

Tampa-Hillsborough County Expressway Authority
Minutes of May 22, 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 May 22, 2017, at the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were present:

BOARD:	Vincent Cassidy, Chair Daniel Alvarez Bennett Barrow Commissioner Lesley "Les" Miller FDOT District VII Secretary Paul Steinman
STAFF:	Joe Waggoner, Patrick Maguire, Amy Lettelleir, David May, Bob Frey, Rafael Hernandez, Debbie Northington, Max Artman, Man Le, Donna Obuchowski, Elizabeth Gray, BJ Lamb, Sue Chase Matt Shaw
A-STELLAR:	Doug Draper
BAML:	David Brickhouse
BROAD & CASSEL:	Scott Chase, Chad Elliott
BROADSPECTRUM:	Scott Garth
DRMP:	Jim Drapp, Al Stewart, Samuel Alfonso
HNTB:	John McAnley
JP MORGAN:	Sally Dee, Lindsey Parks, Madison Anthony
PLAYBOOK:	John Melendez
WADE TRIM:	Christine Acosta
WALK BIKE TAMPA:	Christina Kopp

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 Mayor Bob Buckhorn's office excusing the Mayor's attendance from the May 22nd meeting due to conflict in his schedule.

II. PUBLIC INPUT / PRESENTATIONS

A. Vision Zero – Christine Acosta, Walk Bike Tampa

Chairman Cassidy introduced Ms. Christine Acosta and invited her to the podium to address the Board. Ms. Acosta mentioned visiting a few months prior to today in order to express gratitude for all THEA is undertaking as it relates to active transportation and the movement towards providing space for those who seek or need to walk and bike as their mode of transportation. Ms. Acosta then explained she is the Executive Director of Walk Bike Tampa which is a non-profit organization but also does work under her social enterprise brand Pedal Power Promoters.

Ms. Acosta explained Walk Bike Tampa's mission and vision is where people of any age and/or ability can walk or bike from anywhere in Tampa to anywhere in Tampa. A Tampa in which we proactively design for and protect the most vulnerable users where wellness is taken into consideration and seek to implement active transportation as a viable option for everyone all the time. Walk Bike Tampa's main key goal is "Vision Zero". She explained that Vision Zero is a twenty year old methodology that was started in Europe and is now making its way all around the world. In the United States there are 15 cities that have adopted Vision Zero initiatives and here in Hillsborough County an action plan is underway. Three of four workshops have been conducted and a fully developed action plan is projected for the four quarter of 2017, ready for adoption. A summary handout of Vision Zero was provided to the Board.

Ms. Acosta thanked THEA for being active in this pursuit and very grateful for the Greenway, the Pocket Parks, the safety audits conducted and THEA's extensive community meeting involvement.

Chairman Cassidy thanked Ms. Acosta for visiting and supporting THEA's projects. Mr. Waggoner also thanked Ms. Acosta for her support.

There were no other individuals signed up to publicly address the Board at this meeting of May 22, 2017.

III. APPROVAL OF MINUTES OF THE MARCH 27, 2017 BOARD MEETING

Mr. Alvarez moved for approval of the March 27, 2017 Board Meeting Minutes, seconded by Mr. Barrow. The motion passed unanimously.

IV. INFORMATIONAL / ACTION ITEMS

A. Operations & Maintenance Committee – Bennett Barrow, Chair / David May, P.E., Staff / Rafael Hernandez, Staff

1. Asset Management Services - David May, P.E.

Mr. May reported the first action brought before the Board is the Asset Management Services contract renewal. This will include all routine maintenance activities associated with roadway, structures, drainage, roadside, vegetation and aesthetics, traffic, and incident management and incident/event restoration on THEA property and facilities. Contract duration is 5 years with 2 one year renewals possible. Funding is from the Operations & Maintenance budget. The first year is \$1.575 million with an additional \$75,000 allowance for unanticipated specialty work that would encompass a special subcontractor not associated with their own work that would need to be performed. The total five year contract is \$8,066,532. This was not a low bid contract. This was a contract that took into account multiple items including qualifications,

experience of the team, past performance, incident management plan, SBE utilization as well as cost.

Commissioner Miller made the following motion, seconded by FDOT District VII Secretary Steinman for approval of the rankings as follows: 1) Broadspectrum Infrastructure, 257.5; 2) HDR/ICA, 242.4; 3) DBi Services and JMD Global both, 237.5; 4) FDI Services, 210.6; and 5) IILP USA, 197.6; and authorize staff to negotiate a contract with the highest ranked firm up to the total five year value. Broadspectrum will apportion approximately 23.5% of contract dollars to SBE(s). If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm, if necessary. Contract execution is subject to final review and approval of THEA General Counsel.

