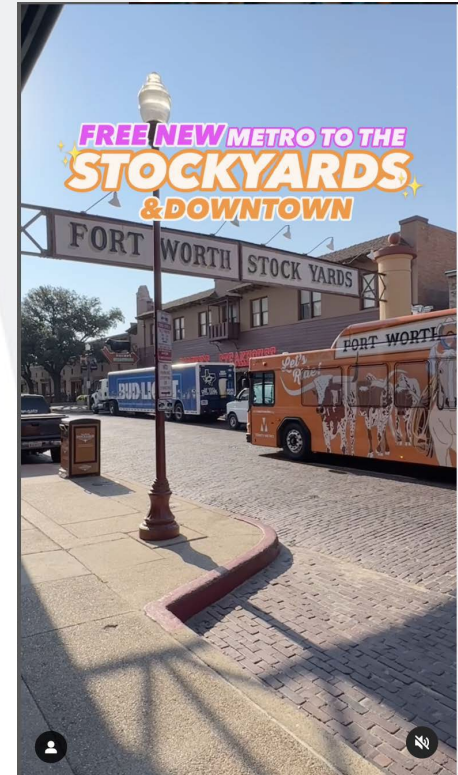
- Total Content KPIs
 - Reach – 77,004
 - Impressions – 97,862
 - Engagements – 3,850
- Additional social platforms
 - 9,677 additional views
 - Tik Tok
 - LinkedIn
 - YouTube Shorts



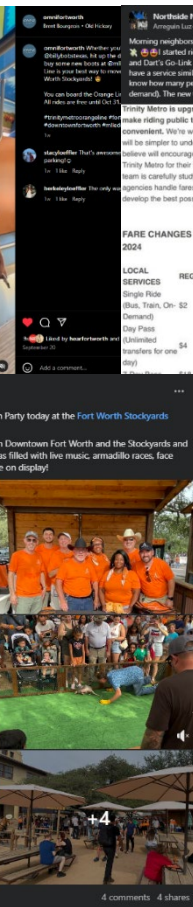
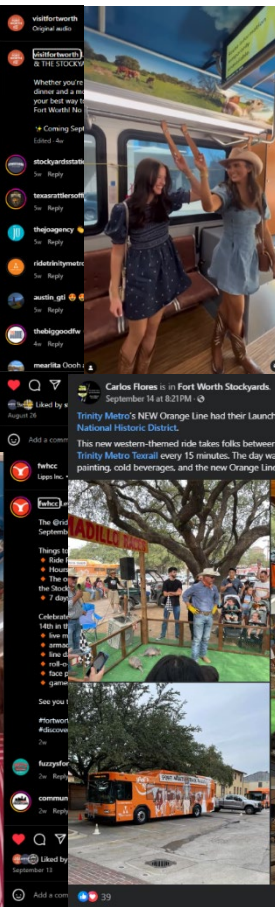
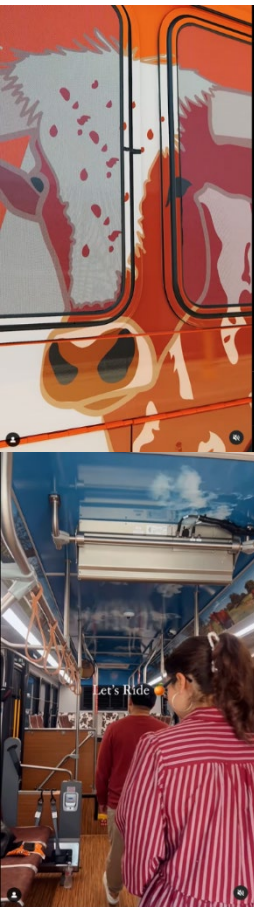
SOCIAL MEDIA

Social Media Influencer

- Instagram Reel
 - Sept. 14
- Fort Worth Love List (306K followers)
 - 137,365 views
 - 5,077 engagements
 - 2,609 shares
 - 794 saves



SOCIAL MEDIA BUZZ



TRINITY METRO

Let's Ride THE ORANGE LINE

COMING SEPTEMBER 15

FORT WORTH STOCK YARDS

RIDE FREE THROUGH OCT. 31

Graciously supported by **FORT WORTH**

FARE CHANGES - Effective Sept. 15, 2024

LOCAL SERVICES	REGULAR	REDUCED*
Single Ride (Bus, Train, On-Board)	\$1	
Day Pass (Unlimited transfers for one day)	\$4	\$2
DISCONTINUED		\$9
DISCONTINUED		DISCONTINUED

ORANGE LINE MAP

Visit Fort Worth
August 21 · 📍

Get ready to saddle up on the new **Trinity Metro Orange Line** running from Downtown Fort Worth to the Historic Stockyards! 🐾

Coming September 15th
<https://ridetrinitymetro.org/orangeline/>

Let's Ride THE ORANGE LINE

COMING SEPTEMBER 15

FORT WORTH STOCK YARDS

RIDE FREE THROUGH OCT. 31

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DISCONTINUED		\$9
DISCONTINUED		DISCONTINUED

ORANGE LINE MAP

Let's Ride TO THE FORT WORTH STOCK YARDS

Mayor Mattie Parker: 3 Fort Worth things to know this week
9/11 Memorial Tower Climb, New Trinity Metro Orange Line - City Council

AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
September 19 at 3:32 PM · 📍

"The buses are part of Trinity Metro's Orange line, which also allows riders to take TExpress from DFW Airport to north city of Fort Worth downtown with no need for a rental car," reports CBS News To

TRINITY METRO

Trinity Metro Orange Line opens, linking downtown Fort Worth, Stockyards
The buses are part of Trinity Metro's Orange line, which also links TExpress on the rooftop. So...

Los Vaqueros Stockyards
September 17 at 11:07 PM · 📍

Whether you're looking to enjoy our enchiladas or catch a movie downtown, Trinity Metro's Orange Line is your best way to travel between the historic Stockyards District and downtown Fort Worth. No driving, no parking, no stress! 🐾

One Way: \$2
All Day: \$4

Download the app!
iPhone: <https://apps.apple.com/us/app/gopass/id673970506>
Android: <https://play.google.com/store/apps/details...>

Fort Worth Magazine and 19 others
Northside Neighbors y Vecinos Of Fort Worth - Join
Sergio Garza · September 12 at 7:24 PM · 📍

ORT WORTH STOCK YARDS

Let's Ride TO THE FORT WORTH STOCK YARDS

ANETTE SOTO LANDEROS is with Isabella Lozano and 4 others.
September 12 at 4:09 PM · 📍

Thank you Trinity Metro for STOPPING BY the Fort Worth Hispanic Chamber of Commerce office to give our team a personal preview of the NEW ORANGE LINE that will b... See more



PAID MEDIA

Out of Home

- Clear Channel Outdoor
 - Neighborhood Poster Program
 - Aug. 26-Oct. 20
 - Billboards
 - I-35 north of 4th Street; Aug. 9-Nov.10
 - N. Main Street north of 20th Street; Sept.9-Dec. 1
 - I-30 west of Chambers; Sept.9-Dec. 1
- Fort Worth Weekly
 - Wrapped distribution boxes



PAID MEDIA

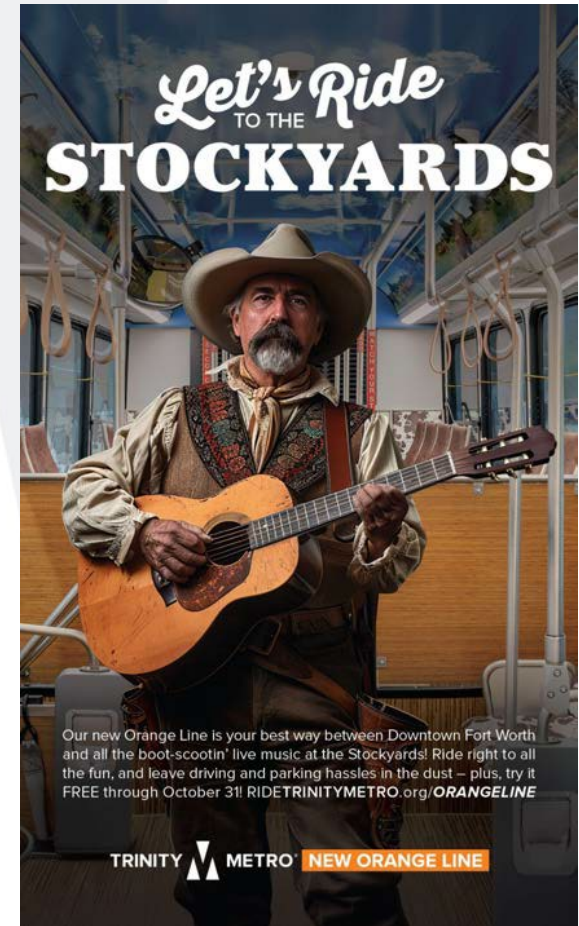
FTWToday

- E-newsletter ads
 - Aug. 9 & 21
 - Sept. 4 & 19



Fort Worth Key Magazine

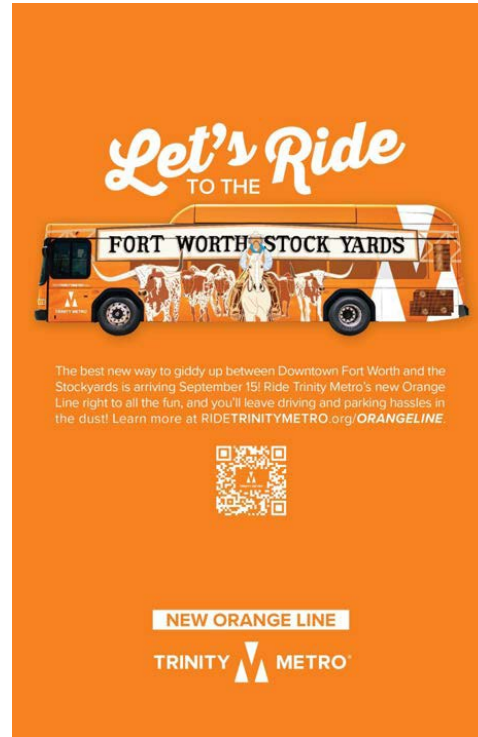
- Print ads
- September and October editions



