

Tampa-Hillsborough County Expressway Authority
Minutes of April 16, 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 April 16, 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 Daniel Alvarez 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, Shari Callahan, S. Morgan Holmes, Elizabeth Gray, Max Artman, Brian Ramirez, Donna Obuchowski
HDR:	Steve Ferrell
HILLTOP SECURITIES:	Ed Stull
HNTB:	Jim Drapp, Al Stewart
J.P. MORGAN:	Nathaniel Johnson
PLAYBOOK:	Todd Josko
PUBLIC TRUST ADVISORS:	Tom Tight
RK&K:	Chris Piazza

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 April 16, 2018.

III. APPROVAL OF MINUTES OF THE MARCH 26, 2018 BOARD MEETING

Mayor Bob Buckhorn moved for approval of the March 26, 2018 Board Meeting Minutes, seconded by Mr. Bennett Barrow. The motion passed unanimously.

IV. INFORMATIONAL / ACTION ITEMS

A. Toll Operations

- 1. Centralized Customer Service System (CCSS) Implementation Presentation –**
Rafael Hernandez, Staff

Advisors for the Authority's operating and capital funds. The funding comes from the administrative budget for \$115,000 for fiscal year 2019.

Mayor Buckhorn made the following motion, seconded by Mr. Alvarez authorizing the Executive Director to execute a contract with Public Trust Advisors for investment advisory services. Contract execution is subject to final review and approval of THEA General Counsel.

Mr. Barrow questioned what the amount of the total assets managed under this service is and what the charge is? Ms. Lettelleir noted that previously, the authority did not have Bond proceeds, which need to be managed to draw down the schedules which involves more complex work. Mr. Barrow again questioned the amount. Ms. Lettelleir noted they will manage the investments that THEA has in the reserve accounts primarily. It was noted THEA also has a fair amount of money in a local government investment pool and noted that Public Trust will not be charging the Authority fees on those monies but will help report on it. Mr. Waggoner clarified current Bond revenues the Authority has needing to be managed total \$130 million; cash reserve is approximately \$70 million with an executed contract balance which extends out 2½ years. THEA will have to forecast the use of that cash while the investment advisors make sure it is invested, but available to the Authority to draw down on based on a cash flow basis. With that said, it is well in excess of \$200 million. Mr. Barrow requested a quarterly statement from Public Trust Advisors detailing investments, as done in the past.

Chairman Cassidy requested Ms. Lettelleir review with General Counsel, who had some suggestions, to please review the suggestions to see if they are relative and applies to possibly helping reduce the cost. Ms. Lettelleir agreed to consult with Counsel.

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

2. Revision to Policy 210.15 (A) and (B), Tuition Assistance – Amy Lettelleir, Esq., Staff

Ms. Lettelleir reported this item is to provide revisions to Policy 210.15 (A) and (B) regarding THEA's tuition assistance program. This is to revise the policy to allow the Authority to provide eligible employees with tuition assistance for educational courses that are related to various functions of the Authority. Ms. Lettelleir stated it is believed this is a better benefit to offer THEA employees to help retain top talent which will result in reduced turnover and improve recruitment efforts. A benchmark study was performed against the Aviation Authority, the Port Authority and CFX. THEA will offer 100% for both undergraduate and graduate courses, at the Florida Public School rate, from an accredited college or university that are related to various functions of the Authority.

Mr. Alvarez made the following motion, seconded by Hillsborough County Commissioner Miller for approval of the revisions to the policy to allow the Authority to provide eligible employees with tuition assistance for educational courses that are related to various functions of the Authority. The Board adopts the amended Policy 210.15 (A) and (B), Tuition Assistance as revised.

Chairman Cassidy questioned if the Authority is funding the money up front or if it was to be reimbursed. Ms. Lettelleir clarified THEA will provide 50% up front if requested for graduate degree courses and the other 50% following successful completion. Undergraduate courses will be refunded upon a successful completion with a passing grade as determined by the institution.

There being no further questions or need for further 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 indicating there is not a chart showing the schedule update since it is the same as last month. The revised schedules along with pay estimates are received the third week of the month and therefore have not yet been received for April. Nothing new to report and the status of the project maintains as it was. The Design-Build firm is still having a challenge getting the design for the structure approved through the Department. They are not providing the information the department needs and THEA is making sure they are taking the right steps to do that, while not interfering with the Design-Build project team relationship. Implications will be reviewed with the next schedule update.

