

Tampa-Hillsborough County Expressway Authority
Minutes of February 26, 2018 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 February 26, 2018, at the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were present:

BOARD:	Vincent Cassidy, Chairman Bennett Barrow, Vice Chair Danny Alvarez, Secretary Shaun Oxtal Mayor Bob Buckhorn Commissioner Les Miller FDOT District VII Secretary David Gwynn
STAFF:	Joe Waggoner, Patrick Maguire, Amy Lettelleir, Sue Chrzan, David May, Bob Frey, Rafael Hernandez, Debbie Northington, BJ Lamb, Man Le, Sue Chase, Shari Callahan, Anna Quinones, S. Morgan Holmes, Elizabeth Gray, Donna Obuchowski
HDR:	Steve Ferrell
HILLTOP SECURITIES:	Ed Stull
HNTB:	Jim Drapp, Al Stewart
H&M CONSULTANTS:	J. Raoofi
J.P. MORGAN:	Nathaniel Johnson
PLAYBOOK:	Sally Dee
RS&H:	Michael Coleman
STOKES CREATIVE GROUP:	John Melendez
WSP:	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.

II. PUBLIC INPUT/PRESENTATIONS

There were no individuals signed up to publicly address the Board at this meeting of February 26, 2018.

III. APPROVAL OF MINUTES OF THE JANUARY 22, 2018 BOARD MEETING

Mr. Alvarez moved for approval of the January 22, 2018 Board Meeting Minutes, seconded by Mayor Buckhorn. The motion passed unanimously.

IV. INFORMATIONAL / ACTION ITEMS

A. Operations & Maintenance Committee

1. Bridge Aesthetic Lighting Contract – *David May, P.E.*

Mr. May addressed the Board noting the first item is a design contract for the aesthetic lighting of the REL. The short-listed firm was Kimley-Horn as a result of the procurement process. A rendering was provided with Mr. May highlighting that most of the underside of the REL will be lit as will the columns, which is improved lighting and will provide uniformity for the entire facility. The negotiated contract with Kimley-Horn is \$552,284.

Mr. Alvarez made the following motion, seconded by Mr. Barrow for authorization for the Executive Director to execute the contract for the bridge aesthetic lighting concepts and plans project with Kimley-Horn in an amount not to exceed \$552,284. Contract execution is subject to final review and approval of THEA General Counsel.

Chairman Cassidy questioned if the same technology will be used as that for the Selmon West Extension? Mr. May explained although we are not controlling that technology, THEA is encouraging them, and of note, they do have the same lighting designer. Essentially, although we cannot guarantee it will be exactly the same, it should be similar. This contract is expected to last 5-6 months for the design; therefore, the Operations & Maintenance Committee will be coming back to the Board this summer with an RFP for the installation through the procurement protocol.

There being no additional questions, comments or concerns, the motion passed unanimously.

2. Task Work Orders with HNTB for the Selmon South Safety Project – *David May, P.E.*

Mr. May explained this item involves three separate Task Work Orders for HNTB and their passthroughs to perform preliminary work on the South Selmon Safety Project. The first task order is for Tierra to provide geotechnical services to include borings of the median and shoulders and pavement borings to determine exactly what is presently there and to provide the future design build firm a baseline of where to start and what is involved. This will alleviate the need for each firm to conduct their own individual geotechnical work and will improve the quality of the proposals. The second Task Work Order not to exceed \$201,000 for preliminary surveying. The original survey done on this project was performed in 1970 and not electronic; therefore, there is a need to recreate as a baseline. The last Task Work Order in the amount not to exceed \$234,200 for Shenandoah, a company under contract through DOT and which THEA is piggybacking off that contract, to clean out and video all drainage lines. This item is again a preventative

item to guard against claims during the construction process. These items will be drawn from the capital budget for a total amount of \$633,900.

Commissioner Miller made the following motion, seconded by Mr. Oxtal for authorization for staff to issue Task Work Orders with HNTB and approval of the recommendation to authorize the Executive Director to execute these Task Work Orders for the South Selmon Design Build Project as follows: a) HNTB Task Work order for geotechnical services by Tierra, Inc. not to exceed \$198,700; b) HNTB Task Work Order for preliminary survey files not to exceed \$201,000 performed by Element Engineering Group; and c) HNTB Task Work Order for storm sewer video inspection by Shenandoah Construction not to exceed \$234,200.

Mr. Alvarez questioned if this request is different than the previously approved \$200,000 for draining/inspection of the retention pond? Mr. May clarified the borings will include drainage ponds to find out what is underneath. Chairman Cassidy requested clarification on if this was Bay to Bay to Gandy and this project was the Safety Improvements being done on the southern portion of the facility. Mr. May responded this is essentially from just south of the Himes Bridge to the Hillsborough River. This is the safety project where a barrier wall in the median is being placed to prevent crossover accidents.

