

Tampa-Hillsborough County Expressway Authority  
Minutes of March 25, 2019 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 March 25, 2019, 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  
Mayor Bob Buckhorn  
Shaun Oxtal, Member  
Commissioner Lesley "Les" Miller, Member  
FDOT D-7 Secretary David Gwynn, Member

**STAFF:**

Joe Waggoner, Patrick Maguire, Amy Lettelleir,  
David May, Sue Chrzan, Christina Kopp, Rafael  
Hernandez, Debbie Northington, Man Le, Max  
Artman, Brian Ramirez, Lisa Pessina, Anna  
Quinones, Carl Shack, Julie Aure, Diane Stull

**BANK OF AMERICA/MERRILL  
HALL ENGINEERING GROUP  
HILLTOP SECURITIES:**

Coleman Cordell  
Keith Hall  
Matthew Sansbury, Joel Tindal

**HDR:**

Steve Ferell

**HNTB:**

Jim Drapp, Alphonse Stewart

**INFOTECT:**

Karen Herisse

**JP MORGAN**

Nathaniel Johnson

**MASTERSON ADVISORS**

Ed Stull

**PLAYBOOK PR**

Sally Dee

**QUEST:**

Diane Hackney

**RAYMOND JAMES:**

Rick Patterson

**STOKES**

John Melendez

**VOLKERT**

Roger Menendez

**WGI**

Kim DeBosier, Paul Staes

**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 March 25, 2019.

### III. Consent Agenda

#### A. Approval of the Minutes of the February 25 and Upcoming Board Member Travel

*A motion was made by Mayor Bob Buckhorn and seconded by Mr. Bennett Barrow to approve the Minutes of the February 25, 2019 Board Meeting and the Board travel. There was no discussion; the vote was called, and the motion carried.*

### IV. INFORMATIONAL/DISCUSSION/ACTION ITEMS

#### A. Operations & Maintenance Committee

##### 1. Miscellaneous Electrical Design and Plans Development Services – David May, P.E., Staff

Mr. May addressed the Board noting this item is to get an engineer on board who understands miscellaneous electrical and circuitry design and plans development services on an as-needed basis. Services include electrical subject to funding and fiscal year budgets circuitry and lighting. Hall Engineering was chosen as the primary firm for a three-year contract. Funding will come from projects and other places and not a specific budget Assignments will be given on an as-needed basis. FR Aleman was also chosen to provide push button back-up support in the event there is a need for additional resources.

*Commissioner Les Miller made the following motion, seconded by Mr. Shaun Oxtal in approval to authorize the Executive Director to execute a contract with Hall Engineering to provide electrical support services in an amount not to exceed \$150,000 and a contract with FR Aleman for back-up services as needed. Contract execution is subject to final review and approval of THEA General Counsel.*

Chairman Cassidy asked if Hall Engineering was a firm with which THEA had previously done business and Mr. May said yes on a purchase order basis. The contract would facilitate a faster turnaround. Also asked if the firm was a small business to which Mr. May answered it did qualify as a small business

*With no further clarification, the vote was called, and the motion carried.*

#### B. Finance Committee

##### 1. FY2020 Revenue Sufficiency Certification – Amy Lettelleir, Esq., Staff

Ms. Lettelleir explained this item is requested for approval in order to comply with Section 5.07 of the Toll Covenants of the Amended and Restated Master Bond Resolution, specifically, the adoption of Resolution #661, authorizing the Chief Financial Officer to certify, on behalf of the Authority, that pledged funds are sufficient to meet the Toll Covenant requirements of the Amended and Restated Master Bond Resolution for the

upcoming Fiscal Year(FY)2020. Certification has been received from both Jacobs, the traffic revenue and Hilltop Financial stating funds are sufficient.

*Mr. Barrow made the following motion, seconded by Mr. Oxtal for the adoption of Resolution #661, authorizing the Chief Financial Officer to certify, on behalf of the Authority, the pledged funds are sufficient to meet the Toll Covenant requirements of the Amended and Restated Master Bond Resolution for Fiscal Year 2019. With no discussion, the motion was passed.*

## **V. STAFF REPORTS**

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

Mr. May began his report by stating that March 27-28 would be the next Maintenance Rating Program (MRP) analysis. Continuing, Mr. May showed slides of the casting yard where cast segments were waiting to be transported to the site. The segments are steel fabrication and significant progress is being made. The next slides showed the parts of the interchange over Dale Mabry and the elevated viaduct. Soon sod will be placed on the banks of the ponds to stabilize the banks before the rainy season. Mr. May said that in the next four weeks, the bridge over Gandy, which was torn down would be replaced.

THEA was also going to take advantage of the window of opportunity in April to replace the railroad crossing signal when the railroad would be replacing the crossing. On the west side of the project, there are piers close to Westshore. The segments are in place and tied so the segments are structurally sound. Others near by are in place and tied but are still resting on the gantry. The gantry is scheduled to be moved next week as temporary towers are going up to handle the gantry.

