

Tampa-Hillsborough County Expressway Authority
Minutes of October 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 October 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, Vice Chair Danny Alvarez, Secretary Sean Oxtal Commissioner Lesley "Les" Miller FDOT District VII Secretary David Gwynn
STAFF:	Joe Waggoner, Patrick Maguire, David May, Bob Frey, Rafael Hernandez, BJ Lamb, Man Le Max Artman, Donna Obuchowski, Sue Chase, Jeff Sweatland, Shari Callahan, Keith Fridenberger
ATKINS	Tom Knuckey
DELL:	Taylor Murphy
FIRST SOUTHWEST:	Ed Stull
GWS:	S. Harkness
H&M:	J. Raoufi
HNTB:	Jim Drapp
PLAYBOOK:	Sally Dee, Lindsey Parks, Todd Josko, Mark Rottensteiner
STOKES CREATIVE GROUP:	John Melendez
WADE TRIM:	Sandra Piccirilli
WJ ARCHITECTS:	Jason Jensen, Sanchelle Lee
OTHER:	Sayako Morgan Holmes

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 reported into record Mayor Buckhorn will not be in attendance today due to an unavoidable conflict in his schedule.

II. ANNOUNCEMENTS / INTRODUCTIONS

A. Introduction – Shaun R. Oxtal, MAI

Chairman Cassidy introduced the newest Board Member, Mr. Sean Oxtal. Mr. Oxtal is with Capright and has been active in the real estate industry since 2003. He has completed numerous evaluations throughout the country, including 16 states and the District of Columbia.

Mr. Oxtal has significant experience performing rent studies for the purpose of contract rents for Section 8 housing. Prior to joining Capright, Mr. Oxtal spent 6 years with OREA Valuation & Advisory.

Chairman Cassidy welcomed Mr. Oxtal to the THEA Board.

B. Announcements

1. THEA – Planning & Design Award of Merit – Deputy John Kotfila Dog Park

Mr. Waggoner reported THEA is the proud recipient of an award presented last Thursday, October 19, 2017, from the Planning Commission for the Deputy John Kotfila, Jr. Memorial Dog Park. THEA is very pleased with the outcome and the popularity of the park. Mr. Waggoner thanked the architectural design firm of Wannemacher and Jensen with special recognition to the project manager, Ms. Sanchelle Lee, who helped THEA with the design. Ms. Lee was present at today's meeting and was applauded by all in attendance. Mr. Waggoner summarized by stating Ms. Lee gave us the plan, LEMA Construction built it, and THEA staff, to include Mr. Frey, Ms. Chrzan, Mr. May, Mr. Opdyke, and Ms. Quinones, made it happen.

Chairman Cassidy extended a personal congratulation for the design award to the team involved in its success.

2. Chairman Vincent Cassidy - Outstanding Small Business Leader of the Year

Mr. Waggoner congratulated Chairman Cassidy, who last week was recognized by the Greater Tampa Chamber of Commerce as the Outstanding Small Business Leader of the Year. The entire THEA staff and communications team congratulates Mr. Cassidy on this prestigious honor. THEA's Chairman Cassidy was applauded by all in attendance.

III. APPROVAL OF MINUTES OF THE SEPTEMBER 25, 2017 BOARD MEETING

Mr. Alvarez moved for approval of the September 25, 2017 Board Meeting Minutes, seconded by Mr. Barrow. The motion passed unanimously.

IV. INFORMATIONAL / ACTION ITEMS

A. Operations & Maintenance Committee

1. HNTB Task Work Orders – David May, P.E.

Mr. May explained five separate Task Work Orders for HNTB noting that THEA receives all of their general engineering support from the general consultant, HNTB, and this is a group of task orders to complete the following tasks from July 1, 2017 through June 30, 2019, specifically: 1) Selmon West Extension Design Build Project to provide construction management support for all construction activities to include plan review,