Mr. Alvarez questioned the liability aspect to THEA for providing the data versus if the firm doing the work themselves gathered the data. General Counsel Maguire noted if THEA is producing it for contractor, they will have insurance to protect THEA. This accelerates the process and also gives THEA the chance to doublecheck what is going in on the project. Mr. May explained that although we are providing this data, it is up to the contractors to do their own research and their own analysis and will be clearly defined in the RFP that all THEA is providing is enough information in order for vendors to prepare their proposals only.

There being no additional questions, comments or concerns, the motion passed unanimously.

B. Planning Committee

1. Jacobs Toll Analysis – Bob Frey, Staff

Mr. Frey explained this item relates to the January 8, 2018 Board Workshop for Jacobs to conduct analysis testing of various toll schedules, toll rate programs and video/SunPass differential ratios and to present findings in a series of Board Workshops, culminating in a final report documenting the process, findings and recommendations. The Capital Budget for Jacobs to do this toll analysis is not to exceed \$120,000.

Chairman Cassidy requested Mr. Frey continue with the next item since they are both related to the January 8, 2018 Board Workshop.

2. Steve Reich Toll and Policy Analysis Support – Bob Frey, Staff

Mr. Frey explained Mr. Reich was the gentleman who narrated and facilitated the THEA Board Workshop on January 8, 2018. Per the January 8th THEA Board Workshop, Mr. Reich will be providing Toll and Organizational Policy analysis for the toll analysis testing. As part of this study, Mr. Reich will investigate different organizational changes required to meet THEA's strategic goals and then presenting the findings in a series of Board Workshops, culminating in a final report documenting the process, findings, and recommendations. Mr. Reich will be working with the Executive Director as well as the Board to develop policies. Funding for Mr. Reich not to exceed \$40,000.

Chairman Cassidy summarized items 1 and 2 for the Planning Committee total \$160,000 looking at strategies with regards to tolling as discussed at the January 8, 2018 THEA Board Workshop.

Mr. Oxtal made the following motion, seconded by Mr. Alvarez for: 1) Authorization of Task Work Orders not to exceed \$120,000 for Jacobs Engineering to conduct analysis testing of various toll schedules, toll rate programs and video/SunPass differential ratios; and 2) Authorize adding \$40,000 to the existing Task Work Order for Steve Reich to provide Toll and Organizational Policy analysis for the toll analysis testing. There being no questions or need for clarification the motion passed unanimously.

3. Work Program Support Planning / New Position Request – Deputy Director – Bob Frey, Staff

Mr. Frey explained this item is a work program support item for planning which is a new position request of a Deputy Planning Director. In an effort to strengthen the Authority's executive bench and implement a succession plan in alliance with the Authority's Strategic Plan, the skills and experiences to allow this forward direction is the creation of a Deputy Director of Planning. The salary range would be in the area of \$75,000 to \$130,000. Mr. Frey explained with the current work program and projects going forward THEA has reached a point where additional staff are needed and it is feasible to bring someone on in-house as opposed to outsourcing.

Commissioner Miller made the following motion, seconded by Mr. Barrow to authorize the Executive Director to create a Deputy Planning Director position based on the recommended criteria outlined in the cost benefit analysis and hire the ideal candidate.

Chairman Cassidy noted he has requested a plan from both General Counsel Maguire and Mr. Waggoner to insure continuity and succession planning, so this is just another example of the Authority planning for succession within the organization.

There being no additional questions, comments or concerns, the motion passed unanimously.

4. Hillsborough Transit Authority (HART) Memorandum of Understanding – Connected Vehicle Support – Bob Frey, Staff

Mr. Frey explained as part of the Connected Vehicle Program, ten transit buses will be outfitted with connected vehicle technology as well as the trolleys. There is also discussion of the autonomous shuttles when they come on board on the Marion Transitway that the CV Pilot will be outfitting them as well which would make them the first automated connected project. The purpose of this Memorandum of Understanding between THEA and HART is documenting the roles and responsibilities for the transit portion of the Tampa CV Pilot. This MOU provides a written commitment from HART they will be onboard for the entire 18-month remainder timeframe of the CV Pilot. No funding is required.

Mr. Alvarez made the following motion, seconded by Mr. Oxtal to authorize the Executive Director to execute the Memorandum of Understanding with the Hillsborough Transit Authority (HART) to continue its role serving as a limited CV Pilot Partner with THEA in accordance with provisions set forth in the agreement. MOU execution is subject to final review and approval of THEA General Counsel. There being no questions or need for further clarification the motion passed unanimously.