PAID MEDIA

Fort Worth Weekly

- Print ads
 - Cover wrap
 - Website ads
 - Homepage feature
 - E-newsletter ads
 - Website ads
 - Social media posts
 - Dedicated newsletters
- Aug. 19-Sept. 30



PAID MEDIA

CultureMap Fort Worth

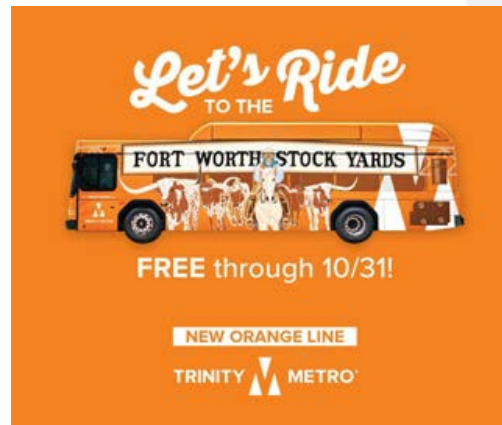
- Promotional emails, daily newsletter ads, website ads
- Sept. 2-Oct. 31

Fort Worth Star-Telegram

- Homepage takeovers
- Sept. 3, 11 & 16

What's Up Fort Worth

- Digital and newsletter ads



PAID MEDIA

Facebook/Instagram

- Aug. 15-Sept. 30

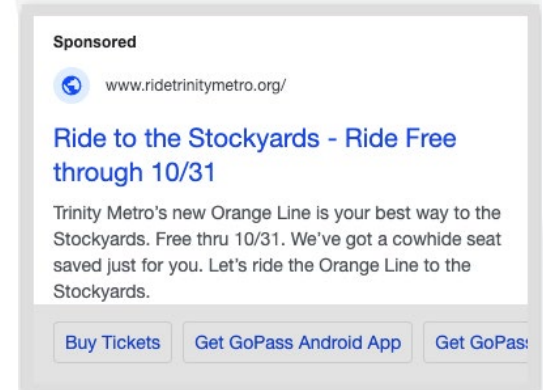
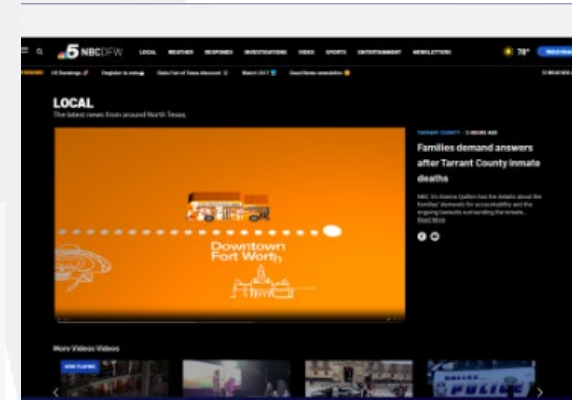
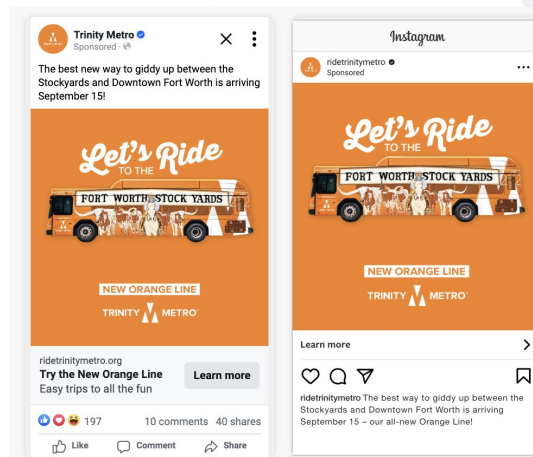
Connected TV/Pre-Roll Video

- Aug. 15-Sept. 30

Display Ad/Retargeting (website visits)

- Sept. 15-30

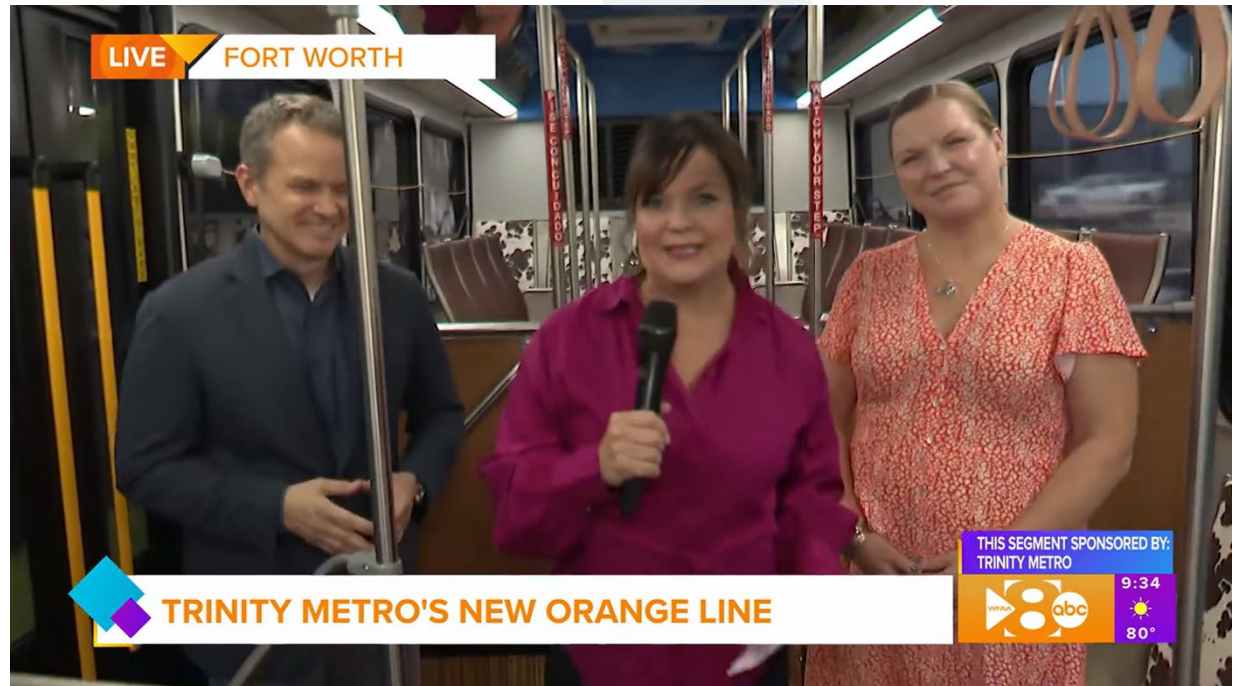
Search Engine Marketing



PAID MEDIA

Good Morning Texas

- Thursday, Sept. 19
- 9 a.m.
- WFAA-TV
- Mitch Whitten, COO, Visit Fort Worth
- Melissa Chrisman, VP Marketing & Communications, Trinity Metro



PAID MEDIA

Results

September Paid Media

- 12,569,129 impressions
- 22,961 clicks
- 0.18% click-through rate

Highlights

- Connected TV video completion rate (VCR) of **98.29%**
- Search engine marketing campaign for Orange Line Launch resulted in 22.636% click-through rate



RIDERSHIP

WEEK 1



+13.3%

WEEK 3



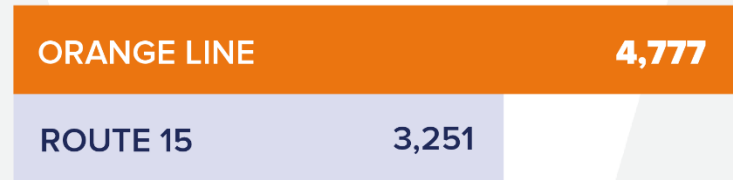
+20.5%

WEEK 2



+29.9%

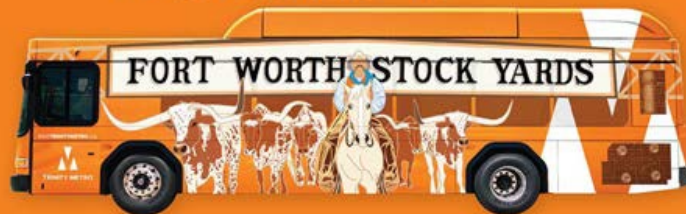
WEEK 4



+46.9%



Let's Ride
TO THE



BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

Community Engagement FY24 Year End Review

MEETING DATE

October 21, 2024

BACKGROUND

Detra Whitmore, Vice President of Community Engagement, will give the Community Engagement Report.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD*