coordination with utility companies and other project stakeholders, as well as QA/QC support in the amount not to exceed \$600,000 (it was noted THEA anticipates this may be carrying a little further than June 2019 if the contract for HNTB is extended by a year, which is anticipated at this time). 2) East Selmon improvement project not to exceed \$100,000 to assist in procurement and administrative support for scope of services and advertisement for future East Selmon improvements. Currently conducting a study to determine how to eliminate the capacity constraints on East Selmon and this is to provide the support for the RFQ/RFP or Design Build, however determined to go forward upon completion of preliminary study. 3) Provide engineering procurement and administrative support, a scope of services for a PD&E for the West Selmon Improvement Project. The need to increase to six-lanes on the west side which requires a PD&E to move forward is anticipated. This task will provide support to prepare the RFQ and to obtain the necessary engineering support not to exceed \$100,000. 4) Provide engineering, procurement and administrative support for scope of services and advertisement for resurfacing RFQ and procurement with minimal engineering design to include striping and pavement design for resurfacing on the west side which was excluded from the previous resurfacing. This is a \$50,000 Task Work Order. 5) East Selmon resurfacing construction CEI for when THEA does the resurfacing on the east side not to exceed \$100,000. The funding is from the Capital Budget assigned to those projects. A total of 35% is expected to be sourced through SBEs.

Chairman Cassidy questioned when Task Work Order 2-5 become actual projects, what is the estimated dollar amount. Mr. Waggoner approximated \$500 to \$600 million. Chairman Cassidy reiterated there is \$600 million more spend in order to address the needs of this road. Mr. Waggoner confirmed.

Mr. Alvarez made the following motion, seconded by Mr. Barrow for authorization of the Task Work Orders as previously described above not to exceed \$950,000 for HNTB to provide support on projects funded from 7/1/17 through 6/30/19 as dictated in the work program to include the Selmon West Extension Design Build Project, East and West Selmon Improvements, and the East Selmon Resurfacing Project.

Mr. Alvarez inquired if there was a point in time when it would be more advantageous to add a staff member to accomplish the above scope of work. Mr. Waggoner replied this is outsourced to the GEC as opposed to hiring a fulltime employee due to the range of specialties that is required to complete these projects which is much greater than THEA can afford to hire. It is felt that there is not a single individual qualified to do what is on the list of tasks to provide the support we have through the GEC. The GEC has a bank of professional services behind them that THEA is able to call upon as needed as opposed to hiring fulltime staff. Mr. May added THEA will not be doing this again in the near future and only needs each specialized area of expertise for a limited amount of time. When you have cyclical work, it is more beneficial to have an outside source like HNTB do the work.

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

2. In-Lane System Upgrade Atkins & TransCore – Rafael Hernandez, Staff

Mr. Hernandez explained the opportunity to refresh THEA’s All Electronic Tolling In-Lane Systems currently at the end of expected life. The system has been in operation since 2010. In the first year of operation the system was capable of processing 36 million transactions; in FY17 the system proved capable of processing 55.9 million transactions. The scope of work is to replace the hardware components and continue using THEA’s proven tolling software with the exception of the vehicle classification system component, which includes software and hardware components due to the lack of support from the current manufacturer, so THEA is replacing the vehicle classification system. THEA will also be replacing the network systems which are also at the end of expected life, enhancing cybersecurity protection. Items not included in the scope for now include fixed power generators and toll enforcement cameras. The work allocation will be in three areas: 1) Integration; 2) project management; and 3) THEA direct purchase of needed software licenses and hardware. The cost is broken down as follows: 1) Integration cost of approximately \$406,000; 2) Project management and engineering support totaling \$153,000; and the balance, approximately \$1.9 million for hardware and software licenses needed to support this project. Authorizing THEA to proceed with direct purchase allows anticipated totals savings of approximately \$413,000 in vendor’s markup and sales tax. Funding will be from the Capital Budget. It was noted the total amount is over budget from the adopted Capital Budget for FY17 due to areas of opportunity identified after the fact for THEA to improve the services provided (cybersecurity as well as disaster recovery capabilities); however, monies available from other projects which came in under budget will be allocated making this project feasible.

Commissioner Miller made the following motion, seconded by Mr. Alvarez for authorization for THEA’s Executive Director to execute contracts using available government cooperative purchasing agreements and THEA procurement policies as per items 1 through 10 listed in Figure 1 below.

