

Tampa-Hillsborough County Expressway Authority
Minutes of January 23, 2017 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 January 23, 2017, at the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were present:

BOARD:	Vincent Cassidy, Chair Bennett Barrow Tampa Mayor Bob Buckhorn Commissioner Lesley "Les" Miller FDOT District VII Secretary Paul Steinman
STAFF:	Joe Waggoner, Patrick Maguire, Lynne Paul, David May, Bob Frey, Rafael Hernandez, Debbie Northington, Max Artman, Man Le, Shari Callahan, Donna Obuchowski, Susan Chase, Elizabeth Gray, Ricardo Vazquez
BRINDLEY PIETERS & ASSOC:	Brindley Pieters
BRYANT, MILLER, OLIVE:	Duane Draper
FIRST SOUTHWEST:	Ed Stull
GROUND WORKS:	Scott Hakness
HNTB:	Jim Drapp, Al Stewart
JMT:	Sara Beresheim, Jorge Figuerah
JP MORGAN:	Henry Reyes, Nathaniel Johnson
PLAYBOOK:	Lindsey Parks
RK&K:	Chris Piazza
RS&H:	Brandi Allegood
WADE TRIMING, INC.:	John Melendez, Kevin Coughlin
WSP/PB:	Christina Kopp, Jeff Diemer
YBOR CITY DEVELOPMENT CORP:	Grant Connor Mehlich

I. CALL TO ORDER, INVOCATION and PLEDGE OF ALLEGIANCE

Chairman Vincent Cassidy called the meeting to order at 1:30 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 Mr. Alvarez excusing him from attending today's meeting, January 23, 2017.

Chairman Cassidy noted Mr. Garcia's resignation from his position on the Board effective January 14, 2017.

II. PUBLIC INPUT / PRESENTATIONS

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

Mr. Mehlich introduced himself as Treasurer of the Ybor City Development Corporation (YCDC). Mr. Mehlich stated he is present today on behalf of YCDC to express support for the Lee Roy Selmon Extension. Mr. Mehlich believes the Selmon Expressway has had an incredible impact on Ybor City and THEA has always been transparent and up front with YCDC.

Chairman Cassidy thanked Mr. Mehlich and YCDC very much for their support.

III. APPROVAL OF MINUTES OF THE DECEMBER 12, 2016 BOARD MEETING

Mayor Buckhorn moved for approval of the December 12, 2016 Board Meeting Minutes, seconded by FDOT District VII Secretary Steinman. The motion passed unanimously.

IV. INFORMATIONAL / ACTION ITEMS

A. Operations & Maintenance Committee – Bennett Barrow, Chair / Rafael Hernandez, Staff

1. Tolling Uninterruptible Power Supply Units (UPS)

Mr. Hernandez reported the first item brought before the Board is the request for approval to upgrade the 6 year old units currently servicing THEA's tolling in-lane equipment. The total cost of \$73,665 will be funded by the Capital Project Budget. This item has been reviewed with Mr. Barrow.

Mayor Buckhorn made the following motion, seconded by Mr. Barrow for approval of a purchase order for AccuTech to provide the hardware needed to complete the installation of the UPS upgrade.

There being no questions the motion passed unanimously.

2. Tolling Manual Image Review Application (MIRA) Hardware Implementation

Mr. Hernandez explained on September 26, 2016 the Board approved a software development project to develop this application. Currently as Phase 2 of the implementation of the software, THEA is requesting approval to procure the hardware necessary to implement the system. Total cost in the amount of \$159,050 will be funded from the Capital Project Budget.

Mayor Buckhorn made the following motion, seconded by FDOT District VII Steinman authorizing staff to procure the components listed on the Manual Image Review Application Bill of Materials (BOM).

Mr. Barrow requested Mr. Hernandez explain projected cost savings. Mr. Hernandez reported THEA is estimating cost saving of approximately \$120,000 in direct savings plus other indirect saving that may be related to change of service providers. In this case, development of this application will allow THEA to own the software reducing the risk of having to change service providers depending upon their availability within the

market. Mr. Hernandez further explained this is scheduled to go live July 1, 2017. A project status meeting was held last week at which time THEA was on schedule and within budget.

Chairman Cassidy requested Mr. Hernandez report back in July 2018 with actual cost savings.

There being no further questions, the motion passed unanimously.

B. Planning Committee – Bob Frey, Staff

1. General Planning Consultant Miscellaneous Planning & Design Services

Mr. Frey explained this item is to provide on-call technical and personnel support for THEA staff for various miscellaneous planning services and meetings. This task provides the opportunity to utilize consultant services for smaller, quick turn-around tasks that require accessibility to a variety of technical resources. These services may relate to agency meetings, work plan development, planning studies, data collection & research, traffic analysis, Intelligent Transportation System (ITS), public involvement and/or communications, mapping and graphic, and general project support. Mr. Frey further explained THEA is in a position of needing some support, although currently the need does not support a full time position and therefore temporary support is being requested. Funding will be from the Capital Project Budget not to exceed \$160,000.