Mr. Alvarez requested clarification regarding unanticipated specialty work. Mr. May explained if THEA was apprised of something that was not covered by the normal contract, there will be a budget within this contract to go ahead and take care of it immediately instead of the need for THEA to go through the contracting process.

Chairman Cassidy questioned what the first year spend with Broadspectrum would be. Mr. May explained it is expected to be slightly more than what this amount is. It was noted this was under the budget amount by 13.8%. The budget amount was increased by 10% so it is expected to be approximately 3.8% lower than the current contract year.

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

2. Landscaping Services RFP - David May, P.E.

Mr. May explained the Landscaping Services renewal contract is to provide all the labor, equipment, materials, tools, transportation, supplies, insurance, incidentals, maintenance of traffic, mobilization and demobilization necessary to perform landscape, hardscape and aesthetic lighting maintenance services for THEA facilities known as the Brandon Parkway and Meridian Avenue Gateways and the Transportation Management Center (TMC). Contract duration is 5 years with 2 one year renewals possible. This too was not a low bid contract. Evaluation criteria included qualifications and experience of the firm, qualifications and experience of key personnel, past performance, unique concepts and savings, SBE utilization and price. The total amount for this five year contract funded by the Operations & Maintenance Budget totals \$1,954,001 with year one equaling \$368,045 adding a \$25,000 allowance for unanticipated specialty work. This contract is 12.8% below THEA's budgeted amount.

Mr. Alvarez made the following motion, seconded by Mr. Barrow for approval of the rankings as follows: 1) A-Stellar Landscaping (100% SBE), 264; 2) Cardinal Landscaping, 240; and 3) Green Expectation, 224.1; and authorize staff to negotiate a contract with the highest ranked firm up to the

total five year value. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm, if necessary. Contract execution is subject to final review and approval of THEA General Counsel.

Chairman Cassidy questioned if THEA has considered dividing this into separate contracts, east and west. Mr. May explained it is believed that THEA experiences an economy of scale by having one provider.

Chairman Cassidy recollected the last time this was out for bid and THEA only received one bid. Mr. Waggoner expounded that the Board requested since only one bid was received in the time frame that the contract be reduced to a two year term instead of three plus two one year extensions and were encouraged to try to develop the field to attract additional bidders. Mr. May explained much of the equipment life is estimated at five years and therefore if you have less than a five year contract you end up paying for the five years of life of that equipment regardless and therefore typically makes sense to follow that criteria when reviewing a contract of this nature.

Chairman Cassidy noted encouraging people to bid and ending up with the same provider may create cause for concern down the road. Mr. Alvarez questioned what THEA did in order to attract more bids. Mr. May explained THEA advertised extensively and Mr. Le provided outreach at his SBE meetings and conferences he attended to create interest and awareness. Credit for increased interest was attributed to Mr. Le's efforts.

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

3. Managed Services RFP for Tolling Image Review - Rafael Hernandez

Mr. Hernandez explained the Managed Services RFP for Tolling Image Review will provide, on a time and material basis, a staffing agency ("Vendor") to provide managed services for the labor needed ("Vendor's Employees") to process video-based toll transactions collected by THEA's All-Electronic Tolling (AET) systems. Contract duration is 3 years with 2 one year renewals possible. Mr. Hernandez noted this is the last project activity that is needed prior to the July 1, 2017 go live date. Explanation regarding the single response received was included in the meeting packets provided to each Board Member. Funding to be provided by the Operations & Maintenance Budget for the total three year contract of \$1,468,178; year one totally \$475,000; year two \$489,250 and year three \$503,928.

Commissioner Miller made the following motion, seconded by Mr. Alvarez for approval of the evaluation scoring and authorize staff to negotiate a contract with the sole respondent, Techstaff, a certified SBE, up to the total three year value. Contract execution is subject to final review and approval of THEA General Counsel.

Chairman Cassidy questioned if this was something that was not thought of previously or if it was known it was going to come. Mr. Frey explained that it was a known fact that the evaluation of these metrics would need to be done; the mechanism of how it would be done was determined in Phase 2. Both FDOT District VII and Pinellas County are currently using the Blue Toad System therefore making this selection during Phase 2 was beneficial.