Detra Whitmore

DATE

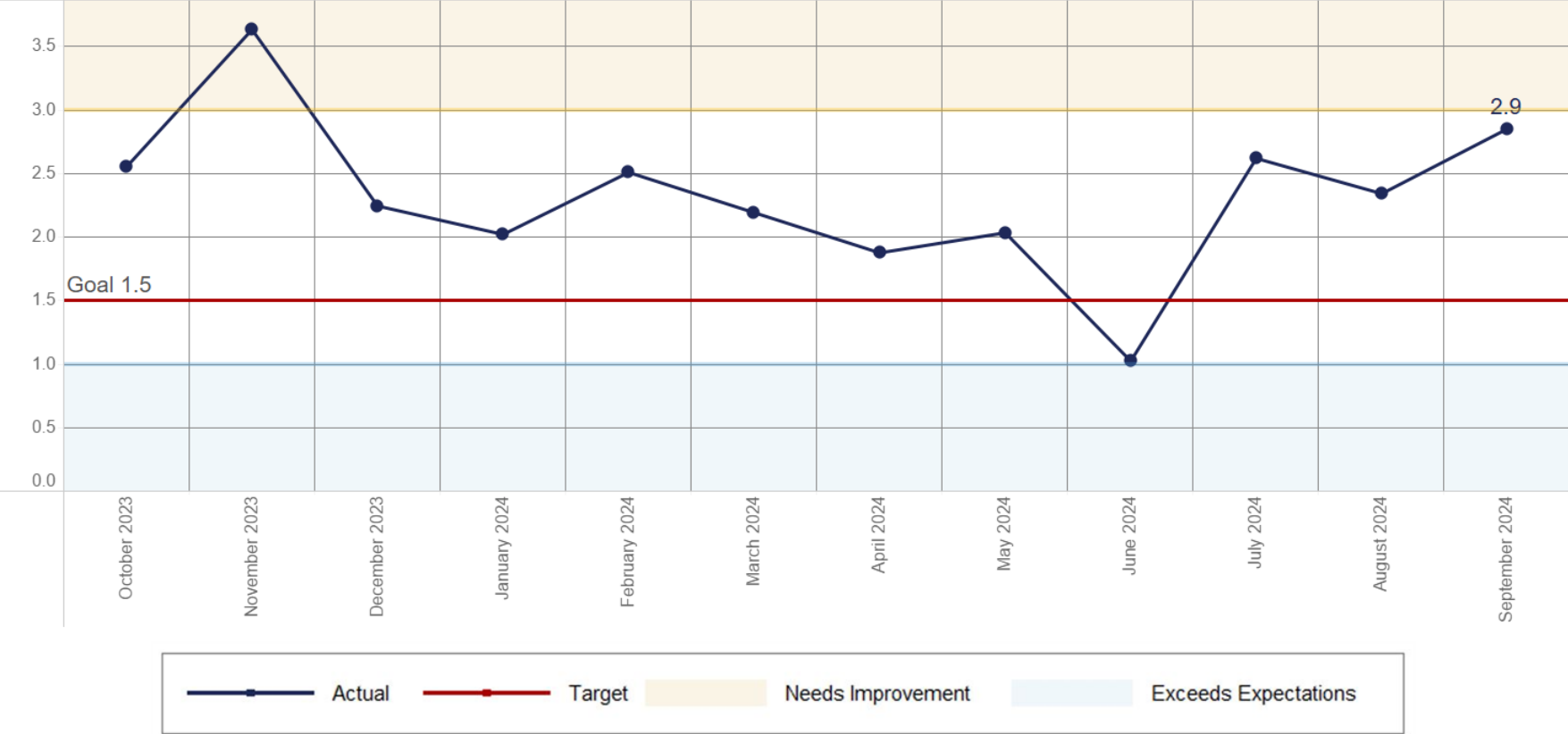
10/06/24

Community Engagement FY2024 Year-End Report

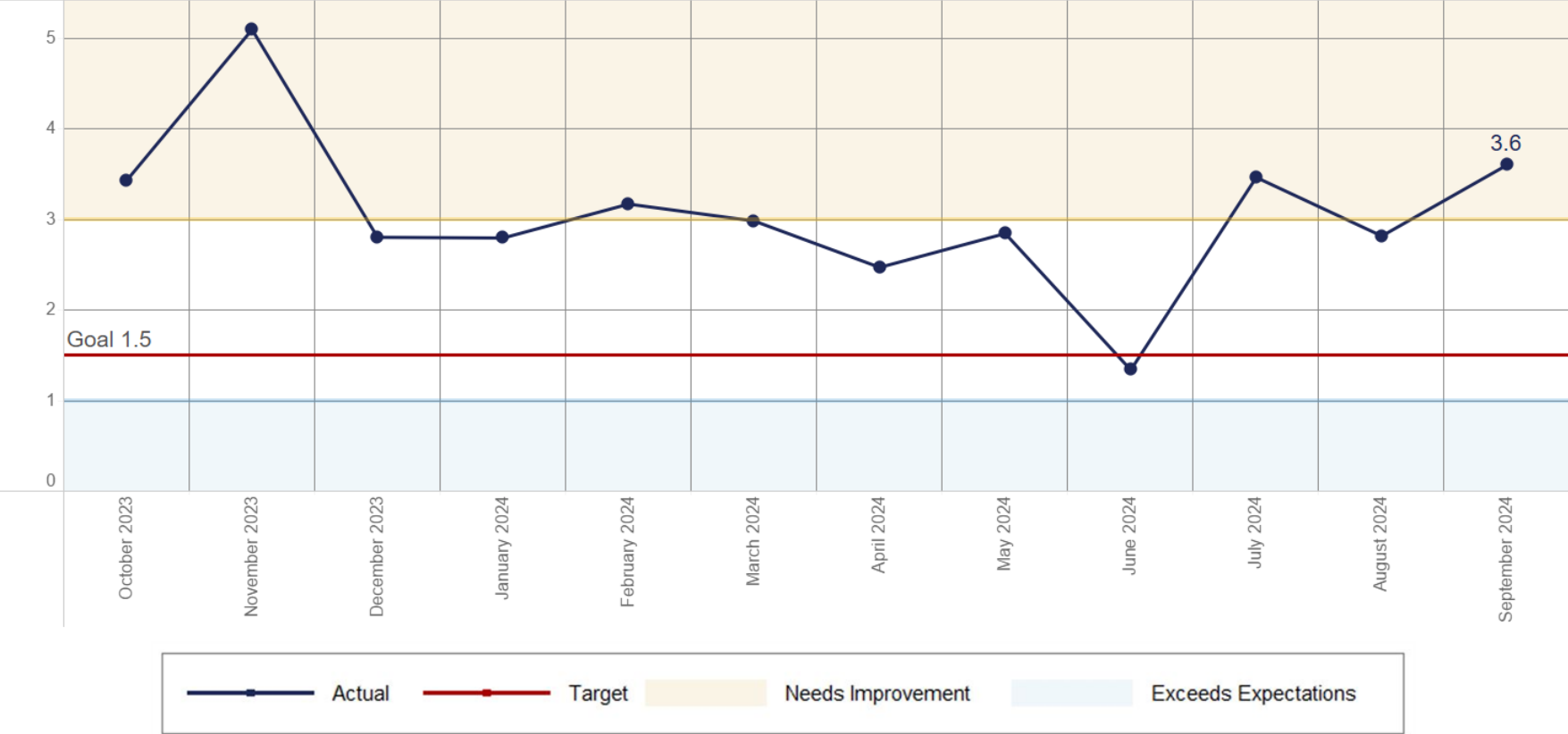
Detra Whitmore, PMP
Vice President of Community Engagement



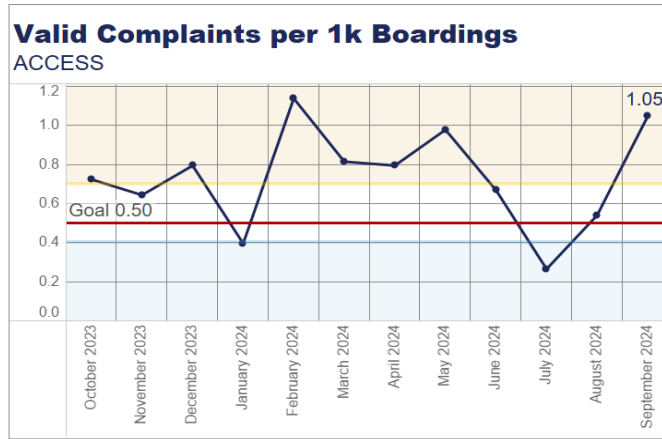
Non-Paratransit Customer Call Average Wait Time (Minutes)



Paratransit Customer Call Average Wait Time (Minutes)



