

DRAFT
Tampa-Hillsborough County Expressway Authority
Minutes of September 26, 2016 Board Meeting
1104 E. Twiggs Street
Tampa, FL 33602

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on September 26, 2016, at the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were present:

BOARD:	Vincent Cassidy, Chair John Garcia, Vice-Chair Daniel A. Alvarez, Sr., Secretary Tampa Mayor Bob Buckhorn
STAFF:	Joe Waggoner, Patrick Maguire, Lynne Paul, David May, Bob Frey, Sue Chrzan, Rafael Hernandez, Debbie Northington, Man Le, Shari Callahan, BJ Lamb, Max Artman, Donna Obuchowski, Liz Gray, Jeff Sweatland, Susan Chase, Anna Quinones
WSP/PARSONS BRINCKERHOFF: RS&H, INC:	Christina Kopp, Gary Kfehler Michael Coleman, Rich Tillery, Brandi Allegreed, Michael Dixon
WADE TRIM: HNTB CORPORATION: FIRST SOUTHWEST: GROUND WORKS: VIVID: BALLARD PARTNERS M&M: CITI: CARNAHAN PROCTOR: RAYMOND JAMES: GREATER TAMPA CHAMBER (GTCC): VCA: KYRA SOLUTIONS: WELLS FARGO: VHB: HASKELL: DRMP: OTHER:	Kevin Coughlin, John Melendez Jim Drapp, Al Stewart Scott McIntyre Scott Harkness Mario Parra, Mercedes Young Lindsey Parks J. Raoute Kevin Dempsey Harold Dubin Natalie Sidor Bob Rohrlack Sri Meka Dwayne Ingram Mike Olliff Brent Lacy Melanie Jarell Scott Garth Rakesh Meka

I. CALL TO ORDER, INVOCATION and PLEDGE OF ALLEGIANCE

Chairman Vincent Cassidy called the meeting to order at 1:36 p.m., followed by General Counsel Maguire leading in the Invocation and recitation of the Pledge of Allegiance.

Chairman Cassidy read into the record notification received from Commissioner Lesley “Les” Miller’s office excusing Commissioner Miller’s attendance from the September 26th meeting, as well as FDOT District VII Secretary Paul Steinman meeting, due to conflicts in their schedules.

II. PUBLIC INPUT / PRESENTATIONS

Chairman Cassidy called to the podium Mr. Robert Rohrlack, who had signed up to publicly address the Board.

Mr. Rohrlack introduced himself as President and CEO of the Greater Tampa Chamber of Commerce. Mr. Rohrlack read into record a statement from the Greater Tampa Chamber of Commerce indicating the Chamber is in full support of the proposed Tampa Hillsborough Expressway Authority’s Selmon West Extension project. Mr. Rohrlack provided further details of their support and applauds the Expressway Authority for being proactive to ensure that this vital commerce link continues forward.

Chairman Cassidy thanked Mr. Rohrlack for their support mentioning the Greater Tampa Chamber of Commerce is the third area Chamber of Commerce to formally report their support of this project.

III. APPROVAL OF MINUTES OF THE JULY 25th, 2016 BOARD MEETING

Mayor Bob Buckhorn moved for approval of the July 25, 2016 Board Meeting Minutes, seconded by Mr. Garcia. The motion passed unanimously.

IV. INFORMATIONAL / ACTION ITEMS

A. Operations and Maintenance Committee – Vincent Cassidy / Dave May, PE, Staff

1. Selmon West Extension Project Support

Mr. May outlined the item for approval as support services to be provided by Atkins North America for the Selmon West Extension Project. It was noted Atkins was approved by THEA’s Board on July 11, 2016, to provide Construction Engineering & Inspection (CEI) Services following a competitive procurement process. Atkins intends to subcontract approximately 16% of the contract dollars to SBE(s).

Mayor Bob Buckhorn made the following motion, seconded by Mr. Garcia for the approval of the recommendation to authorize the Executive Director to execute Task Work Orders as follows: 1) Support for the Design-Build Request for Proposal of the Selmon West Extension in the amount not to exceed \$210,792; 2) Plans Constructability Review Support for the Conceptual Plan of the Selmon West Extension in the amount not to exceed \$481,587; and 3) Construction Engineering Services for the Selmon West Extension in the amount not to exceed \$7,003,939.

Chairman Cassidy requested further clarification regarding the current status of this project.