Figure 1

Item	Vendor	Scope	Quote	Procurement Method	Work Allocation
1	TransCore	Tolling systems installation, integration and testing	\$410,249	THEA Existing Contract	TransCore
2	Atkins	Project management and engineering support	\$153,570	THEA Existing Contract	Atkins
3	Neology / 3M	Hardware and software licenses	\$633,326	Florida’s Turnpike Enterprise (FTE) Contract	THEA Direct Purchase
4	Acme Barricades	Maintenance of Traffic (MOT) Budget	\$50,000	THEA Existing Contract	
5	Insight Public Sector	CISCO Networking Equipment	\$297,498	FDOT D7 Contract	
6	PRESIDIO/DELL/EMC	Hardware and software licenses	\$583,733	FL. State Contract	

Item	Vendor	Scope	Quote	Procurement Method	Work Allocation
7	APX Enclosures	Rack Enclosures	\$18,670	Purchase Order (PO) per THEA Policy	
8	InfoTech	InfoTech Software Engineering Services	\$149,600	THEA Existing Contract	
9	JAI Traffic Solutions	Cameras & Spare Parts	\$38,050	FL. State Approved Vendor	
10	Kenyon and Partners	AET Cabinet Air Conditioning A/C Units	\$166,000	Central Florida Expressway (CFX) Authority Contract	
TOTAL			\$2,500,696		

Mr. Barrow requested Mr. Hernandez review the cost difference if THEA purchased a new system. Mr. Hernandez explained THEA has been researching this project for several months trying to build a system that would support the growth and implementation of the Selmon West Extension. An assessment was conducted nationwide with findings for a comparable system to be an estimated \$8.5 million. The decision to refresh the existing system consisting of replacing hardware and continue using the software and building this modular system capable to grow and add the Selmon Extension with a total cost of approximately \$2.5 million compared to \$8.5 realizes a potential savings of approximately \$6 million.

Chairman Cassidy asked for clarification on the reference above regarding available monies from other projects and wants to be sure we are not deferring that spend to another year confirming that THEA has been able to eliminate projects that had dollars attached to them so that net/net THEA is not spending more than forecasted. Mr. Hernandez confirmed this to be correct.

Mr. Barrow recognized the biggest saving is cutting out the middle man saving the 7% sales tax and the 15% markup. Mr. Barrow also verified with Mr. Hernandez and Mr. Waggoner the onus would not be on THEA staff, but with TransCore should something happen, for instance with a faulty part. Mr. Barrow agrees it makes sense both for going with refresh versus new as well as direct purchase. Mr. Hernandez explained the TransCore quote includes dollars for the handling and inventorying of this equipment.

Chairman Cassidy questioned if there was anything left to spend that has not yet been addressed through this \$2.5 million. Mr. Hernandez confirmed there was mention of the fixed power generators. Although they are running low on hours of use, their typical life cycle is between 10-15 years, and hoping to get another 3 to 4 years of use.

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

C. Chairman

1. Acceptance of the Board Members' Evaluations of the Executive Director and General Counsel – Vincent J. Cassidy

Chairman Cassidy thanked the Board Members for their comments and evaluations of THEA's Executive Director and General Counsel. Chairman noted he will be meeting with THEA's Executive Director and General Counsel individually to discuss succession plans for both of their positions.

V. STAFF REPORTS

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

Mr. May provided an update on the Selmon West Extension stating field work has begun with regards to test drills at pier locations. By specification it is required to drill a pilot hole at every drill shaft to the intended depth to design the pier properly. This process is currently being conducted from the bridge to Westshore. Next segment is from Westshore to Manhattan in November 2017 and then will keep progressing to the east. Surveying is also currently being conducted for those areas where they cannot find survey markers. In addition, they are locating different obstruction, pipes, etc., that were not previously noted. As they get their test drill results they start the drill shaft design and then the pier design. Although THEA has not officially accepted their construction schedule yet, they have provided a detailed schedule, and they are on schedule. Mr. May is attempting to receive a condensed version of the schedule for the Board. Adkins is working with THEA on the CEI which is progressing nicely.

B. **Communications** - (*Sue Chrzan*)

Ms. Sally Dee with Playbook reported on behalf of Ms. Sue Chrzan in her absence. Ms. Dee reported on the launch of Shop Gandy, which is partnership between the South Tampa Chamber, the Greater Tampa Chamber, the St. Pete Chamber, and the Brandon Chamber to support the businesses along Gandy Boulevard before, during and after the construction of the Selmon West Extension. The Shop Gandy launch party was held at 81Bay Brewery located on Gandy Boulevard where Mr. Waggoner enjoyed speaking with many Gandy Boulevard business owners and community leaders who attended the event. In addition to sampling food and beverages from Gandy-corridor restaurants and businesses, launch party attendees received #ShopGandy branded items such as signs, car magnets and marketing tips – all designed to encourage Tampa Bay residents to Shop Gandy! Events will be held every quarter in partnership with the South Tampa Chamber.