At this point, Chairman Cassidy asked how many segments there would be in total. Mr. May answered 733, with 20 segments in place from pier one toward pier two. There were 61 segments on site. So far, the contractor has billed \$91 million out of the \$230 million. All progress is on track to be completed by the fall of 2020. There were no further questions.

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

Ms. Chrzan mentioned that since the virtual town hall meeting, there had been five requests to present to Homeowners Associations and clubs within the community. These presentations included Sunset Park, Rotary Club, Optimist Club and the Westshore Yacht Club.

Ms. Chrzan also presented a promotional video for the 2019 Florida Automated Vehicles Summit which was held in Tampa in 2018 and will be in Miami for 2019. The video briefly showed the transportation options which could be a part of Florida's future. The attendees stated the summit brought people together and helped everyone build on success. There were no questions.

### **C. Toll Operations (Rafael Hernandez)**

Mr. Hernandez reported the accounts for SunPass and Toll-By-Plate for January 2019 increased 17.1% over January 2018. The transactions were up at total of 6.3%. There was an average of 100,000 unique users each day on the Selmon Expressway. Mr. Hernandez said the average daily traffic (ADT) for the east to west group including the reversible express lanes was up 3.6% over last year while the west to east group was up 1.9%. The days used to compile the ADT were Tuesday, Wednesday and Thursday to conform with the Department of Transportation's ADT. There were no questions following Mr. Hernandez's report.

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

Ms. Lettelleir introduced Lisa Pessina, the new controller with the finance team.

The financial information presented included the toll revenue from July 1, 2018 through January 31, 2019 which was over \$43 million. Ms. Lettelleir also presented the year-to-date expenditures and investments. It was also noted the transactions for FY2019 exceeded FY2018 through January 2019. Ms. Lettelleir discussed the toll revenues through January 2019. Especially noted was the Toll-By-Plate revenue for July 2018, which then declined until January 2019 when statements were finally being mailed out and revenues collected. The amount for July 2018 was questioned and Ms. Lettelleir stated that the revenue came from pre-paid or other means which took place before CCSS. THEA is getting paid albeit slowly. The first invoices were mailed on January 7 and there would be rolling invoices for the following three weeks before THEA send invoices to collections.

There has been a significant uptick in Toll-By-Plate collections which are now averaging \$519,441 per week. For FY 2018, the weekly averages were \$192,034 and for FY17 average weekly collections were \$186,745 so for FY 2019, THEA is collection more than two times the historical average each week.

Ms. Lettelleir stated that as of March 21, THEA had \$11.8 million due from Toll-By-Plate customers, but approximately \$7.6 million between 60 and 180 days outstanding. CCSS will invoice customers three times and once that has happened, the account will be turned back to THEA for collection enforcement. Reconciliation of transactions for both SunPass and Toll-By-Plate is still ongoing with CCSS.

**E. Contracts & Procurement** (*Man Le*)

Mr. Le presented a chart showing THEA has increased its expenditures with small business enterprises (SBE) for the fourth year in a row. He defined SBE as businesses that includes minority-owned, women-owned, disadvantaged and other categories as certified by government entities such as the City of Tampa, Hillsborough County and the Florida Department of Transportation. Mr. Le also stated THEA attended and coordinated 23 SBE outreach events in the Tampa Bay area which is a 43% increase from the previous fiscal year. There were no questions.

**VI. EXECUTIVE REPORTS**

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

**1. Toll Index Report**

Mr. Waggoner stated the supporting documentation for the Toll Index Report was part of the agenda packet and the revenues were adequate to meet the needs.

**2. Contract Close-out Report**

Mr. Waggoner reported one contract was closed out in January 2019.

It was asked which version of CPI (Consumer Price Index) was used to calculate toll rates. Mr. Waggoner said that the Tampa-St. Petersburg-Clearwater Urban Index was used. Mr. Waggoner also introduced his new Executive Assistant, Diane Stull.

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

Mr. Maguire had nothing new to report.

**C. Chair** (*Vincent Cassidy, Chairman*)

**1. Upcoming Meetings**

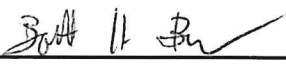
Chairman Cassidy noted the THEA Committees as a Whole meeting is scheduled for April 8, 2019 and everyone would be notified at a later date if the meeting will take place. The next THEA Board Meeting is April 22, 2019.

**VII. ADJOURNMENT**

There being no further business to come before the Board, Chairman Cassidy adjourned the meeting at 1:51 p.m.

**MINUTES OF THE MARCH 25, 2019 AUTHORITY BOARD MEETING**

APPROVED:   
Chairman: Vincent J. Cassidy

ATTEST:   
Vice Chair: Bennett Barrow

DATED THIS 22nd DAY OF April, 2019