Mr. Joe Waggoner explained a letter in follow up to their meeting with Florida Department of Transportation's (FDOT), Secretary Boxold, has been sent via e-mail along with a Memorandum of Agreement for use of the right-of-way. It is THEA's understanding this is currently under review by FDOT and anticipate a response towards the beginning of October. The next scheduled date for THEA Board Committees as a Whole to meet is October 10th which may pose as a conflict for many as it is Columbus Day; therefore, suggestion was made to reschedule the date to the following Monday, October 17, 2016, for review and follow up status of this matter.

There being no further questions, comments or clarifications the motion passed unanimously subject to Florida Department of Transportation (FDOT) Memorandum of Agreement for Right-of-Way.

2. Manual Image Review Applications Service RFQ

Mr. Rafael Hernandez presented the Manual Image Review Applications RFQ item on the Agenda which will enhance THEA's tolling customer service capabilities and reduce operations and maintenance costs as well as business risks for the Authority. The purpose of this request is to provide engineering services to design, develop, test, and integrate a software application to process THEA's image-based toll (Toll-By-Plate) transactions. Funding will be from the Capital Project Budget in the amount of \$447,434.

Mr. Alvarez made the following two-part motion, seconded by Mr. Garcia for the approval of both the Evaluation Committee's recommendation for ranking of firms as follows: 1) Kyra Solutions; 2) Ace Applications; and 3) Computer Aid, Inc. and the Board selects Kyra Solutions and directs staff to begin contract negotiations. If negotiations with Kyra are unsuccessful, staff shall negotiate with the second-ranked firm and third, if necessary. Contract execution is subject to final review and approval by THEA General Counsel.

Chairman Cassidy requested further clarification regarding quantified return on investment.

Mr. Hernandez explained this application will improve work flows with improved optical character recognition (OCR) which will reduce processing time. Savings will be realized both in labor and processing toll transactions for a total of approximately \$120,000/year.

There being no further questions, comments or clarifications the motion passed unanimously.

B. Planning Committee – John Garcia, Chair / Bob Frey, Staff

1. Design-Build – Deputy John Kotfila Memorial Dog Park

Mr. Frey reported on the Deputy John Kotfila Dog Park project request for proposal to provide design-build services which include design, permitting, construction and performing other services necessary for a dog park located along the Selmon Greenway Trail, adjacent to Raymond Street and under a section of the Selmon Expressway between Twiggs Street and 12th Street. This project will be funded by the Capital project Budget in the amount of \$550,000. Mr. Man Le was asked to further explain the scoring process since raking was based on low score. Mr. Le explained scoring was calculated using the technical score divided by price proposal to obtain adjusted score.

Mayor Buckhorn made the following two-part motion, seconded by Mr. Alvarez for the approval of both the Evaluation Committee's recommendation for ranking of firms as follows: 1) LEMA Construction; and 2) KLOOTE Contracting and the Board selects LEMA Construction and directs staff to begin contract negotiations for an amount not to exceed \$550,000. Contract execution is subject to final review and approval of THEA General Counsel.

Chairman Cassidy requested explanation of the cost difference from the original estimate provided to the Board. Mr. Frey explained the original estimate was based on a local government design. At the request of the Hillsborough County Sherriff's Office a memorial will be added also affecting the original proposal. It was also explained movement of site has also increased costs indicating the site was originally on gravel which has been replaced with grass as recommended by contractors. Mayor Buckhorn questioned if the cost increase of the design/build affects the maintenance costs. Mr. Frey confirmed there is not a projected increase in the maintenance cost as a result of the increased design and construction cost.

There being no further questions, the motion carries with a vote of three.

2. Planning/Feasibility Study Selmon East RFQ

Mr. Frey explained the Planning/Feasibility Study of the Selmon East is to assess the system as a whole from east of Meridian to I-75 in order to provide THEA with an evaluation of existing and future traffic on the Reversible Express Lanes (REL) and local lanes of the expressway in order to maximize capacity and safety.

Mr. Alvarez made the following two-part motion, seconded by Mr. Garcia for the approval of the Evaluation Committee's recommendation for ranking of the firms as follows: 1. Vivid Engineering; 2. RSH; and 3. VHB. Of note: THEA was notified following the Evaluation Committee's recommendation a material modification was made by Vivid Engineering which disqualifies their bid proposal; thereby moving RSH to the number 1 ranking with VHB moved to the position of 2. The Board selects RSH and directs staff to begin contract negotiations. Contract is for a duration of eighteen (18) months

with an option to renew up to one (1) additional year as needed, subject to available funding and fiscal year budget approvals. If negotiations are unsuccessful, staff shall negotiate with the second-ranked firm and third, if necessary. Contract execution is subject to final review and approval of THEA General Counsel.