2. Connected Vehicle (CV) Pilot Deployment – FDOT Supplemental Funding – Bob Frey

Mr. Frey noted as part of the CV Pilot Deployment, additional detection is required along Florida Avenue, Nebraska Avenue, and Twiggs Street to assist the I-SIG traffic operations application. Due to the low numbers of connected vehicles on the roadways, traditional detection is required to fill in the data gaps until the number of connected vehicles increase. The Florida Department of Transportation has agreed to provide supplemental funding of \$499,999 through a Joint Project Agreement to fund construction of the needed detection.

Mr. Frey noted that USDOT is very pleased to show this type of collaboration and would like to see this type of collaboration around the country. Mr. Frey thanked FDOT District VII for stepping up and helping out on this.

Mr. Frey then reviewed the schedule working up to the April 2018 ‘Go-Live’ date with an anticipated total of 1500 vehicles on the roadway.

Commissioner Miller made the following motion, seconded by Mr. Alvarez for: a) The approval for staff to enter into a Joint Project Agreement with FDOT for \$499,999; b) Use said funds to procure the components and construction services needed install the detection on Florida Avenue, Nebraska Avenue and Twiggs Street, and c) the addition of FDOT as a partner on the THEA CV Pilot.

Mr. Barrow requested copies of the graphics if not already received in order for the Board to be advocates in the community on the subject. Mr. Frey explained there will be more information at the upcoming ITE Annual meeting in Toronto and the ITS World Congress which is an international meeting in Montreal.

There being no questions the motion passed unanimously.

3. CUTR Research - Connected Vehicle Deployment – FDOT Supplemental Funding – Bob Frey

Mr. Frey explained the University of South Florida’s Center for Urban Transportation Research (CUTR) to continue in its role of providing technical support associated with THEA’s activities in the area of automated and connected vehicle technology – specifically, the Florida Automated Vehicle (FAV) Summit. This contract will be

performed as additional tasks under the current agreement, “Tampa Bay: An Automated Vehicle Catalyst?” USF Project # 2117-1522. Funding from the Capital Projects Budget in the amount of \$75,000. The Florida Automated Vehicle Summit will be held on November 14-15, 2017 at the Grand Hyatt, Tampa.

FDOT District VII Secretary Steinman made the following motion, seconded by Mr. Alvarez for the approval to add an additional \$75,000 to the CUTR Research Agreement.

Mr. Barrow offered what he described as a “rookie’s perspective” noting after studying more and more of the AV research, THEA deserves a lot of credit for being forward thinkers. Mr. Barrow stated “Other autonomous agencies and local governments throughout the country are way behind.” Mr. Waggoner mentioned DOT co-hosted with THEA the first Summit here in Tampa. This will be the fifth summit. DOT is on board again, but THEA is the key host and will be charged with making all the arrangements and setting up the program and that is what CUTR’s role, basically our contractor, is to make sure that happens. The fact that Florida is on the ‘wave’ is a good thing; although he is concerned about other’s that may be just a little bit ahead of us. THEA wants to stay in the forefront if not gain the lead because we believe it is important for our community in the long run. FDOT District VII Secretary Steinman thanked THEA for stepping up to help DOT and relayed it is appreciated.

Chairman Cassidy believes this sounds like a good story; this town keeps talking about transportation challenges.

Mr. Frey noted in talking to others in the industry, there are two summits that occur on CV/AV; one is out in Silicon Valley NCHRP and that has come to be known over the last five years as the “Research” summit and learned this week from others the FAV Summit is recognized in the industry nationwide as the “implementation and deployment” summit.

There being no questions the motion passed unanimously.

C. Budget & Finance Committee – Commissioner Les Miller, Chair / Amy Lettelleir, Staff

Prior to Ms. Lettelleir’s report, Mr. Waggoner announced he has made a selection for the Agency’s new CFO. This is Ms. Lettelleir’s opportunity to confirm or deny, but Mr. Waggoner has asked and Ms. Lettelleir has accepted the position of new Chief Financial Officer for Tampa Hillsborough County Expressway Authority. Ms. Lettelleir confirmed.

