

Tampa-Hillsborough County Expressway Authority  
Minutes of June 26, 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 June 26, 2017, at the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were present:

<b>BOARD:</b>	Vincent Cassidy, Chair Danny Alvarez Bennett Barrow Mayor Bob Buckhorn Commissioner Lesley "Les" Miller FDOT District VII Secretary Paul Steinman
<b>STAFF:</b>	Joe Waggoner, Patrick Maguire, David May, Bob Frey, Sue Chrzan, Rafael Hernandez, Debbie Northington, Max Artman, Man Le, Donna Obuchowski, Elizabeth Gray, BJ Lamb, Jeff Sweatland, Shari Callahan, Anna Quinones, Brian Ramirez
<b>ATKINS:</b>	Tom Knuckey
<b>BAML:</b>	Doug Draper
<b>GROUND WORKS SOLUTIONS:</b>	Scott Harkness
<b>HNTB:</b>	Jim Drapp, Al Stewart
<b>JP MORGAN:</b>	Nathaniel Johnson
<b>MSR CONSULTING GROUP, LLC:</b>	Sir Meka
<b>PLAYBOOK:</b>	Sally Dee, Lindsey Parks, Ana Cruz, Madison Anthony
<b>WADE TRIM:</b>	Sandra Piccirilli, Kevin Coughlin, John Melendez
<b>WSP/PB:</b>	Christina Kopp

**I. CALL TO ORDER, INVOCATION and PLEDGE OF ALLEGIANCE**

Chairman Vincent Cassidy called the meeting to order at 1:32 P.M., followed by General Counsel Maguire leading in the Invocation and recitation of the Pledge of Allegiance.

**II. PUBLIC INPUT / PRESENTATIONS**

**A. Legislative Update – Matthew Blair, Partner – Corcoran & Johnston Government Relations**

Chairman Cassidy introduced Mr. Matthew Blair and invited him to the podium to address the Board. Mr. Blair provided an update from the most recent legislative session reporting it was a successful session from the perspective of Tampa Hillsborough Expressway Authority (THEA). There were five bills of interest considered by the legislature that were passed. There is one that has not yet been acted on, which is 1049 dealing with toll facilities, specific to South Florida. That bill was received by the Governor on June 14, 2017 and he has until June 29, 2017 to act upon.

expertise and it would be difficult to assemble a group of engineers and planners for the planning portion of this that can provide the specific steel structural expertise, the concrete structural expertise, or roadway design expertise individually. In order to get the entire package is just one of the reasons THEA looks to a general engineering consultant. It is more expensive to do it this way, yes; however, it is difficult to get that many people and then utilize them for a full year. Mr. May explained THEA is trying to balance when the need for consultants to help versus an ongoing need. Currently the need is dedicated mostly to these individual project specific duties good for only one year. The only multi-year item is the Selmon West Extension. It is felt if there was a continuing capital project for design every year coming forward, then it would make sense to analyze what is needed to accomplish this in-house as opposed to going to an outside consultant.

Mr. Waggoner continued to explain the \$1.2 million is for a single project which encompasses a conglomerate of areas of engineering specialties which would not be found in a single individual. An additional consideration is the cycle of THEA's work program. THEA is entering into a single project with an estimated cost of \$225 million, which is like running into a monolith that you do not face on a regular year to year basis. THEA did employ a junior engineer who is being trained to help manage the consultants and resources. As the need increases and there is an area of specialty required to manage the consultant engineers, then THEA would hire a civil engineer or general transportation expert to help manage the program as a whole.

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

## **2. Tolling Network In-Depth Security Testing - Rafael Hernandez**

Mr. Hernandez explained the tolling network in-depth security testing is part of a project which started in February 2017 resulting in changes in the security of the tolling systems, not only hardware and software, but also in the physical components of the system. This particular item is to secure a third party firm with the necessary expertise to evaluate the security of THEA's tolling network infrastructure by safely trying to exploit vulnerabilities. Funding provided from the Capital Project Budget not to exceed \$84,829.