Mr. Garcia requested General Counsel, Mr. Maguire, clarify the materials modification which caused disqualification. Mr. Maguire proceeded with a full explanation, in summary noting the score weighed heavily on the specific qualified engineer who resigned from this position since review of the proposal resulting in material modification thereby disqualifying their original bid.

There being no further questions or need for further clarification, the motion passed unanimously.

3. Meridian Ultimate

Mr. Frey outlined the information regarding the next item for approval, the Meridian Ultimate, which is a project to investigate the future conditions along Meridian Avenue. The project will look at THEA's Selmon Expressway Ramps and inventory of property along the corridor. The roadway product will be a prepared concept plan for improvements to SR 618 from east of Florida Avenue to Whiting Street, including extending Washington Street to Meridian Avenue; extending Whiting Street to Meridian Avenue; and realigning the Nebraska Avenue Ramp and Exit 6A Ramp. In addition, staff will look at potential strategic scenarios for THEA's property along the Meridian Corridor based on the redevelopment occurring in Downtown. The cost is not to exceed \$300,000 from the Capital Project Budget.

Mr. Garcia made the following motion, seconded by Mr. Alvarez for the authorization for THEA staff to enter into task work orders with the following previously selected consultants.

1 - KCA Engineers, (100% SBE) selected under THEA's Miscellaneous Planning and Design Contract, to complete the roadway analysis for an amount not to exceed \$150,000.

2 - JMT, (30% SBE) selected under THEA's Miscellaneous Planning and Design Contract, to complete the real estate ownership analysis for an amount not to exceed \$50,000.

3 - Parsons Brinckerhoff, (10% SBE) selected under THEA's Strategic Planning Contract, to complete the real estate parcel strategy analysis for an amount not to exceed \$100,000.

No further clarification was requested nor were there any questions to be answered.

The motion passed unanimously.

C. Public Outreach & Communications – Danny Alvarez, Chair / Sue Chrzan, Staff

1. Public Outreach Budget for Selmon West Extension Project

Ms. Chrzan brought before the Board request for authorization of \$370,000 allocated to the Selmon West Extension Project Marketing & Public Information Campaign for FY17 funded by the Capital Project Budget.

Mr. Garcia made the following motion, seconded by Mr. Alvarez for the authorization of \$370,000 for Selmon West Extension Project Marketing and Public Information Campaign for FY17 Budget.

Ms. Chrzan further explained the key public outreach goals to be achieved and provided an itemized fixed budget items cost as well as other outreach tool estimates equaling the total amount stated above. In addition, Ms. Chrzan shared approximately 230 participated in the Virtual Town Hall held on August 24, 2016. The next Virtual Town Hall meeting is scheduled for September 28th.

The motion passed unanimously.

D. General Counsel – Patrick Maguire

1. Approve Assignment and Assumption of Lease from JRC Ricketts, Ltd. (“Assignor”) to Ybor Channelside, LLC, (“Assignee”)

General Counsel Maguire explained Ybor Channelside, LLC purchased JRC Ricketts, Ltd. Property (former Loomis site) and an Assignment and Assumption of Lease from JRC Ricketts, Ltd. of THEA’s property which is subject to said lease. The lease with THEA requires THEA’s consent which cannot be unreasonably withheld. The lease has six years to run before expiration and there is no reason not to consent to the assignment.

Mr. Alvarez made the following motion, seconded by Mr. Garcia for the approval of assignment and assumption of Lease from JRC Ricketts, Ltd. (“Assignor”) to Ybor Channelside, LLC, (“Assignee”) and authorizes the Executive Director to execute consent.

Mr. Waggoner explained this contract is separate from any other contracts brought before the Board with regards to this specific parcel.

There being no further questions or need for further clarification, the motion passed unanimously.

E. Executive Director – Joe Waggoner

1. Policies, Series 200 / Section 200.03—Senior Management Positions

Mr. Waggoner presented proposed revised policies to update the Chief Operations Officer position to its current title of Director of Expressway Operations and to add the Director of Toll Operations position. Mr. Waggoner provided a summary indicating 9 years ago the toll operations division was nonexistent and just 6 years ago toll operations was outsourced to third parties. Since then a realignment bringing image review in-house and the addition of staff to directly manage image processing, systems performance and transaction analysis as well as customer service for delinquent accounts has been created. Mr. Hernandez was key to the evolution over the last three years which includes a reduction in toll operations costs from \$0.11 per transaction to \$0.08 per transaction. In 2009, the cost was \$0.18 per transaction. Mr. Waggoner is making this request to reflect how the agency now stands to recognize this position as a “key management” position for THEA.