Mayor Buckhorn made the following motion, seconded by Mr. Barrow for the approval of a Task Work Order with Parsons Brinckerhoff, Inc. to provide on-call technical support to THEA staff for various miscellaneous planning services not to exceed \$160,000.

Clarification was requested on the timeframe of this request. Mr. Frey explained the request is for a period of time not to exceed one year.

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

2. Connected Vehicle (CV) Pilot Deployment – Phase 2 & 3

Mr. Frey explained this is an informational item as an update to what was talked about last month. Deployment is moving from paper planning to purchasing hardware and moving closer towards actual physical deployment. THEA has selected two firms to provide 1,500 onboard units into vehicles; Savari will be providing 1,250 units and Commsignia, which is a Hungarian company, will provide 250 units. Commsignia will be opening an office in Tampa to support this. Sirius XM, the satellite radio provider, is interested in connected vehicle technology. Brandmotion will add up to 100 units of Sirius XM satellite radio with connected vehicle technology. Brandmotion is the onboard unit integrator and handles all that happens in the vehicles.

There is no financial impact. Brought before the Board as an informational item in that new technology is being added.

This is an information item and therefore no action was necessary by the Board.

Chairman Cassidy questioned the name of the firm coming to Tampa and asked Mr. Frey if he was aware of approximately how many new jobs this would create. Mr. Frey reported it will be a two-man shop although moving an office here as well. Chairman Cassidy noted last year another company opened offices in the Tampa area in support of THEA. Mr. Waggoner confirmed that was ETAN and reported THEA is starting to compile a list of new jobs generated as a direct result of THEA's work plan.

3. *On-Demand Project Cost Estimating & RFP Support*

Mr. Frey explained the purpose of this item is to provide on-demand support to THEA staff for Miscellaneous Planning & Design Services. Rummel, Klepper & Kahl, LLP (RK&K), as one of the Miscellaneous Planning & Design Services Consultants for THEA, shall act as an extension of THEA staff to assist in the development and/or the review of Requests for Proposals (RFP) and to provide independent 3rd party cost estimating for projects. Services to be provided by RK&K shall include on-demand support for THEA staff for a two year period. The work will be funded from the Capital Budget not to exceed \$150,000.

Commissioner Miller made the following motion, seconded by Mayor Buckhorn for the approval of a Task Work Order with RK&K to provide on-demand support to THEA staff for Miscellaneous Planning & Design Services in the amount not to exceed \$150,000 for a two year period.

Chairman Cassidy questioned the difference between this item and the General Planning Consultant Miscellaneous Planning & Design Services and asked if this is specifically for request for proposal assistance. Mr. Frey clarified this item is for construction contract cost estimation and RFPs; much more technical to building and construction estimates as opposed to the planning side.

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

C. Budget & Finance Committee – Commissioner Les Miller, Chair / Lynne Paul, Staff

1. FY2018 Revenue Sufficiency Certification

Ms. Paul reported in order to comply with Section 5.07 of the Toll Covenant for THEA's Series 2012 Bonds, on or before February 1, the Authority must review its financial position to ensure there will be sufficient net revenue to cover the debt

service and all obligations of the Authority in the next fiscal year. Ms. Paul states the debt service coverage for bond debt per the Bond Covenant is 1.3; estimate 2.28 and all debt coverage is 1.0 and will be at 1.92.

Mr. Barrow made the following motion, seconded by FDOT District VII Secretary Steinman for Adoption of Resolution #652, authorizing the Chief Financial Officer to certify, on behalf of the Authority that pledged funds are sufficient to meet the Toll Covenant requirements of the Series 2012 Master Authorizing Resolution for Fiscal Year 2018.

There being no questions the motion passed unanimously.

D. General Counsel –

1. Design/Build Selmon West Extension Retainer Agreement

Mr. Maguire reported request for approval of retention of Gray-Robinson as construction consultant attorneys going forward for the next 24 month period. The contract, already executed through the Executive Director, Mr. Waggoner, under his authority, is to assist with procurement document, preparation of contracts, selection process involved using the Port Authority's procurement process. Mr. Waggoner requested Mr. Maguire to look specifically for who would be working with THEA and their background in horizontal construction. Mr. George Spofford's background is specific to road, bridges, and rails and comes with an unqualified recommendation from Mr. May, who has worked with him in previous years. While the current agreement is for three years, and as with any retainer agreement with an attorney, may be disposed of if not completely satisfied with services.

Mr. Barrow made the following motion, seconded by FDOT District VII Secretary Steinman, for the Board to select Gray Robinson to serve on an as needed basis for legal services associated with the Selmon West Extension Project. The contract is for 3 years, subject to available funding and fiscal year budget approvals, not to exceed \$50,000 for the next 24 months. This amount does not include protest or litigation services.

Chairman Cassidy questioned the contract is for 3 years, although funding requested is for a period of 24 months. Mr. Maguire clarified the anticipated budget over the next two years is \$50,000 on the Capital Project side, and will come back to the Board if there is any additional monies. It was reiterated this does not cover litigation or claims that may develop.