Customer Experience Campaign

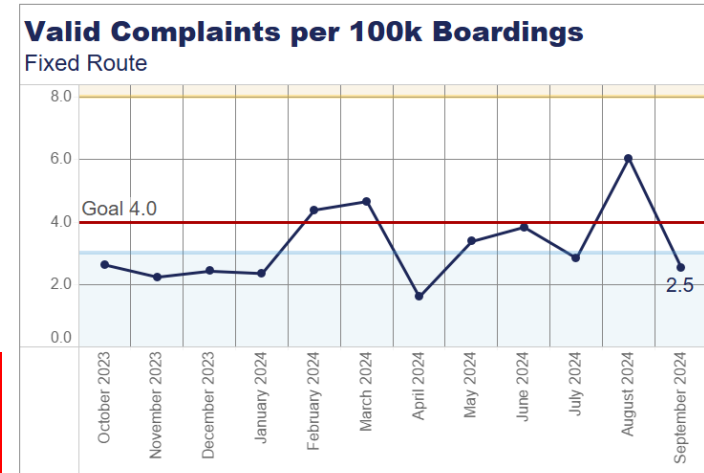


ACCESS
Type of Complaints / Issues

- No show
- Late
- The wrong vehicle was sent to the home



Fixed Route
Type of Complaints / Issues
- Passed By



90 WOW! Moment recognitions were presented.



Working Together in Our Community



59,693
Customer
Contacts



102
Special Events/
Career Day



71
Travel
Trainings



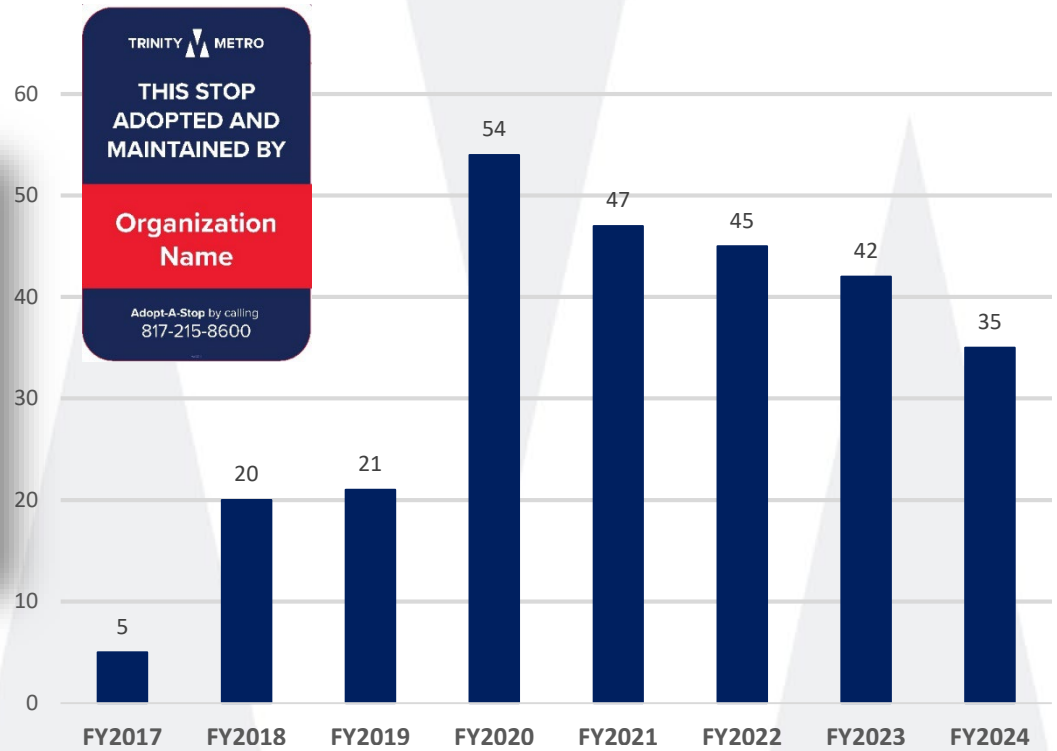
85
Ride Along



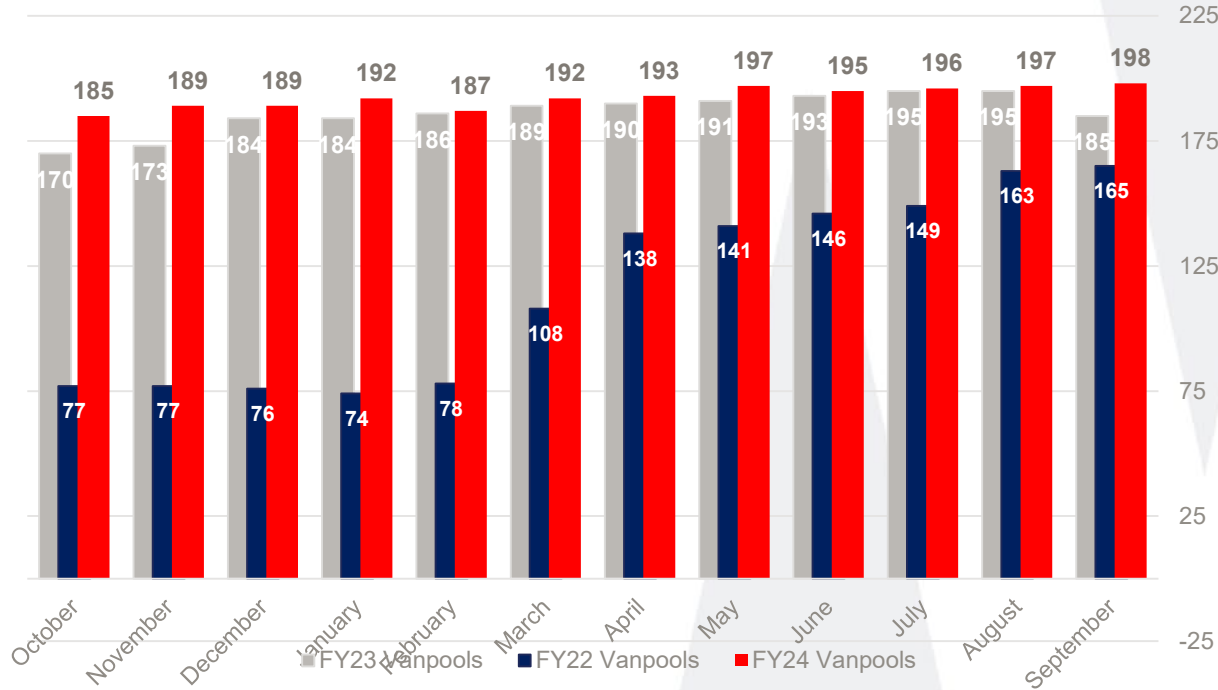
Working Together in Our Community



- 247 Volunteers
- 85 bags of trash
- 2 new sponsors



TRINITY METRO VANPOOL



FY2024 Goal: 222 ↑20%

TRINITY METRO VANPOOL
LUNCH & LEARN
 11:30 a.m.-1 p.m. | August 23, 2024

Find out how **VANPOOL** can **empower your people!**

KEYNOTE SPEAKER
Detra Whitmore
 Vice President of
 Community
 Engagement, Trinity Metro

Click Here to Register:
<https://www.signupgenius.com/go/70A0F48ABAE2AA6F49-50437121-vanpool>

COMMUTE TRINITY METRO Insource



Upcoming Events

DIAMOND SPONSOR
HERZOG



TRINITY METRO

ANNUAL SCHOLARSHIP BENEFIT GOLF TOURNAMENT

Monday, Oct. 28, 2024

FOOD • DRINKS • PRIZES



Cowboys Golf Club
1600 Fairway Drive
Grapevine, TX 76051



Join us for a friendly and fun golf tournament benefiting the Fort Worth Transportation Authority Scholarship Fund.

TRINITY METRO

2ND ANNUAL

PROFESSIONAL CLOTHING DRIVE



Oct. 11 - Nov. 11
Fort Worth Central Station

Support our high school and college students!

Donation Hours 10 a.m. - 2 p.m.*
*Monday - Friday

Please bring **new or gently used** professional wear.