1. Budget – Fiscal Year 2018 (July 1, 2017 to June 30, 2018)

Ms. Lettelleir conveyed the request for approval of the Budget for Fiscal Year 2018, the Operating Budget and the adoption of the Work Program Capital Budget. This item was presented to the Board at the Committees as a Whole Meeting held on May 8,

2017. A handout was provided to all members of the Board with a few minor changes. Ms. Lettelleir reviewed the changes as follows:

- Bids were received for the Road Maintenance Facilities Provider and Landscape Maintenance Provider, both lower than anticipated; changes are reflected in the revised handouts;
- Bridge, Property, and Business Interruption Insurance came in last week 12.9% lower from FY17;
- Changes in positions and responsibilities resulted in higher salaries, which affects the remainder of the category of taxes and benefits.
- The budget prep detail under this line item is a scrivener's error and should read 7.4% not 17%.

The Capital Budget also had a few minor changes in expense flows over the five year work program that affected the FY2018 proposed budget presented from last year, but only resulted in a total increase of \$952,000.

Commissioner Miller made the following motion, seconded by Mr. Alvarez for the approval of the FY2018 (July 1, 2017 to June 30, 2018) Operating Budget and adoption of the Work Program Capital Budget.

Commissioner Miller noted he met with Ms. Lettelleir a few weeks ago. She and Mr. Waggoner provided the update that there would be possible changes concerning the items brought forth today. All in all good job preparing this year's budget. Commissioner Miller thanked Ms. Lettelleir for the great job.

There being no questions the motion passed unanimously.

2. Reimbursement Resolution 655

Ms. Lettelleir requested adoption of the Reimbursement Resolution No. 655 to take effect immediately upon its passage.

Commissioner Miller made the following motion, seconded by FDOT District VII Secretary Steinman for the approval of Adoption of Reimbursement Resolution 655 declaring Tampa Hillsborough County Expressway Authority's intention to finance certain capital improvements to its expressway system through the issuance and delivery of one or more series of bonds to be secured by system pledged revenues available for such purpose; to expend generally available funds of the authority to pay certain costs associated with such improvements prior to the closing of such bond financing and to reimburse itself for certain expenditures from proceeds of the bond financing

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

D. General Counsel – Patrick Maguire

1. Commercial Property Coverage – FY2018

General Counsel, Mr. Maguire, provided history of the commercial property coverage noting in 2009 THEA went into individual coverage and prior to that covered under a pooled insurance by FDOT, with a deductible of \$5.0 million, being self-insured for the first \$5.0 million. After Senator Hargrett encouraged THEA to review coverage, THEA went with Arthur Gallagher and as evidenced by the slide presentation over the years coverage costs have gone down. The last three years THEA was with Zurich with a locked in rate for the three year term. Mr. Chris Connelly with Arthur Gallagher felt time was right to request quotes once again. Others felt they could not be competitive with Zurich so they declined quotes; however Zurich did come in with a 14% overall lower rate reduction; but a 12% cost reduction because of increased value of assets. It was recommended that THEA go ahead and lock in the rate once again for the next three year term. Will still need to bind annually.

Mr. Alvarez made the following motion, seconded by FDOT District VII Secretary Steinman for authorization to bind Commercial Property Coverage for FY2018.

Mr. Alvarez requested clarification on what this insurance covered. General Counsel explained this insurance coverage includes all THEA's assets, this is property casualty coverage. Chairman Cassidy questioned if once THEA starts erecting the Selmon West the value of the asset will rise? General Counsel noted as he understood, the contractor is responsible for the asset construction and in the end according to the MOA, DOT acquires the bridge except that portion of THEA's right of way, consequently only a minimal asset increase.

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

V. STAFF REPORTS

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

Mr. May provided an update on the resurfacing contracts for Meridian and Brandon Parkway indicating the structural course has been completed. The friction course on Brandon Parkway is scheduled for next week. The friction course will follow that on Meridian. The mast arm is expected to be delivered in September and installed for final completion of the project.

The REL cleaning has been completed and looks quite good. Going out for proposal to redesign and spec out all underdeck lighting. There are several places where there is no lighting. To be included in next year's budget to redesign and install.

There is a lot of activity going on currently with the Dog Park construction prepping towards completion the first week of June ready for the Grand Opening event scheduled for June 24, 2017. Progressing nicely now following a sluggish start.

The Access Control Network which is the software that runs the gates is being replaced this year. New software has been written although there have been some challenges. The software provider, Kapsch, has located the problems and have fixed the problems. Will soon proceed with the 45 day test, whereby the system must run concurrently with the existing system parallel behind for 45 days consecutively without issue.

Mr. Alvarez commended THEA on the cleaning of the REL and remarked the REL is THEA's "*business card*" and noted his enthusiasm with the prospect of the new lighting features.