C. General Counsel

1. Authorize THEA to join as Co-Petitioners in a Quiet Title Action with GasWorx LLC – Patrick Maguire, Esq.

General Counsel explained this request is for THEA's ability to join in a quiet title action. General Counsel provided an illustration of the property in question, noting the red line on the illustration is the Greenway path and the checkered area up the middle is an old railroad right-of-way (ROW). GasWorx has THEA property (blue on the illustration) under a lease option. As part of discussions regarding future options the Mechanik Nuccio Firm asked if THEA would join with them in clearing that abandoned ROW. GasWorx will bear all costs.

Mr. Alvarez made the following motion, seconded by Mayor Buckhorn to authorize THEA to join as co-petitioner in a quiet title action with GasWorx, LLC to clear title to abandoned rail road ROW abutting and running through THEA property.

Chairman Cassidy clarified we are still in communication with GasWorx regarding lease negotiations.

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

D. Audit/Finance Committee

1. Financial Audit Services – *Amy Lettelleir, Esq.*

Ms. Lettelleir reminded the Board at the last meeting the ranking of the auditor proposals was approved and authorized staff to negotiate a contract with Rivero Gordimer & Company. This contract has been negotiated and today we are requesting authorization of a Task Order not to exceed \$55,000 with the contract with Rivero, Gordimer & Company to provide financial audit services for the fiscal year ending June 30, 2018.

Mayor Buckhorn made the following motion, seconded by Commissioner Miller to authorize a task order not to exceed \$55,000 under the contract with Rivero, Gordimer & Company to provide financial audit services with the fiscal year ending June 30, 2018. There being no questions or need for clarification the motion passed unanimously.

V. STAFF REPORTS

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

Mr. May provided an update on the Selmon West Extension Design Build Project noting today is day 153 out of the 1,000 day contract and progressing nicely. The schedule has not changed from the last meeting; although there is an updated schedule in the works with holiday time granted to the contractor. Currently, the design has been approved for the western segment to proceed with the roadway up to the first end-wall. They are currently working on widening out the roadway to enable them to work in the median to construct the ramp and the end-wall which is their delivery location for all the segments for the first viaduct. Chairman Cassidy requested clarification on what an “end-wall” means. Mr. May explained where the ramp stops is a vertical wall, which is supported the same as the viaduct piers although it is called an end-wall. Review of the piers (2 through 14) is underway. There are permits for the western segment and permits for the remainder of the project have been submitted. During the next three weeks they will be working on blowing out the western edge and paving so two lanes can go around the work zone.

Chairman Cassidy questioned if Mr. May has heard anything about getting access to talent from the contractors or subcontractors? Mr. May has not heard any complaints and noted the contractor is a big player in this market and can obtain the resources they need. They have skilled superintendent staff. Mr. May noted there have been minimal complaints from the community noting there have been several discussions with the public and give credit to Sue Chrzan and her team regarding the whole process and their communications with the public which has been outstanding and has led to the minimal complaints.

The next Maintenance Rating Analysis (MRP) is scheduled for April 2nd and 3rd. THEA will be double checking to be sure all bolts are still in place prior to the scheduled MRP. THEA

has verification that all the lighting deficiencies were due to bolts and that all lamps were burning.

B. Communications - (Sue Chrzan)

Ms. Chrzan reported the Communications Team recently met and talked with Culbreath Key to keep them informed regarding updates on the SWE. They had requested THEA come out to take pictures and create a rendering to show the completed project. Mr. Drapp and THEA's consultants also attended. The event went very well, and they were very excited. In addition, THEA was featured in the Tampa Downtown Partnership Monday Morning Memos. Communications is working on new banners to place on Gandy Boulevard to entice the public to visit the businesses as well.

Ms. Chrzan provided an update on the media mentions noting approximately 13 million people saw online news which includes the Discovery Channel Canada CV Pilot Project feature which was shown to the Board as part of Ms. Chrzan's report.

The USF/Selmon Expressway Balsa Bridge Building Competition was held February 17, 2018, with the most bridges registered and the largest crowd in attendance since inception. Chuck Henson with Bay News 9 was the emcee again this year and did a fantastic job. The middle school winner's bridge held 400 pounds of pressure.

C. Financial / Traffic & Revenue (Amy Lettelleir)

Ms. Lettelleir announced she is reporting for December 2017 and to date toll revenue collected totals \$37,752,101 for the first six months in FY 2018. Of note, the general administrative expenses are tracking right on budget. The capital projects, also six months in, are tracking just a little more than 50% above at \$45,757,271.