RIDETRINITYMETRO.org TRINITY METRO 817.215.8600



BOARD OF DIRECTORS

INFORMATION ITEM

ITEM TITLE

Planned Employee and Community Events- FY2025

MEETING DATE

October 21, 2024

BACKGROUND

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

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

The expense for the employees is \$125.00 per employee per year and is included in the FY2025 Operating budget.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD *

Detra Whitmore

DATE

10/01/24

FY2025 Employee Events

Month	Day	Year	Event Title	Budget	Time Frame	Description
Jan-Dec		24/25	Annual Employee Birthday Acknowledgement	\$ 1,200	Monthly	Employees will receive a birthday card from the President/CEO
October	5	2024	Annual Bus Roadeo	Separate budget	8am - 1pm	Recognizing the employees and their top skills in their respective jobs.
October	7-12	2024	Customer Service Week	\$ 1,500		Recognizing our CSS, Kiosk and Transit ENVOY team for their excellence in customer service
October	9	2024	Celebrating Indigenous Day	\$ -		Recognizing and appreciation of other heritages in our work place.
November	11	2024	Celebrating Veterans "Thank you for Serving"	\$ 1,000		Celebrating our veterans by posting photos on monitors throughout the facilities. Sending an email, ask for volunteers to be interviewed. Present each veteran with a Thank You pin. Participate in City's Veteran's Day Parade.
November	TBD	2024	Thanksgiving Turkey certificates	\$ 16,250		These certifctes are presented to all employees.
November	25-29	2024	Thankful messages week	\$ -		
November	TBD	2024	2nd Annual Professional Clothing Drive	\$ -		This professional clothing drive is in partnership the East Area Council and Texas Wesleyan in support of students.
December	13	2024	End of the Year Awards Celebration	\$ 25,000	6:30pm - 9pm	Time to end the year with fun and excitement. Recognize employees for excellent work and celebrate agency successes.
December	16	2024	National Chocolate covered day	\$ 450		
January		2025	Vision Board	\$ 150		At Trinity Metro, we believe in the power of shared goals and collaborative vision. That's why we encourage our employees to create vision boards each new year. These vision boards serve as a creative space for everyone to share their personal and professional goals. By visually mapping out our aspirations, we foster an environment of motivation, clarity, and teamwork. It's our way of ensuring that every individual's dreams and objectives are seen, celebrated, and supported as we move forward together into the new year.
February	TBD	2025	Black History Month	\$ 1,500		Recognizing and appreciating other heritages in our workplace.
March	18	2025	National Transit Employee Appreciation Day	\$ 7,000	All day celebration	This is another opportunity to show appreciation to our employees who give it their all every day to serve our customers.
March	TBD	2025	Women's History Month Fireside chat	\$ 1,500	11:30am - 1:30pm	Recognizing the many contributions and achievements of women in our workplace and community.
May		2025	Asian American/Pacific Islander Heritage Month	\$ 1,500		Recognizing and appreciating other heritages in our workplace.

May	5	2025	Cinco De Mayo (Wellness Center)	\$ 2,500	Partner with our Wellness Team- more details to follow	Recognizing and appreciating other heritages in our workplace.
June	TBD	2025	Pride Month Educational Series	\$ 1,500	More details to follow	Recognizing and appreciating our differences - educational session for employees
July	TBD	2025	Ice Cream Social	\$ 1,750	TBD	Time to take a break from the heat and share time over ice cream
September	29	2025	Brats and Root Beer	\$ 8,000	TBD	Employee appreciation
Estimated Expense				\$ 70,800		

FY2025 Community Events						
Month	Day	Year	Event Title	Budget	Time Frame	Description
October	28	2024	22nd Annual Scholarship Golf Tournament	\$30,000- separate budget	8am - 2pm	Annual fundraiser for scholarship awards
November	23	2024	Thanksgiving Service	\$ -	More details to follow	The team will choose an organization to help serve on Thanksgiving morning.
December	1-20	2024	Annual Toy Drive	\$ 500	20 Days	Annual toy drive benefiting an organization of our choice.
March	TBD	2025	Trinity Habitat Build	\$ 700	7:45am - 3:45pm	Trinity Metro Executive Leadership Team and employees volunteer in assisting to build a home through Trinity Habitat Humanity.
March	Apr 3	2025	United Way Spring Campaign	\$ 4,500	Various fundraising events throughout the month	Trinity Metro employees open their hearts to help assist organizations that provide assistance to people in need.
June	19	2025	Participate in Juneteenth Walk	\$ 500	More details to follow	It's an opportunity for us to reflect on our history, acknowledge the ongoing journey toward equality, and show solidarity with our community. By participating, we reaffirm our commitment to diversity, inclusion, and justice, both within our workplace and in the larger society.
September	TBD	2025	6th Annual Bus Stop Clean Up Day	\$5,000- Sponsors	8am - Noon	This is our largest community event that encourages volunteers to assist Trinity Metro to clean all bus stops along the 37 routes. Sponsors assist with the expenses to offset the cost.
Estimated Expense				\$ 6,200		
Budget				\$ 114,200		

BOARD ACTION ITEM

ITEM NUMBER

BA2025-2

MEETING DATE

October 21, 2024

ITEM TITLE

Banking and Investment Authorization

BACKGROUND

Trinity Metro's Investment Policy, adopted by the Board of Directors, states the Chief Financial Officer (CFO), Controller, Assistant Treasurer, Treasurer, and Finance/Accounting Administrator, of Trinity Metro acting under the general supervision of the President & Chief Executive Officer of Trinity Metro, are responsible for the administration of Trinity Metro's comprehensive cash management and investment program and are designated as Trinity Metro's Investment Officers. As a function of those responsibilities, the following persons are hereby authorized to execute all contracts and other agreements necessary to establish bank and investment accounts, with the express powers granted to enter into treasury management services agreements as necessary for account transactions, including but not limited to wire and ACH transfers:

Name

Richard Andreski President/Chief Executive Officer

Greg Jordan Chief Financial Officer

Greg Dickey Treasurer

Renata Snipes Grants and Financial Analyst

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

RECOMMENDATION

We request the Trinity Metro's Board of Directors adopt the above Delegated Bank and Investment Authorization.

STAFF DISPOSITION

EXECUTIVE LEAD *

Greg Jordan

DATE

09/25/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2025-3

MEETING DATE

October 21, 2024

ITEM TITLE

Adoption of Investment Policy

BACKGROUND

The Texas Public Funds Investment Act requires the governing body of a public agency to review its investment policy and investment strategies not less than annually, and to adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies. Staff presents the attached Trinity Metro investment policy and resolution each year with the annual budget.

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD*

Greg Jordan

DATE

09/26/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

FORT WORTH TRANSPORTATION AUTHORITY
(DBA “Trinity Metro”)

INVESTMENT POLICY

Section 1. GENERAL STATEMENT OF PURPOSE.

This Investment Policy is intended to provide guidelines for the Board of Directors and the staff regarding the investment of public funds entrusted to Trinity Metro and to set reasonable standards and limitations concerning Trinity Metro’s investment activities. This Policy is intended to satisfy statutory requirements of Chapter 452 of The Texas Transportation Code, and The Texas Public Funds Investment Act, Government Code Chapter 2256 (the “Act”).

Section 2. CASH MANAGEMENT PROGRAM.

Trinity Metro shall maintain a comprehensive cash management program to include the effective administration and collection of accounts receivable, the prompt deposit of receipts to Trinity Metro bank accounts, the timely payment of obligations, and the prudent investment of available cash in accordance with this Investment (“Policy”).

Procedures shall be developed and maintained to ensure that this Policy is observed and that timely and accurate information is available to assist in making investment decisions.

Section 3. SCOPE OF POLICY.

This Investment Policy applies to activities of Trinity Metro with regard to the investing of all operating and capital funds, including sales tax revenues. Funds will be primarily pooled for investment purposes to allow for consolidated strategy and implementation.

This Policy does not apply to the investment of assets accrued for the purpose of funding employee retirement benefits or programs, except for those funds representing a liability for the employer's contribution to the 401(k) and 457 (b) Retirement Plans or other Agency Retirement Plans which are held temporarily in Trinity Metro’s operating account before being transferred to the plan accounts. Furthermore, this Policy does not apply to entrusted or escrowed funds, which are invested in accordance with instructions provided in contractual or escrow agreements.

Section 4. POLICY OBJECTIVES AND INVESTMENT STRATEGY.

Trinity Metro's investment strategy shall be conducted so as to accomplish the following objectives, listed in priority order:

INVESTMENT POLICY
October 2024

- A. **Understanding** of the suitability of the investment to the financial requirements of Trinity Metro. Any investment authorized by this Policy is suitable for all funds,
- B. **Safety.** Preservation and safety of the invested principal shall be achieved by limiting issuer credit risk and maturity-related market risk. Each investment transaction will seek to ensure first that capital losses are avoided, whether they are from security defaults or erosion of market value.
- C. **Liquidity.** Trinity Metro's investment portfolio will remain sufficiently liquid to meet all operating requirements and pay obligations of Trinity Metro on or before the due date by maintaining minimum cash equivalent balances and matching investment maturities to projected cash flows.
- D. **Marketability** of the investment will be considered in the risk/return analysis; in case the need arises to liquidate the investment before maturity.
- E. **Diversification** of the investment portfolio, as to issuer credit and investment maturity, shall be implemented as appropriate; and
- F. **Yield.** Trinity Metro's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with Trinity Metro's investment risk constraints and the cash flow characteristics of the portfolio. Weighted average yield to maturity shall be the performance measurement standard.

The following investment strategy has been designed to accomplish these objectives:

1. Trinity Metro will invest only in those securities listed as **AUTHORIZED INVESTMENTS** in Section 7 of this Policy. Any securities not listed will not be eligible investments.
2. At all times, Trinity Metro will maintain a cash position sufficient to meet daily liquidity requirements. This will be accomplished by maintaining at least 10 percent of the total portfolio in cash equivalent options, including but not limited to: financial institution deposits, local government investment pools, money market funds, and/or overnight repurchase agreements.

Section 5. RESPONSIBILITIES.