B. Financial / Traffic & Revenue (*Amy Lettelleir*)

Ms. Lettelleir reported the financial information provided in the packets is through March 31, 2017. Toll revenue is over 103% of FY budgeted and expenditures by department are tracking as mentioned. The R&R Budget appears low as to budget; however, several projects were just recently finished and the invoices are currently being processed; so catching up. The Authority has cash and investments over and above what is needed to finish out FY17 Budget. As we prepare for the issuance of the Series 2017 Bonds, the Authority's financial picture is not only solid, but impressive in terms of accuracy and projections and management of capital to cash flows.

The Authority had \$7.8 million in toll revenues for March 31, 2017, which is 3.81% higher than March 2016. Again for March, 2017, a total of 5.25 million transactions were processed. Through the first nine months of the fiscal year there have been 11.4 million more transactions from previous fiscal year.

C. Toll Operations (*Rafael Hernandez*)

Mr. Hernandez reviewed toll transaction data for the month of March 2017. On a year to year comparison highlighted continued growth of SunPass accounts by 5.3%; lowering toll by plate by -15.3%. Growing transactions by SunPass 4.2% and a slight decrease in toll-by-plate transactions by 0.8% leaving a total growth of 3.1% compared to March 2016.

Mr. Hernandez explained data for average daily traffic for March, again year to year comparison 2017 vs 2016. It was reiterated data includes averages for Tuesdays, Wednesdays and Thursdays to remain consistent with data collected by FDOT. The west group grew 3.2% and on the east side a slight decrease of -0.6% and REL -0.4 although still servicing over 100,000 transactions on a daily basis.

Chairman Cassidy requested clarification regarding the increase in revenue and decrease in transactions. Mr. Hernandez explained factors include: toll rate index annually, revenue

collection from accounts currently in collections; cyclical plate renewals; in addition to REL cleaning closures.

Mr. Waggoner brought attention to what he believes is a maturing of the I-4 Connector traffic and the days of the double digit increases in traffic coming to a close. Will be able to look at now what overall growth rate will be and how does it occur overtime. What is the background growth rate of your systems and for the economy in the region? Mr. Hernandez reported when combing the east and west there is a slight increase of less than 2% for the month.

VI. EXECUTIVE REPORTS

A. Executive Director (*Joe Waggoner*)

1. Upcoming Contract Renewals and Expirations

Mr. Waggoner explained when the term limit is reached of initial contracts or projects, THEA give notice to the Board that THEA would like to either go out for rebid or move forward with the renewal option if available within the contract. There are two contracts to report, First Southwest which is THEA's Financial Advisor Services, and Parson Brinckerhoff, which provides Strategic Planning Services. Both have reached their initial three year term and THEA requests the Board to allow THEA to move ahead with a one year additional term to be negotiated for both of these vendors. Having been brought to the Board as notice, we will come back to the Board next month assuming approval to extend the contracts, unless otherwise directed.

2. Deputy John Kotfila Memorial Dog Park Grand Opening & Dedication Event

When Hillsborough County Deputy John Robert Kotfila, Jr. lost his life to a wrong-way driver on the Lee Roy Selmon Expressway in March of 2016 THEA wanted to do something to honor his legacy. After we had learned about the strong bond between the Deputy and his German Shepard, Dexter, we decided to dedicate the Greenway dog park in his honor.

Please join us and bring your family and friends for the Grand Opening and Dedication of the Deputy Kotfila Memorial Dog Park on Saturday, June 24th from 9 am-12 pm. The Park is located underneath the Selmon Expressway, 705 Raymond Street, behind the Bell Channelside Apartment. We are happy to announce Deputy Kotfila's mother will be joining us the dedication.

3. Legislative Session Update

Chairman Cassidy requested once the full legislative session is completely over if Mr. Waggoner would be able to provide an update on any bills that have been passed and signed that may affect THEA in anyway.

B. General Counsel (*Patrick Maguire*)

Mr. Maguire had no new report.

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

1. Upcoming Meetings

- **Committees as a Whole Meeting – June 12, 2017 at 1:30 p.m.**
- **Board Meeting – June 26, 2017, 1:30 p.m.**

VII. ADJOURNMENT

There being no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:29 p.m.

MINUTES OF THE MAY 22, 2017 AUTHORITY BOARD MEETING

APPROVED: _____

Vincent Cassidy
Chair: Vincent Cassidy

ATTEST: _____

Daniel Alvarez
Secretary: Daniel Alvarez

DATED THIS 26 DAY OF June, 2017