

Tampa-Hillsborough County Expressway Authority
Minutes of June 17, 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 June 17, 2019, at the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were present:

BOARD:

Vincent Cassidy, Chairman
Danny Alvarez, Secretary
Shaun Oxtal, Member
Mayor Jane Castor, City of Tampa, Member
Commissioner Leslie Miller, Member
FDOT D-7 Secretary David Gwynn, Member

STAFF:

Joe Waggoner, Patrick Maguire, Amy Lettelleir,
David May, Sue Chrzan, Rafael Hernandez, Debbie
Northington, Man Le, Max Artman, Brian Ramirez,
Lisa Pessina, Anna Quinones, Julie Aure, Shari
Callahan, Diane Stull, Elizabeth Gray, Kyler
Boswell, Emely Martinez

CITI:

Kevin Dempsey

HILLTOP SECURITIES:

Matthew Sansbury, Joel Tindal

HDR:

Stefanie McQueen

HNTB-GEC:

Jim Drapp

INFOTECH:

Karen Herisse

MASTERSON ADVISORS:

Ed Stull

PLAYBOOK PR:

Sally Dee

RAYMOND JAMES:

Rick Patterson

TPC:

Steve Reich

WADE TRIM:

Marletta Carter, Shawn Ray

WGI:

Kim DeBosier

WSP:

Jeff Diemer

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 Patrick Maguire leading in the Invocation and recitation of the Pledge of Allegiance.

Chairman Cassidy read into the record that Bennett Barrow would not be in attendance due to a scheduling conflict. He also welcomed the newest member of the THEA Board of Directors, City of Tampa Mayor Jane Castor. The Chairman gave a brief background on Mayor Castor.

II. PUBLIC INPUT/PRESENTATIONS

There were no individuals signed up to publicly address the Board at this meeting of April 22, 2019.

III. Consent Agenda

- A. Approval of the Minutes of the April 22, 2019 Meeting**
- B. Approval of the Minutes of the May 6, 2019 Committees as a Whole**
- C. Upcoming Board Member Travel**
- D. Parental Leave Policy Update**
- E. Task Work Order for Capital Projects included in the FY 2020 CPMP**

A motion was made by Mr. Alvarez and seconded by Mr. Oxtal to discuss the items of the Consent Agenda. There was no discussion; the vote was called and the motion to approve all items of the Consent Agenda was carried.

IV. INFORMATIONAL/DISCUSSION/ACTION ITEMS

A. Audit and Finance Committee

1. Budget – Fiscal Year 2020 (July 1, 2019 – June 30, 2020 – Amy Lettelleir, Esq., Staff

Ms. Lettelleir addressed the Board with details of the FY 2020 Operating Budget and the adoption of the Work Program Capital Budget. The operating budget was presented to be \$19,340,118 with total fiscal year funding requirements to be \$58,366,446. Gross Revenue was projected to be \$97,330,987 and after payment of debt service, the total net revenue available for system projects was projected to be \$38,964,541. Ms. Lettelleir continued with the Work Program, which included capital projects and the renewal and replacement budget. Total capital was \$113,882,623 and renewal and replacement was \$8,228,570 for a total work program budget of \$122,111,193. Ms. Lettelleir also presented the more detailed work program summary for review. The Chairman called for a motion to discuss.

Mr. Alvarez moved to discuss, and Commissioner Miller seconded the motion.

The Chairman asked for clarification regarding the requested bond ratio of 2.01 and the actual requirement. Ms. Lettelleir stated the required bond ratio was 1.3.

With no further clarification requested or questions, the vote was called, and the motion carried.

2. Synovus Treasury Management Visa Credit Card Transition – Amy Lettelleir, Esq., Staff

Ms. Lettelleir requested Board approval for the ease of reconciliation and the actual accounting process, for corporate credit card services be moved to THEA's current bank provider, Synovus Bank. It was requested that the Board approve for Ms. Lettelleir to negotiate the switch with a \$100,000 corporate limit.

Chairman Cassidy called for a motion to discuss. It was so moved by Commissioner Miller and seconded by Mr. Oxtal.