A. Board of Directors.

The Board of Directors is responsible for:

1. Adopting a Policy, which will be followed by the Investment Officers;
2. Reviewing the Policy and investment strategies not less than annually, and adopting a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Policy and incorporated investment strategies and that the written instrument so adopted shall record any changes made to either the Policy or investment strategies;
3. Designating one or more banks to serve as the primary depository for the funds of Trinity Metro;
4. Approving the selection of banks and/or firms for the purpose of providing investment management services to Trinity Metro;
5. Reviewing investment performance on at least a quarterly basis;
6. Approving independent sources for providing investment training to Trinity Metro's Investment Officers, as required by the Public Funds Investment Act; and
7. Reviewing and adopting at least annually a list of qualified brokers/dealers that are authorized to engage in investment transactions with Trinity Metro or on behalf of Trinity Metro.

B. Investment Officers.

The Chief Financial Officer/Vice President of Finance (“CFO”), Controller, Treasurer, Assistant Treasurer, and Finance/Accounting Administrator, acting under the general supervision of the President/Chief Executive Officer (CEO), are responsible for the administration of Trinity Metro's comprehensive cash management and investment program, and are designated as Trinity Metro's Investment Officers. The CFO may delegate day-to-day administrative duties as outlined below to other employees authorized to perform investment activities for Trinity Metro, or to banks and/or firms approved by the Board of Directors to provide Trinity Metro with investment management services.

The CFO is responsible for establishing and maintaining an internal control structure. The controls shall be designed to ensure that the funds are protected from loss due to employee

error, fraud, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points:

1. Avoidance of collusion
2. Separation of duties
3. Custodial safekeeping
4. Avoidance of physical delivery of securities
5. Clear delegation of authority, and
6. Written confirmation procedures for investment transactions and wire transfers.

In order to ensure qualified and capable investment management, the Investment Officers and other Trinity Metro employees with investment responsibilities shall be knowledgeable of laws concerning the investment of public funds, current investment practices, and investment opportunities available to Trinity Metro. The Investment Officers shall attend investment training: first, within 10 months after taking office or assuming duties, and second, on an ongoing basis, not less than once in a two-year period that begins on the first day of the fiscal year and consists of the two consecutive fiscal years after that date, and accumulate not less than 10 hours of instruction relating to investment responsibilities for each of those requirements. The following organizations are approved as providers of this training:

The Government Finance Officers Association;
The Government Finance Officers Association of Texas;
The Government Treasurers Organization of Texas;
The North Central Texas Council of Governments;
The Texas Municipal League; and
The Treasury Management Association.

C. Ethics and Conflicts of Interest

Investment Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Investment Officers and employees shall disclose any material interests in financial institutions with which

they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Investment Officers and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of Trinity Metro.

An Investment Officer who has a personal business relationship with an organization seeking to sell an investment to Trinity Metro shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to Trinity Metro shall file a statement disclosing that relationship. A statement required under this subsection must be filed with The Texas Ethics Commission and the Board of Directors.

Section 6. DUTIES OF THE INVESTMENT OFFICERS.

Duties of the Investment Officers shall include the following:

1. Maintain current information as to available cash balances in Trinity Metro bank accounts, and as to the amount of idle cash available for investment;
2. Develop and maintain cash flow projections to allow for the prudent investment of idle funds;
3. Make investments in accordance with this Policy, including investing and reinvesting funds of Trinity Metro and providing for money to be withdrawn from appropriate accounts for the purpose of making investments;
4. Maintain current information as to investment transactions;
5. Ensure that all investments are adequately secured, that safekeeping receipts are held by Trinity Metro in accordance with this Policy, and ensure that other requirements placed on financial institutions and broker/dealers by this Policy are observed;
6. Not less than quarterly, prepare and submit to the Board of Directors and the President / Chief Executive Officer a written report of investment transactions for all funds covered by this Policy for the preceding reporting period;
7. Not less than annually, submit the Investment Policy to the Board of Directors for review, along with recommended amendments to ensure that all legal requirements are satisfied and that the Policy reflects current investment practices;
8. Not less than annually, submit to the Board of Directors for review and

approval a list of qualified brokers/ dealers authorized to engage in investment transactions with Trinity Metro; and

9. Supervise and approve the substitution of securities pledged to secure Trinity Metro's deposits.

Section 7. AUTHORIZED INVESTMENTS.

The following investments are authorized under this section:

- A. Obligations of, or guaranteed by governmental entities.
 1. Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
 2. Obligations of the State of Texas or its agencies and instrumentalities;
 3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
 4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; and
 5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.
 6. Commercial paper rated A1/P1 or equivalent by two nationally recognized rating agencies, with a maximum stated maturity of three-hundred sixty five (365) days or fewer from the date of its issuance; one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.
- B. Certificates of deposit, and other forms of deposit, placed in compliance with the Act
- C. Fully collateralized repurchase agreements if the repurchase agreement:

INVESTMENT POLICY
October 2024

1. has a defined termination date;
2. is secured by cash and/or obligations described in Section 7(A) above;
3. requires the securities being purchased to be pledged to Trinity Metro, held in Trinity Metro's account, and deposited at the time the investment is made with Trinity Metro or with a third party selected and approved by Trinity Metro;
4. is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in the State of Texas, and
5. complies with other provisions of this Investment Policy regarding repurchase agreements (see Section 9-C).

D. Mutual funds.

1. A no-load money market mutual fund is an authorized investment if the mutual fund:
 - (A) is registered with and regulated by the Securities and Exchange Commission;
 - (B) provides a prospectus and other information required by the Securities Exchange Act of 1934;
 - (C) has a dollar-weighted average stated maturity in compliance with Securities and Exchange Commission regulation;
 - (D) includes in its investment objectives the maintenance of a stable net asset value of \$1.00 for each share; and
 - (E) is rated no lower than AAA or AAA-m or an equivalent rating by at least one nationally recognized rating service.

- E. Local government investment pools, which 1) meet the requirements of Chapter 2256.016 of the Public Funds Investment Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and 3) seek to maintain a \$1.00 net asset value.

Section 8. QUALIFYING INSTITUTIONS.

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October 2024

Investments may be made with or through the following institutions:

- A. Federally insured depository institutions that have a main office or a branch office in Texas;
- B. Brokers or security dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York, also known as the "primary government securities dealers;" or
- C. Firms approved by the Board of Directors.

Trinity Metro shall evaluate the soundness of a financial institution, broker/dealer to the extent considered necessary by the Investment Officers, before entering into an investment transaction. Such an evaluation may include a review of rating agency reports, and an analysis of management, profitability, capitalization, and asset quality. Financial institutions, brokers/dealers wishing to do business with Trinity Metro shall provide the requested financial and performance information.

A written copy of Trinity Metro's Investment Policy shall be provided to any person offering to engage in an investment transaction with Trinity Metro.

A qualified representative of the local government investment pool or discretionary investment management firm (i.e. business organization), if any, shall execute a written instrument in a form acceptable to Trinity Metro's Investment Officers and the business organization substantially to the effect that the business organization has:

- (1) received and reviewed the Investment Policy; and
- (2) acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between Trinity Metro and the organization that are not authorized by Trinity Metro's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of Trinity Metro's entire portfolio, requires an interpretation of subjective investment standards, or relates to investment transactions that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The Investment Officers of Trinity Metro may not acquire or otherwise obtain any authorized investment described in Trinity Metro's Investment Policy from a business organization that has not delivered to Trinity Metro the instrument required.

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

Section 9. COLLATERALIZATION AND SAFEKEEPING.

A. Certificates of Deposit and Other Evidence of Deposit.

Trinity Metro will accept as collateral for its certificates of deposit and other evidence of deposit, not insured by the Federal Deposit Insurance Corporation, eligible obligations as defined by the Public Funds Collateral Act including marketable securities and letters of credit. Trinity Metro reserves the right to accept or reject any obligation proposed for collateral. Collateral securities must be owned outright by the pledging financial institution.

Uninsured deposits, including accrued interest, collateralized by marketable securities shall have a minimum collateral market value of: 102% for U.S. Treasury bills, notes, or bonds with a remaining maturity of three (3) years or less, and 105% for the other eligible securities.

All financial institutions pledging collateral shall be required to sign a collateralization agreement. The agreement shall define Trinity Metro's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement has to be executed by the financial institution and Trinity Metro contemporaneously with the deposit;
- The agreement must be approved by the Board of Directors or designated committee of the financial institution and a copy of the meeting minutes must be delivered to Trinity Metro; and
- The agreement must be part of the financial institution's "official record" continuously since its execution.

Securities pledged as collateral must be retained by a custodial bank eligible as per the Public Funds Collateral Act. Trinity Metro shall be provided the original pledge receipt on each pledged security and a monthly collateral report directly from the custodian. Trinity Metro, the pledging financial institution, and the custodial bank(s) shall operate in accordance with a custodial agreement acceptable to Trinity Metro.

Trinity Metro must have confirmation from its custodial bank that collateral pledged from a financial institution is in Trinity Metro's account before investing in certificates of deposit or other evidence of deposit at the financial institution. This confirmation may be oral but must be

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followed in writing with the original safekeeping receipt provided to Trinity Metro.

An Investment Officer must approve the release of collateral in writing prior to its removal from the custodial account, however, substitution of similar security type and market value will be allowed without prior approval.