The Maintenance Rating Analysis (MRP) was conducted the first week of April. THEA received a score of 94. The issue THEA had previously with lights was resolved and the Operations & Maintenance team have replaced over 1,000 bolts in the boxes for these lights. Irregular slope issues were on the most recent report. These irregular slopes will be addressed quickly. The previous past problems with striping and fencing have been corrected and are now at 100%. Mr. May reported 94 is the highest rating in the state.

B. Communications - (Sue Chrzan)

Ms. Chrzan updated the Board noting she is working directly with FTE in order to standardize messages to all customers for the CCSS conversion.

Ms. Chrzan reported THEA hosted 16 state Department of Transportation agencies, who came to the Authority on April 12th for a Connected Vehicle (CV) demo. Four media stations provided coverage of the event. Ms. Chrzan reported the C.V. Pilot is progressing toward the May 1st deadline.

May 8 through May 10, 2018, THEA will be hosting the Society for Automotive Engineers (SAE) for a special event on the reversible express lanes where the Authority will close the REL so that they may test automated vehicles. This event will have a special VIP session from 10:00 AM to 3:00 PM on Tuesday, May 8th. All Board Members will be receiving a special invitation but were asked to please place this event on their calendars. Chairman Cassidy questioned who the targeted VIP audience is in the community. Ms. Chrzan

explained elected officials, any THEA Board Member suggested invitees, and SAE invited guests. This event will include pre and post ride surveys since the goal of this event is to gather perceptions of automated vehicles.

On May 9th, THEA is sponsoring a Small Business Event that Mr. Man Le will be attending and managing a table. THEA is working with Hillsborough County, DOT, TBNext to sponsor this small business forum for construction.

This Friday, April 20th, is B.J. Lamb's retirement. Ms. Chrzan reminded the Members of the Board to come out and celebrate her retirement which is to be held here in the Board Room from 4:00 PM to 6:00 PM.

Chairman Cassidy recollected an email correspondence received from a citizen regarding signage when driving westbound on the Selmon approaching the connector. Ms. Chrzan confirmed receiving this correspondence and noted she is working with Operations & Maintenance to place the suggested language that the citizen requested, which is "second exit". Mr. Waggoner clarified this is in regard to the signage at 20th Street as you approach the Connector westbound.

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

Ms. Lettelleir reported through the first 8 months of FY 2018. THEA has collected \$52.2 million which is a little off budget expected year-to-date clearly because of what happened in September 2017. Expenditures are tracking nicely. Renewal and replacement is behind with cash and investments of \$410 million which does not include the \$12 million just paid to Kiewit for their latest update. Toll revenue for February 2018 was \$7.15 million and through the first 8 months of this fiscal year, THEA has received 7.63 million more in toll revenue than for the same period in fiscal year 2017.

Ms. Lettelleir noted transaction counts for February 2018 were 4.85 million, which is 6.27% over February 2017.

D. Toll Operations (*Rafael Hernandez*)

Mr. Hernandez reported the Authority continues seeing increases in account processing and transactions as a result of more people realizing the benefits of the Selmon Expressway. Average Daily Traffic for February 2018 for the west group reveals a 7.4% increase on a year to year comparison, and on the east group which is a combination of the local lanes and the REL, a 5.6% increase from last year.

VI. EXECUTIVE REPORTS

A. Executive Director (*Joe Waggoner*)

1. Contract Reporting

a) Contract Renewal and Expiration Report

Mr. Waggoner reported Corcoran & Johnson, THEA's government relations firm, is up for one of the first-year renewal options, which is what THEA would recommend. The \$116,250 represents the amount the contract would cost which includes a 3% escalation over what they were paid this year.

b) Contract Close-Out Report

Mr. Waggoner indicated the contract close-out report reveals a contract in the amount of \$500,000 for the Florida Department of Transportation District 7's participation in THEA's connected vehicle project that involved sensors that were installed in the field.

B. General Counsel (*Patrick Maguire*)

Mr. Maguire had no new report.

C. Chair (*Vincent Cassidy, Chairman*)

1. Upcoming Meetings

Chairman Cassidy indicated the May 7, 2018 meeting will include Budget Review and Toll Analysis followed by the regularly scheduled Board Meeting on May 21, 2018.

VII. ADJOURNMENT

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

MINUTES OF THE APRIL 16, 2018 AUTHORITY BOARD MEETING

APPROVED: _____

Chairman: Vincent J. Cassidy

ATTEST: _____

Secretary: Daniel Alvarez

DATED THIS 21ST DAY OF May, 2018