*Mr. Alvarez made the following motion, seconded by Mayor Buckhorn to authorize staff to issue a task order to procure the necessary professional support services from Atkins for the implementation of the cyber security testing in the amount not to exceed \$84,829.*

Chairman Cassidy thanked Mr. Hernandez and his team for spending time around cyber security. Mr. Barrow indicated the cost would be ten to twenty times as much if there had been a cyber security breach and provided some examples of other businesses affected in the past six months.

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

**C. Planning Committee – Danny Alvarez, Vice Chair / Bob Frey, Staff**

Prior to presenting the Planning Committee action items, Mr. Frey announced as Mr. Waggoner just distributed to the Board Members, the bound edition of the adopted FY 2018 Work Program is now available. This Work Program was adopted by the Board at the May 22, 2017 meeting and is now finalized into a printed document. Additional copies are available as you exit the room on the back table for those interested.

**1. Strategic Blueprint Support – Bob Frey**

Mr. Frey indicated this Task Work Order is to utilize strategic blueprint support services to implement various strategic plan elements as needed. These services will typically include THEA internal policy development regarding organizational structure, agency facilitation, and future project selection. Funding will be provided from the Capital Project Budget in the amount of \$75,000.

*Mayor Buckhorn made the following motion, seconded by Mr. Alvarez, for the approval of THEA's strategic blueprint support services and authorization for staff to execute a Task Order with Parsons Brinckerhoff for up to a one-year term, in an amount not to exceed \$75,000.*

Chairman Cassidy questioned what “strategic blueprint” means. Mr. Frey explained the strategic blueprint approved and adopted by the Board sets out a variety of different tasks going forward, i.e. for Parson Brinckerhoff to provide support looking at new projects in Hillsborough County and working with other counties if asked, internal policies in terms of positions and the make-up of various aspects of THEA’s internal workings.

Mr. Waggoner added Chairman Cassidy had addressed Mr. Waggoner in the past regarding policy level issues such as future Board shape, structure, regional position, etc. and this strategic blueprint is where this type of work would fall under.

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

**2. Comprehensive Projects Management Program – Webhosting and Support – Bob Frey**

Mr. Frey noted this Task Work Order consists of support services to assist THEA with management of the Comprehensive Projects Management Program (CPMP) tool. Services will include hosting the website housing the CPMP, technical support, development of specifications and tool refinement as directed. The current work program was put together using this tool and allows us to look at not only 5-6 years of

the work program but to forecast 30 years to project impacts to THEA's financial standing. Funding from the Capital Project Budget of \$150,000.

*Commissioner Miller made the following motion, seconded by Mr. Alvarez for approval of THEA's CPMP webhosting and support services and authorization for staff to execute a Task Order with Parsons Brinckerhoff for a one-year term, with up to three one year options at THEA's discretion, in an amount not to exceed \$150,000 annually. There being no questions the motion passed unanimously.*

**D. General Counsel – Patrick Maguire, Esq.**

**1. Annual Board Officer Elections**

Mr. Maguire requested permission to conduct the annual Board elections for the upcoming fiscal year (FY2018). Counsel reported current appointments and explained the procedure for nominations and elections. Call for nominations for Board Officers and subsequent elections proceeded as follows;

- **Chairman** – (*Current – Vincent J. Cassidy*)

Mayor Buckhorn nominated Mr. Cassidy to continue to serve as the Authority's Chairman.

There were no other nominations for the office of Chairman.

General Counsel Maguire took a roll call vote as follows: Miller – yes; Steinman – yes; Alvarez – yes; Barrow – yes; Cassidy – yes; Buckhorn – yes.

- **Vice-Chairman** – (*Current – Vacant*)

Mr. Alvarez nominated Mr. Barrow to serve as the Authority's Vice-Chairman.

There were no other nominations for the office of Vice-Chairman.