Collateral shall be reviewed on at least a monthly basis by an Investment Officer and may be audited by Trinity Metro at any time during normal business hours of the custodial bank. In addition, collateral shall be audited at least annually by Trinity Metro's independent external auditors.

The financial institutions with which Trinity Metro invests and/or maintains other deposits shall provide monthly, and as requested by Trinity Metro, a listing of Trinity Metro's certificates of deposit and other deposits at the institution, and a listing of the collateral pledged to Trinity Metro marked to current market values. The listing shall include total pledged securities itemized by:

- Name, type, and description of the security;
- Pledge receipt number;
- Par value;
- Current market value;
- Maturity date; and
- Moody's, Fitch, or Standard & Poor's rating (if available).

Trinity Metro and the financial institution shall assume joint responsibility for ensuring that the pledged collateral is sufficient.

B. Securities.

All securities purchased by Trinity Metro shall be purchased on a "delivery versus payment" basis. That is, Trinity Metro shall authorize the release of its funds only after it has received notification from the safekeeping bank that a purchased security has been received in Trinity Metro's safekeeping account. This notification may be oral but must be followed in writing with the original safekeeping receipt provided to Trinity Metro.

C. Repurchase Agreements.

Whenever a repurchase agreement is used by Trinity Metro as an investment, the following rules shall be observed:

1. The securities underlying the repurchase agreement shall be those described under Section 7 ("Authorized Investments") of this Policy;

2. The market value of the securities shall equal or exceed the amount of money committed by Trinity Metro, and shall be "marked to market" at least weekly by the broker/dealer or financial institution with whom the repurchase agreement is executed;
3. Trinity Metro shall take delivery of the securities underlying the agreement before the release of Trinity Metro funds shall be authorized;
4. Trinity Metro shall execute a repurchase agreement, similar to the prototype agreement developed by the Public Securities Association and with supplemental provisions as recommended by the Government Finance Officers Association; and
5. Repurchase agreements shall be executed only with financial institutions doing business in Texas, any national banking association, or any government bond dealer reporting to and recognized as a primary dealer by the Federal Reserve Bank of New York.

Section 10. DIVERSIFICATION AND MATURITY.

Investments of Trinity Metro shall be diversified to minimize the risk of loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific type of security, as appropriate. To the extent possible, the Investment Officers will attempt to match investment maturities with anticipated cash flow requirements, thereby reducing the need to sell or redeem investments prior to maturity and reducing market risk. Investments will not mature more than five (5) years from the date of purchase, and the average weighted maturity of the total investment portfolio will not exceed eighteen (18) months.

Section 11. STANDARD OF CARE.

Investments shall be made with judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. Employees of Trinity Metro who are involved in investment decisions, when acting in accordance with this Investment Policy and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided deviation from expectations is reported in a timely manner and that appropriate action is taken to control adverse developments.

Section 12. GENERAL INVESTMENT PRACTICES.

All investment decisions made by the Investment Officers shall be documented. The

INVESTMENT POLICY
October 2024

Investment Officers may make investments orally, but a written confirmation of each transaction shall follow promptly with a copy of such confirmation retained in the files.

On all investment transactions which do not fall under terms of Trinity Metro's current primary depository agreement, or which are not executed pursuant to a contractual agreement for investment management services as approved by the Board of Directors, the Investment Officers shall contact at least two (2) "qualifying institutions" as described in Section 8 of this Policy, for the purpose of receiving competitive offers.

As of the end of each month, the market value of each investment security held by Trinity Metro shall be reported to Trinity Metro by the financial institution responsible for safekeeping the securities. By this method, Trinity Metro will monitor the market price of its investments.

At least quarterly, the Investment Officers shall verify the credit rating of any investment required by the Act to maintain a minimum rating. An investment does not qualify as an authorized investment during the period the investment does not have the minimum rating. Trinity Metro shall take all prudent measures that are consistent with this Investment Policy to liquidate an investment that does not have the minimum rating.

Trinity Metro is not required to liquidate investments that were authorized investments at the time of purchase.

BOARD ACTION ITEM

ITEM NUMBER

BA2025-4

MEETING DATE

October 21, 2024

ITEM TITLE

Security Broker/Dealers

BACKGROUND

The Texas Public Funds Investment Act and Trinity Metro's Investment Policy require the Board of Directors to review and adopt, at least annually, a list of qualified security brokers/dealers that are authorized to engage in investment transactions with Trinity Metro.

A copy of the Trinity investment policy will be distributed to the selected security broker/dealers. The following firms are proposed as the authorized security broker/dealers:

- FTN Financial
- Mutual Securities
- Multi-Bank Securities
- Mischler Financial Group
- Ramirez & Company
- Raymond James
- Rice Financial
- Wells Fargo Securities

RECOMMENDATION

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

STAFF DISPOSITION

EXECUTIVE LEAD *

Greg Jordan

DATE

09/25/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2025-8

MEETING DATE

October 21, 2024

ITEM TITLE

IDIQ Electrical

BACKGROUND

External contractors provide electrical services on an as-needed basis and are occasionally required to support Trinity Metro's electricians for various projects at its facilities. These services include ongoing maintenance, emergency repairs, and support for larger capital projects. Trinity Metro required electrical contractor services and issued a Request for Proposals to solicit qualified electrical contractors.

Pacific Energy Concepts was determined to be the most responsive and advantageous proposer for Trinity Metro's electrical contracting needs. As requirements are identified, task orders will be issued as needed.

We propose using the electrical contractor for larger capital projects, such as light upgrades at HRP and FWCS, light replacements at rail stations, additional projects identified in future budgets, and other items needing repair or replacement.

PROCUREMENT

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

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

A 7% Disadvantaged Business Enterprise (DBE) goal was established for this solicitation.

FINANCING

Funds are available in Trinity Metro's FY2025 Capital and Operating Budgets. 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 Pacific Energy Concepts for a three (3) year contract with two (2) one (1) year renewal options for an amount not-to-exceed \$1,250,000.

STAFF DISPOSITION

EXECUTIVE LEAD*

Wayne Gensler

DATE

09/24/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2025-5

MEETING DATE

October 21, 2024

ITEM TITLE

Concrete Repair Services

BACKGROUND

Trinity Metro requires concrete repairs to its bus and parking lots as needed. The repairs must match existing concrete elements at each location. Projects that may be completed with this contract include repairs to the bus lot, employee parking lots, Fort Worth Central Station, transfer centers, rail stations, and bicycle kiosk pads. The most immediate concrete repairs are at the employee parking lot and bus lot at Hershel R. Payne Bus Complex and Fort Worth Central Station.

PROCUREMENT

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

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

A DBE Goal of 25% was established for this solicitation. Capko Concrete Structure, LLC has committed to meet or exceed the established DBE Goal for this contract.

FINANCING

Funds are available in Trinity Metro's FY2025 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 Capko Concrete Structures, LLC. for a three (3) year contract with two (2) one (1) year renewal options for a total not to exceed amount of \$1,175,000.

STAFF DISPOSITION**EXECUTIVE LEAD ***

Wayne Gensler

DATE

09/24/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2025-6

MEETING DATE

October 21, 2024

ITEM TITLE

TEXRail 30-Minute Headways

BACKGROUND

On February 27, 2017, the Trinity Metro Board of Directors approved Board Action No. BA2017-47 for a ten-year Regional Commuter Rail Operation and Maintenance (O&M) Agreement No. 17-020 with Herzog Transit Services, Inc. for TEXRail commuter rail operations and maintenance services. Under the provisions of this contract, Trinity Metro is permitted to make routine schedule changes to the TEXRail operation schedule.

On June 24, 2019, the Trinity Metro Board of Directors approved Board Action No. BA2019-58, authorizing Trinity Metro to begin 30-minute peak headways during weekdays and weekends. When all eight (8) TEXRail Diesel Multiple Unit (DMU) vehicles were fully commissioned, Trinity Metro implemented the approved 30-minute peak headways.

This Board Action seeks approval to add trains to the mid-day TEXRail schedule that will result in 30-minute schedule frequencies throughout much of the day. All customers will benefit from the change, especially airport workers and air travelers who are tied to specific shift and flight schedules respectively at DFW International Airport. This change will increase the current train hours by 91 hours per day and increase the current car miles by 1,863.25 car miles per day, resulting in an overall O&M Contract No. 17-020 increase of \$328,624.76.

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 FY2025 Operating Budget. Funds for future contract years will be considered in the respective proposed budgets.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to amend the TEXRail Operations and Maintenance Contract No. 17-020 with Herzog Transit Services to implement 30-minute mid-day frequencies at the cost of \$328,624.76 for a revised contract total not to exceed amount of \$140,206,246.85 for TEXRail operations and maintenance services.

STAFF DISPOSITION

EXECUTIVE LEAD*

Reed Lanham

DATE

09/09/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2025-7

MEETING DATE

October 21, 2024

ITEM TITLE

Fiscal Year 2024 Results and Fiscal Year 2025 Key Performance Indicator Goals

BACKGROUND

Each fiscal year, under our Public Transportation Agency Safety Plan, Trinity Metro sets safety performance goals and key performance indicators. These goals are indicators of our success in delivering safe, reliable public transportation to the citizens of Fort Worth and Tarrant County. They are a part of the Safety Risk Management process included in Safety Management Systems and are an important component in our continuous improvement process.