Mr. Alvarez made the following motion, seconded by Mr. Garcia for the adoption of revised Policy 200.03, Senior Management Positions. The motion passed unanimously.

F. Chairman – Vincent Cassidy

1. Acceptance of the Board Members’ Evaluations of the Executive Director and General Counsel

Chairman Cassidy stated that THEA’s Executive Director and General Counsel have once again received stellar evaluations by the Board with regard to their job performance. Chairman thanked both Mr. Waggoner and Mr. Maguire for their outstanding efforts.

Chairman Cassidy recalled the IBTTA Conference held last year in Dublin where data security was briefly touched upon as compared to this most recent IBTTA conference held in Denver where data security was a major topic of interest. Chairman tasked Mr. Waggoner to look at THEA’s infrastructure over the next couple months and report back to this Board where THEA stands and what plans will be put in place to ensure utmost security.

V. STAFF REPORTS

A. Operations & Maintenance (Dave May, P.E.)

Mr. May provided an update on the current status of projects recently brought before this Board to include the cleaning of the underside of the REL currently underway and is making remarkable impact on appearance. Mr. May reported the TMC roof replacement will begin once the rainy season subsides; looking for a few consecutive days without precipitation in order to dry out. The Himes Bridge approach slab repair originally estimated at \$75,000 realized a \$66,000 savings implementing an alternative method of repair with satisfactory results.

B. Financial / Traffic & Revenue (Lynne Paul)

Ms. Paul informed the Board the internal financial reports presented today are for the period of July 1, 2016 through July 31, 2016 being the first month of the fiscal year. Ms. Paul reported cash is sufficient to meet the needs of the Authority.

C. Communications (Sue Chrzan)

Ms. Chrzan referred members to information contained within their packets to include media links and highlighted the upcoming second Virtual Town Hall Meeting scheduled for Wednesday of this week. Ms. Chrzan summarized the feedback from the first Virtual Town Hall Meeting with the majority of the questions concerning noise levels, although overall very impressive participation.

D. Toll Operations (Rafael Hernandez)

Mr. Hernandez provided a presentation analyzing THEA's toll customer base highlighting the top seventeen zip codes related to the number of transactions by registered Sunpass and toll-by-plate customers. Of the top 17 zip codes the top five zip code with the highest volume of transactions are as follows: South Brandon, 7%; Central Riverview, 6%; South Tampa, 5%, Valrico, 5% and East Tampa, 4%. A total of 56% of all transactions represent the top 17 zip codes. It was noted 24% fell within 43 different zip codes within the Tampa Bay area and the other 20% represented 15,000 plus zip codes in Florida and out of state transactions. Overall for FY16, of the 53 million transactions and 1.8 million customers, 75% of those transactions were Sunpass versus 25% representing toll-by-plate.

VI. EXECUTIVE REPORTS

A. Executive Director (Joe Waggoner)

1. Contracts Reporting

a. Contract Increases & Changes (No Report)

- Construction / Capital Improvements
- Continuing

b. Upcoming Renewals & Expirations (No Report)

c. Contract Close-Out Report (Attachment)

Mr. Waggoner reviewed the contract close-out report included in the packets.

B. Chair (*Vincent Cassidy, Vice-Chair*)

1. Upcoming Meetings

• **Committees as a Whole Meeting - October 10th, 1:30 p.m.**

Chairman Cassidy reiterated the next scheduled date for the Board Committees as a Whole to meet is October 10th which is Columbus Day; therefore, consideration to reschedule the date to the following Monday, October 17, 2016 will be contemplated. THEA is anticipating an Action Item to be presented to the Board at this upcoming meeting related to the Memorandum of Agreement (MOA) with the Florida Department of Transportation (FDOT) for the Selmon West Extension Project Right-of-Way and will poll members on their availability.

• **Board Meeting – October 24, 1:30 p.m.**

There being no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:31 p.m.

MINUTES OF THE SEPTEMBER 26, 2016 AUTHORITY BOARD MEETING

APPROVED: _____

Vincent Cassidy
Chair: Vincent Cassidy

ATTEST: _____

Daniel Alvarez
Secretary: Daniel Alvarez

DATED THIS 24 DAY OF OCT, 2016