Chairman Cassidy questioned based on current traffic volume, if THEA anticipates catching up from the deficit experienced during Hurricane Irma. Mr. Waggoner assured the Chairman there is no issue with regard to THEA covering costs for the year. Chairman Cassidy questioned whether THEA still expects to hit the topline revenue number despite the revenue loss experienced as a result of Hurricane Irma. Mr. Waggoner noted THEA is tracking approximately 6% above and are climbing closer to the projected figure.

D. Toll Operations (Rafael Hernandez)

Mr. Hernandez reported an update regarding a question raised at the January Board Meeting on October 2017 revenue numbers when he reported a 95% increase as compared to October 2016. An analysis revealed in 2016 Hillsborough County closed the administrative offices due to the Hurricane Matthew and in 2017 there was one extra weekday and four more major events at the Amalia Area that contributed to the increase reported in October. As of November 2017, there is a 6.8% increase from 2017 and December 2017 year to year increase was 4.9%. The analysis of traffic reveals more events at the Amalia Arena contributing to the added traffic.

November 2017 average daily traffic in summary reveals an 8.6% increase in the west group and a 5% increase in the east group. December 2017 reveals a 6.1% increase for the west group and the east group a 4.3% increase. The decrease on the REL for December 2017 of 2.6% is attributed to the Christmas Holiday falling on a Tuesday for 2017.

VI. EXECUTIVE REPORTS

A. Executive Director (*Joe Waggoner*)

1. Contracts Reporting

Mr. Waggoner explained on the Continuing Contracts Report there is Techstaff contract, which is our toll imaging/processing, whereby Mr. Waggoner executed a task order for an additional \$25,000 against the \$475,000 budgeted for the year. This directly reflects the fact THEA has had a significant growth in video tolls for the year.

Mr. Waggoner reported on the Contract Renewal and Expiration Report noting the Patterson Bach Communications Contract for marking and communication services listed. Its initial three-year term has expired, and we are asking the Board to provide any comments with regard to THEA's anticipated one-year extension of the first-year renewal for that contract. This is the six-month notice and unless we hear differently from the Board within the next month, THEA will move forward with those above-mentioned intentions to extend the contract for an optional year.

The contract close-out report was reviewed noting the University of South Florida Center for Urban Transportation Research (CUTR) contract was executed three years ago which has been fully spent primarily for their assistance with the Connected Vehicle and Affiliated Test Bed. Other contracts have already been approved by the Board and are underway as part of that project to carry through the testing phase.

B. General Counsel (*Patrick Maguire*)

Mr. Maguire had no new report.

C. Chair (*Vincent Cassidy, Chairman*)

1. Upcoming Meetings

Chairman Cassidy indicated the upcoming March 12, 2018 Committees as a Whole Meeting is not needed and will be cancelled. In addition, the April 9th Committees as a Whole Meeting will also be cancelled.

The Board Meeting for April 23rd will be moved to April 16, 2018. The next Board Meeting will be held on Monday, March 26, 2018.

VII. NEW BUSINESS

A. Item to be Added to the Informational / Action Items

**1. Connected Vehicle (CV) Pilot Deployment – Phase 2 & 3 – Board Member Travel –
*Vincent J. Cassidy, Chairman***

USDOT Identified Outreach Events for the CV Pilot Deployment - Phase 2 & 3 include THEA's participation in the exhibitor's booth at the 2018 SXSW Interactive Festival in Austin, Texas March 10-14, 2018. As newly appointed Chair of the Planning Committee, Mr. Shaun Oxtal would attend the CV Pilot presentation providing Board Member's representation as well as perspective on the CV Pilot Deployment at this USDOT outreach event.

Mr. Barrow made the following motion, seconded by Mr. Alvarez to authorize Board Member, Mr. Oxtal, to attend the 2018 SXSW Interactive Festival in Austin, Texas, March 11, 2017 to March 13, 2018 to achieve a Board perspective on the CV Pilot Deployment not to exceed \$2,500 in travel expenditures. There being no questions or need for clarification the motion passed unanimously.

VIII. ADJOURNMENT FOR ATTORNEY-CLIENT CLOSED SESSION

A. General Counsel Desires Advice Regarding Pending Litigation in the Matter of:

**IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT
IN AND FOR HILLSBOROUGH COUNTY, FLORIDA**

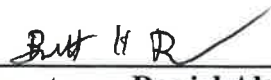
**Tropical Trailer Leasing, LLC v. Tampa-Hillsborough Expressway Authority et al,
Case No. 14-CA-010366, Division C.**

IX. ADJOURNMENT

There being no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:39 p.m.

MINUTES OF THE FEBRUARY 26, 2018 AUTHORITY BOARD MEETING

APPROVED: 
Chairman: Vincent J. Cassidy

ATTEST: 
Secretary: ~~Daniel Alvarez~~
Bennett Barrow

DATED THIS 26th DAY OF March, 2018