Our safety goals follow the standards set forth by the National Transportation Database. In April of 2024, the guidelines for safety performance targets were updated to include measurements for Assaults on Transit Workers, which has now been added to our measured indicators for safety and reliability.

Our recommended Key Performance Indicators for Fiscal Year 2025 are as follows:

See Attached Table

RECOMMENDATION

The Planning, Operations & Marketing Committee recommends that Trinity Metro's Board of Directors adopt the proposed Key Performance Indicators for fiscal year 2025.

STAFF DISPOSITION

EXECUTIVE LEAD *

Wayne Gensler

DATE

10/01/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

Key Performance Indicator (KPI)	FY 22 Results	FY 23 Results	FY 24 Results	FY 24 Goals	FY 25 Goals
All Modes: Assaults on Transit Workers	28	61	73	n/a	65
Fixed Route: Injuries per 100k VRM	0.67	0.57	0.46	0.60	0.50
Fixed Route: Safety Events per 100k VRM	0.67	0.48	0.38	0.60	0.40
Fixed Route: Preventable Collisions per 100k VRM	1.46	1.18	1.52	1.20	1.25
Fixed Route: Miles Between Road Calls	13,662	12,107	9,833	12,000	9,000
Fixed Route: On-Time Performance	90.8%	91.7%	89.8%	91.0%	89%
On-Demand (in-house): Injuries per 100k VRM	0.54	0.24	0.34	0.40	0.35
On-Demand (in-house): Safety Events per 100k VRM	0.64	0.47	0.45	0.50	0.45
On-Demand (in-house): Preventable Collisions per 100k VRM	1.71	1.42	1.34	1.40	1.25
On-Demand (in-house): Miles Between Road Calls	18,107	14,191	7,447	14,000	11,000
On-Demand (in-house): On-Time Performance	93.5%	95.1%	93.7%	92.0%	89%
On-Demand (VIA): Injuries per 100k VRM	0.44	0.18	0.22	0.40	0.20
On-Demand (VIA): Safety Events per 100k VRM	0.15	0.18	0.17	0.50	0.25
On-Demand (VIA): Preventable Collisions per 100k VRM	0.74	0.12	0.45	0.40	0.50
On-Demand (VIA): Miles Between Road Calls	48,438	95,202	223,571	45,000	45,000
On-Demand (VIA): On-Time Performance	92.4%	93.4%	93%	92%	92%

- Green denotes goal met
- VRM = Vehicle Revenue miles
- Assaults on Transit Workers includes all types of assaults per the NTD definition of physical and non-physical assaults
- On-Demand (in-house) was formerly ACCESS
- On-Demand (VIA) was formerly Yellow Cab
- On-Time Performance standard
- On-Time Performance standard reduced from 10 minutes to 8 minutes in 2024, then to 7 minutes in 2025

BOARD ACTION ITEM

ITEM NUMBER

BA2025-9

MEETING DATE

October 21, 2024

ITEM TITLE

Renewing ADP Contract

BACKGROUND

On September 28th, 2023 the Trinity Metro Board of Directors approved a 1-year contract with ADP for timekeeping, payroll, and HR related services that were previously performed by in-house staff. Outsourcing to ADP has saved time and provided Trinity Metro staff with more time to focus on other initiatives important to growing our current ridership and staffing needs. ADP has also minimized payroll errors by automating many of the labor-intensive aspects of payroll and timekeeping thereby reducing the mistakes that commonly result from manual calculations and data entry.

PROCUREMENT

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

FINANCING

Funds are available in Trinity Metro's FY2025 Operating Budget. Funds for future contract years will be considered in the respective proposed budgets.

RECOMMENDATION

The Trinity Metro Board of Directors authorizes the President & Chief Executive Officer to extend the contract with ADP for the duration of the Cooperative Agreement through February 25, 2026 and increase the original contract amount of \$400,000.00 by \$377,689.32 plus 10% contingency of \$37,768.94 for a total not to exceed amount of \$815,458.26.

STAFF DISPOSITION

EXECUTIVE LEAD *

Greg Jordan

DATE

10/07/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

BOARD ACTION ITEM

ITEM NUMBER

BA2025-10

MEETING DATE

October 21, 2024

ITEM TITLE

MasterMinds Leadership Training

BACKGROUND

On September 2023, the Board of Directors approved a contract with MasterMinds Leadership, LLC for three comprehensive leadership programs. These programs were for the Executive Leadership team, Managers/Directors and Supervisors. In addition to training, we expanded the scope of service to include leadership coaching.

The training has been phased over a two-year period and this board action is for the second year of the training and coaching programs.

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 FY2025 Operational 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 amend the contract with MasterMinds Leadership, LLC for additional leadership development programs in the amount of \$66,300 for a total not to exceed amount of \$365,000.

STAFF DISPOSITION**EXECUTIVE LEAD***

Kelli Shields

DATE

10/07/24

DISPOSITION OF BOARD OF DIRECTORS

SECRETARY APPROVAL

TRINITY METRO BOARD OF DIRECTORS RESOLUTION

Resolution for Adoption of Investment Policy

(R2025-01)

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 Public Funds Investment Act requires the governing body of an investing entity to adopt by rule, order, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control; and

WHEREAS, the Texas Public Funds Investment Act requires the governing body of an investing entity to adopt by rule, order, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control; and

WHEREAS, the Texas Public Funds Investment Act requires the governing body of an investing entity to review its investment policy and investment strategies not less than annually, and to adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies; and

WHEREAS, the Board of Directors of Fort Worth Transportation Authority considers it necessary and prudent to comply with the above provisions of the Texas Public Funds Investment Act; and

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

Section 1. The Board has reviewed the Investment Policy of the Fort Worth Transportation Authority.

Section 2. The Board hereby adopts the Investment Policy of the Fort Worth Transportation Authority.

Adopted this 21 day of October, 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

TRINITY METRO BOARD OF DIRECTORS RESOLUTION

Trinity Railway Express (TRE) Support

(R2025-02)

WHEREAS, pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code, the Fort Worth Transportation Authority (now referred to as "Trinity Metro") and Dallas Area Rapid Transit (hereinafter referred to as "DART"), both parties being regional transportation authorities created and existing pursuant to Chapter 452, Texas Government Code (hereinafter referred to jointly as the "Transit Authorities"), jointly exercise power to provide governmental services for the public health, safety and welfare; and

WHEREAS, pursuant to Article 1182k, Texas Revised Civil Statutes, all railroad-related activities by public agencies, separately or jointly exercised, are public and governmental functions exercised for a public purpose and as matters of public necessity; and

WHEREAS, it was determined to be mutually beneficial to the citizens of the member cities of the Transit Authorities to have commuter rail services connecting the Cities of Fort Worth and Dallas (hereinafter referred to collectively as the "Cities") with each other and with DFW International Airport in order to relieve traffic congestion, provide transportation opportunities, and aid in attaining federal air quality standards; and

WHEREAS, on or about July 7, 1983, the Cities jointly purchased and acquired from the Chicago, Rock Island, and Pacific Railroad Company certain railroad right-of-way and related property extending from North Junction in Dallas (Mile Post 643.9) to the DalWor Junction in Fort Worth (Mile Post 612.2) (said railroad right-of-way sometimes called "DFW Mainline" or "RAILTRAN Corridor") currently jointly owned and operated as Trinity Railway Express (TRE); and

WHEREAS, on June 10, 1994, the Transit Authorities executed an agreement entitled "Interlocal Cooperative Agreement Between Dallas Area Rapid Transit and Fort Worth Transportation Authority for the Development and Operation for Commuter Rail Service" (hereinafter called "the Basic Agreement") for the purpose of defining their respective rights and responsibilities regarding the provision of commuter rail service along the RAILTRAN Corridor; and

WHEREAS, on December 29, 1999, the Cities deeded the RAILTRAN Corridor to the Transit Authorities, and the Transit Authorities executed an amendment to the Basic Agreement to operate TRE commuter rail services; and

WHEREAS, since the implementation of TRE, approximately 49,652,781 passengers have been carried between Fort Worth T&P Station and Dallas EBJ Station, removing approximately 33,101,854 vehicles from the roads, thereby relieving traffic congestion.

WHEREAS, the Trinity Metro Board of Directors wishes to express its support of the Trinity Railway Express (TRE) commuter rail services, which are jointly operated by Trinity Metro and DART.

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

SECTION 1. That the Trinity Metro Board of Directors finds that the partnership with DART for financial, operating and maintenance support for TRE is valued and should continue to meet the current and future needs of the citizens served by TRE.

SECTION 2. That the Trinity Metro Board of Directors finds that the current commuter rail service successfully meets the needs of the member cities and their communities.

SECTION 3. That the Trinity Metro Board of Directors finds that the value TRE brings to the region meets the needs of reducing traffic congestions, providing transportation opportunities, contributing to attaining federal air quality standards, and creating economic development opportunities throughout the region.

SECTION 4. That this Resolution shall take effect immediately from and after its passage in accordance with the provisions of the Trinity Metro Board of Directors, and it is accordingly so resolved.

Adopted this ____ day of _____, 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