The Virtual Town Hall Meeting was held on the pier design contest with a total of 210 registrants and 142 attendees. The results were reviewed noting the pier design Estuary dominated the votes at 74% of 1,805 votes. A total of 461 votes for Vivid design and 1,312 votes for Estuary design. Ms. Dee then explained the breakdown of the voting highlighting 77% people voted via our website (1,365 Web users); 23% of the voters called in to the toll-free number (407 callers); and 79% of call in voters had an 813-area code confirming the local community engaged in the process.

Ms. Dee noted because of these two-forementioned events, THEA has had 48 television segments and viewership is over 2 million. In addition, there were 16 print articles. These events almost doubled the outreach in the past month.

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

Ms. B.J. Lamb reported on behalf of Ms. Amy Lettelleir who is attending a Florida Government Finance Officers Association (FGFOA) Boot Camp this week. Ms. Lamb reported internal financial reports presented today are for the period of July 1, 2017 through July 31, 2017 being the first month of the fiscal year, noting a very good start on tolls. Ms. Lamb reported a few consultant invoices are still outstanding for July, so expenses will grow. Ms. Lamb noted the \$175 million has been earmarked over to SWE construction.

Ms. Lamb noted revenue has increased almost 4½% over last July 2016. Transactions are up approximately 3% or an increase of 135,000 for July 2017 versus July 2016.

D. Toll Operations (*Rafael Hernandez*)

Mr. Hernandez reported as of September 25th THEA reported a total projected loss of \$3.5 million (\$3.2 million toll suspension; \$300,000 reduced demand) because of Hurricane Irma at the September 25, 2017 Board Meeting. Anticipated indicated revenue was \$3.6 million for September 2017. As of October 1, 2017, a total of \$450,000 in reduced demand along with the \$3.2 million in toll suspension with a total of \$3.5 million in indicated revenue for a total loss for Hurricane Irma estimated to be \$3.7 million.

In reviewing July 2017 transactions, there was an 8.4% growth from 2016 to 2017 in unique SunPass accounts with a decrease of 7.9% in unique Toll-By-Plate accounts. Transactions are growing in SunPass transactions by 2.9% as well as in the Toll-By-Plate transactions of 2.2% for a total increase in transactions of 2.7% from 2016 to 2017 for the month of July.

Average daily traffic was reviewed for July 2017 reporting a decrease of 4.2% in the east group. This number is negative secondary to the July 4th Holiday which fell on a Tuesday for 2017. A slide was presented which excluded the holiday showing growth in the east group of 0.3% and in the west group of 5.6%.

Mr. Hernandez reported on overall FY17 noting a total of 54.8 million transactions as compared to last FY16 of 53 million transactions. A total of 1.8 million unique accounts were processed in FY16 gaining 500,000 unique accounts for FY17 which correlates to the growth reported on a month to month basis. The top 17 zip codes represent 55% of revenue. South Brandon represents 7%; Central Riverview 6%, South Tampa 5%, Valrico 4%, East Tampa 4% with 15,000 other zip codes generating 20% of the business.

Chairman Cassidy questioned how many cars the facility currently handles per day noting the THEA website indicates approximately 65,000 daily. Mr. Waggoner confirmed the highest ADT point is approximately 100,000 vehicles. Mr. Hernandez will update the webpage.

VI. EXECUTIVE REPORTS

A. Executive Director (*Joe Waggoner*)

1. Board Committee Assignments

Mr. Waggoner noted with the new member added to the Board, Mr. Alvarez will Chair the Communications Committee and Mr. Oxtal will be working with the Planning Committee moving forward.

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 – November 6, 2017 – cancelled**
- **Board Meeting – November 13, 2017 – cancelled**
- **CV Pilot Demonstration – November 13, 2017**
- **FAV Summit – November 14 – 15, 2017**
- **Committees as a Whole Meeting - December 4, 2017**
- **Board Meeting – December 11, 2017**
- **½ Day Board Workshop – To be determined**

VII. ADJOURNMENT

There being no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:30 p.m.

MINUTES OF THE OCTOBER 23, 2017 AUTHORITY BOARD MEETING

APPROVED: 
Vice-Chair: **Bennett Barrow**

ATTEST: 
Secretary: **Daniel Alvarez**

DATED THIS 04 DAY OF December, 2017