Chairman Cassidy noted by this retainer THEA is minimizing the possibility of a successful claim. Mr. Maguire concurred.

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

V. STAFF REPORTS

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

Mr. May provided a brief update on the SWE schedule noting the design build procurement was advertised on January 20th per the schedule. We expect to get the Letters of Interest in from the Design/Build firms on February 10th. February 17th THEA will score those Letters of Interest and scores will be published. The results will be brought back to the Board on February 27th for approval to move forward with the project. There have been 10 Design/Build firms actively interested in discussing the possibilities of going forward on this project. Very pleased with response thus far and will provide more details as they become available.

Mr. Waggoner requested Mr. May update the Board on the Procurement Model THEA will be using to bring back to the Board. Mr. May explained THEA will short list 4 of the firms to enable them to go forward. Of those 4 firms, the 3 unsuccessful firms will receive a stipend calculated in the formula that the Department of Transportation (DOT) uses. The winning firm will not receive a stipend, they will be awarded the contract. Four firms will be chosen to be sure there are at least three that move forward. The concern being a firm without the sufficient resources awarded simultaneous projects enabling their lack of capacity to go forward on the SWE Project. In addition, the stipend provided allows THEA access to the technology and ideas those firms provide. The shortlisting process will happen upon receipt of the Letters of Interest on February 10, 2017.

B. Financial / Traffic & Revenue (*Lynne Paul*)

Ms. Paul reported information provided in the packets is through November 30, 2016. Spending is where expected with the exception of renewal and replacement which is a little behind. There is cash and investments sufficient to meet the needs of the Authority.

Revenue is running approximately 6% higher than last year and 2½% over projected which is seasonally adjusted. Traffic is 4% over last year. Revenue is estimated at \$84.4, running 2½% before adjusted for allowance for doubtful accounts.

C. Toll Operations (*Rafael Hernandez*)

Mr. Hernandez recognized Max Artman and introduced her to the Board as THEA's Toll Operations Business Analyst, who helped gathering data for the following presentation. Mr. Hernandez reviewed November 2016 activity indicating year to year THEA grew 7% with the number of Sunpass accounts increasing and decreasing number of toll-by-plate accounts. Average Daily Traffic (ADT) growing throughout the facility. Mr. Hernandez highlighted growth in the West Group was 4% and 5.6% in the East Group.

Mr. Hernandez addressed Chairman's inquiry from December regarding travelers for the full length of the Selmon. Mr. Hernandez reported 38% of travelers on the Westbound Peak AM traffic take the full length of the Selmon. Eastbound (Gandy to I-75), 32% for

AM peak traffic. PM peak traffic hours 33% westbound and 31% eastbound. Eastbound do not include the reversible express lanes. These are average numbers to give you an idea of how traffic is flowing through the facility.

D. Contracts

Mr. Le stated THEA continues striving to implement and improve Small Business Enterprise (SBE) policy of encouraging and enhancing contract opportunities for SBEs. SBEs include minority owned businesses, women owned businesses and other SBE designated from the City of Tampa, Hillsborough County, FDOT, State of Florida and other entities. In 2016, THEA participated in coordinating eleven SBE activities, a 57% increase from 2015. Mr. Le explained receiving a letter from a minority owned business women stating it was the most productive event that she has ever attended and resulted in the best prime/sub contract relationship to date for her company. In addition to these SBE outreach events, THEA also invests in the community by contracting with SBEs whenever possible. THEA's SBE contractual services for FY16 was over \$1.8 million dollars, approximately 17.9% of total contractual expenditures. This is an increase of 22% in expenditures from FY15. THEA will continue to increase and enhance contract opportunities for SBEs in the community.

VI. EXECUTIVE REPORTS

A. Executive Director (*Joe Waggoner*) –

Mr. Waggoner reported on the Contractual Renewal and Expiration Report shared with the Board at the December 2016 meeting and in keeping with policy having heard no comment from the Board THEA will move forward as proposed. Four will be put back out for bid. The only exception to the list is the Qfree America contract Mr. Waggoner has asked Mr. Hernandez to negotiate an extension of the on July 1 date, to cover our bases in case the new solution THEA is developing is not ready.

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

1. Upcoming Meetings

- **Committees as a Whole Meeting – February 13th, 1:30 p.m. (60 minutes)**
Mr. Waggoner mentioned this meeting is planned as a workshop on finance and bond process with the Board. Mr. Waggoner felt the last workshop on the status of the Selmon West Extension (SWE) was very useful.
- **Board Meeting – February 27th, 1:30 p.m.**

There being no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:01 p.m.

MINUTES OF THE JANUARY 23, 2017 AUTHORITY BOARD MEETING

APPROVED: _____


Chair: Vincent Cassidy

ATTEST: _____


Secretary: Daniel Alvarez

DATED THIS 27 DAY OF February, 2017