General Counsel Maguire took a roll call vote as follows: Miller – yes; Steinman – yes; Barrow – yes; Alvarez – yes; Cassidy – yes; Buckhorn – yes.

- **Secretary** – (*Current – Daniel A. Alvarez, Sr.*)

Mr. Cassidy nominated Mr. Alvarez to continue to serve as the Authority's Secretary.

There were no other nominations for the office of Secretary.

General Counsel Maguire took a roll call vote as follows: Miller – yes; Steinman – yes; Barrow – yes; Alvarez – yes; Cassidy – yes; Buckhorn – yes.

## **V. STAFF REPORTS**

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

Mr. May provided an update on the schedule for the Selmon West Extension with the only changes incorporated into the schedule to include the three week delay on delivery of the technical proposals and the two week delay on the price proposals which will come in on August 7, 2017. Otherwise holding fairly well to the multi-year schedule. Will not have end time until all proposals have been opened and the design/build firm is chosen.

The resurfacing is currently underway for Meridian and Brandon Parkway with near completion of the friction course on Brandon Parkway. 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.

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

Mr. Waggoner reported on behalf of Ms. Lettelleir in her absence. Mr. Waggoner noted Ms. Lettelleir is attending the Annual Florida Government Finance Officer Association (FGFOA) Conference in Hollywood, Florida.

Mr. Waggoner noted the financial information provided in the packets is through April 30, 2017. Revenue is tracking about 3% ahead of forecast and actually 5.4% above last year's total revenue. Expenditures for general administrative and operating are on track with renewal and replacement capital projects hitting between 35%-37% and expected to grow over the next few months. The new CPMP will help us improve forecast revenues on projects.

Toll revenue is up 1.7% over the same month last year. Revenue for year to date is approximately 5.4% higher than last year. Transactions for the month of April are approximately 1% lower than last year which is felt to be an impact from closing the east side toll points for REL cleaning.

### **C. Communications** *(Sue Chrzan)*

Ms. Chrzan noted the Grand Opening of the Deputy Kotfila Memorial Dog Park was held on Saturday, June 24, 2017 and invited Mr. Alvarez to report. Mr. Alvarez stated this event was near and dear to his heart. Mr. Alvarez stated he feels this park fits into the Mayor's plan of making Tampa one of the greatest cities around, and feels that THEA just added their piece. Mr. Alvarez noted the Kotfila family that was there were so moved that the City of Tampa/Hillsborough County folks would gather around their son this way. Mr. Alvarez stated that "it was a magical moment".

Ms. Chrzan reported approximately 200 participants attended the event and all of the local media outlets covered the event, which are included in the four page media coverage report for May/June, 2017, that is included in the Board packets. Ms. Chrzan provided a summary of what was offered at the event and provided a video to summarize the very moving event. Ms. Chrzan thanked the Board for their leadership and specifically Mr. Alvarez for his impassioned speech.

Ms. Chrzan noted a reminder to “Save the Date” for November 14-15, 2017 when THEA will be hosting the Florida Automated Vehicle Summit. The Monday prior THEA is hoping to have a Connected Vehicle Pilot Demonstration.

Mr. Waggoner also thanked the Board for their vision to let THEA accomplish this park and the whole Selmon Greenway and other planned pocket parks. It was noted that hearts were touched on Saturday, which is something agencies like THEA seldom get a chance to do. Mr. Waggoner reported the most touching comment came from Ms. Kotfila herself when she noted that prior to Saturday, the expressway in her mind was always the place where her son died, but with that day the expressway would now be a place where her son can be remembered in a positive way. In her words, “John junior would have been tickled pink”.

**D. Toll Operations** (*Rafael Hernandez*)

Mr. Hernandez reviewed toll transaction data for the month of April 2017. As Mr. Waggoner reported, the REL cleaning affected the transactions which started in March and finished in May, so April was affected. THEA continues to grow SunPass accounts which is up 7.5% compared to April 2016. Toll-by-Plate accounts have decreased 9.8% as compared to April 2016. A slight impact may have been seen on the transaction counts for April 2017 amounting to 1% less for the SunPass transactions and 2.9% below for Toll-by-Plate. Overall for the month of April there was a decrease of 1.6% when compared to April 2016.

Mr. Hernandez explained data for average daily traffic for April, 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 east group decreased due to the REL cleaning and the west group grew 5.4% when compared to April 2016. When combined, to view a high level picture of the whole facility, there is a decrease of transactions by 1.3% less than last April 2016.

Chairman Cassidy requested clarification on the decrease in transactions with a growth in revenue. Mr. Hernandez explained revenue is not directly tied to transactions on the road. There is also collection activities and as part of the Toll-By-Plate business, people take between 30-60 days to pay for tolls.

## **VI. EXECUTIVE REPORTS**

### **A. Executive Director (*Joe Waggoner*)**

#### **1. Upcoming Contract Renewals and Expirations**

Mr. Waggoner explained when the term limit is reached on initial contracts or projects, THEA gives 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 is a contract with KYRA that is coming up for renewal which THEA is proposing to renew. Notice to the Board was provided on a contract with University of South Florida CUTR that will be expiring in six months with no intent to renew.

The two contracts brought before the Board at the May 22, 2017 meeting having heard no objection to THEA's intent to renew the First Southwest contract, which is THEA's Financial Advisor Services, will be renewed for a one year option and Parson Brinckerhoff, now known as WSP, first year renewal will be exercised for that contract.

### **B. General Counsel (*Patrick Maguire*)**

Mr. Maguire had no new report.

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

#### **1. FDOT-D7 Secretary Steinman**

Chairman Cassidy announced today will be the last THEA Board Meeting for FDOT-D7 Secretary Steinman who has elected to leave Florida to relocate to North Carolina. Chairman Cassidy thanked FDOT D-7 Secretary Steinman for his contribution to the State, to the Department, and to this organization. Many have noted over the past few years that with his involvement, the relationship between FDOT and THEA is not only stronger but the result of his partnership with THEA. Wishing Secretary Steinman the best.

Mr. Waggoner also personally thanked Secretary Steinman. Relationships between THEA and DOT have never been better thanks to Secretary Steinman. Mr. Waggoner stated Secretary Steinman has been a valuable Board Member and has improved the relationship with DOT at the local level as well as the state level which is very much appreciated.

#### **2. Upcoming Meetings**

Chairman Cassidy announced there will be no meetings in July 2017 of either the Committee or the Board. There will be one meeting in August on August 14, 2017. Chairman Cassidy noted the meeting held on August 14, 2017 is a very important meeting looking at Selmon West Extension proposal and Board Members were asked to

please make every effort to attend. There will be no Board Meeting at the end of August.

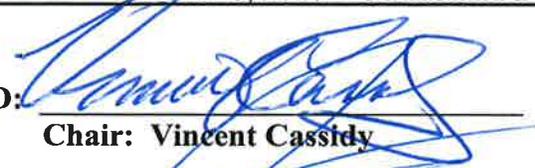
- **Committees as a Whole Meeting – Cancelled**
- **Board Meeting – August 14, 2017, 1:30 p.m.**

## VII. ADJOURNMENT

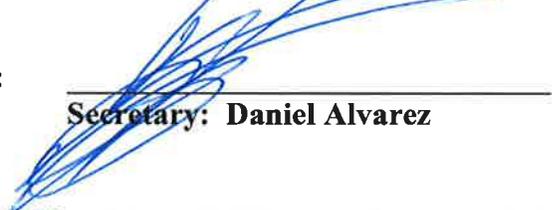
There being no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:16 p.m.

### MINUTES OF THE JUNE 26, 2017 AUTHORITY BOARD MEETING

APPROVED: \_\_\_\_\_

  
Chair: Vincent Cassidy

ATTEST: \_\_\_\_\_

  
Secretary: Daniel Alvarez

DATED THIS 14 DAY OF August, 2017