The Chairman asked if there were any other changes taking place, other than the offering bank. Ms. Lettelleir clarified no and that the limit would remain at \$100,000.

With no further questions or discussion, a vote was called, and the motion passed unanimously.

B. Planning Committee

1. Project Development & Environmental (PD&E) Study/Whiting Street Improvements Selection – Bob Frey, Staff

Mr. Frey explained this project was to evaluate the needs, costs and effects of constructing improvements that will increase the efficiency of the Selmon Expressway with improved ramps and street connectivity. It was requested by the Board to select H.W. Lochner and have the staff to negotiate and execute a contract for the study.

Chairman Cassidy called for a motion to discuss. It was so moved by Mr. Alvarez and seconded by Mr. Oxtal.

It was asked of Mr. Frey how many firms had applied for the study. Only two did apply, to which the Chairman asked if THEA was settling. Mr. Frey assured the Board that THEA was not settling and were comfortable with the choice.

With no further questions or discussion, a vote was called, and the motion passed.

2. Project Development & Environment (PD&E) Contract Approval-Whiting Street Improvements – Bob Frey, Staff

Mr. Frey continued by requesting the Board approve the entering of a contract with H.W. Lochner, to evaluate the needs, costs and effects of constructing improvements of the Selmon Expressway. The cost was not to exceed \$2.4 million.

Chairman Cassidy called for a motion to discuss. It was so moved by Commissioner Miller and seconded by Mr. Oxtal. There were no questions or discussion, a vote was called and the motioned passed.

3. Miscellaneous Emerging Technology Services Selection – Bob Frey, Staff

Mr. Frey presented the next discussion item by requesting the Board authorize and direct the staff to negotiate and execute push-button contracts with the top five ranked firms. The reason was to have companies on hand which can complete tasks that come out of needs and are not planned. The selection specifically designed for technology firms Sixteen firms applied and the top five were selected.

Chairman Cassidy called for a motion to discuss. It was so moved by Commissioner Miller and seconded by Mr. Alvarez.

Mr. Frey was asked if the intent was to always go with the number one ranked firm, but the intent was to go with the firm which had the desired skill set for the task, based on need. Mr. Frey was also asked about the budget, which was explained that the threshold was \$200,000. If the cost would be higher, it would be brought to the Board as a separate project.

With no further questions, a vote was called, and the motion passed.

4. Miscellaneous Planning and Traffic Services Selection – Bob Frey, Staff

Mr. Frey stated this agenda item was to provide miscellaneous planning and traffic services. In the last four years there have been new submissions and traffic surveys, traffic safety audits, among other items, so there was a need to have new push button contracts in place. There were sixteen submissions with the top five ranked per the Selection Committee. Mr. Frey indicated this was the same as the previous item but a different subject. The budget threshold was to be \$200,000. An amount higher would be considered as a separate project presented to the Board.

Chairman Cassidy called for a motion to discuss. Commissioner Miller moved to discuss, and the motion was seconded by Mr. Alvarez.

The Chairman asked Mr. Frey if there were any new companies in the ranking. Mr. Frey responded there were three new companies from the last miscellaneous planning and design.

With no further questions or discussion, a vote was called, and the motion passed.

C. Operations and Maintenance Committee

1. Equipment and Services for the Three Tolling Sites on the Selmon West Extension (SWE) – Rafael Hernandez, Staff

Mr. Hernandez stated this project already had an approved task order with Atkins and he then introduced, Tom Knocke of Atkins to explain Step 1 of the two-step process for the design, installation, integration and testing of the (SWE) Project. Once the first step is completed, the toll operations' staff will move to Step 2 and request Board approval for a list of the equipment to be procured for the final installation and commissioning of the tolling systems. The project was not to exceed \$2.2 million. The action was for the Board to authorize the staff to negotiate and execute the needed task orders and/or contracts with the vendors

Chairman Cassidy called for a motion to discuss. Mr. Alvarez so moved and Mr. Oxtal seconded the motion. With no further discussion, a vote was taken and the motion passed.

D. General Counsel – Patrick Maguire

1. Commercial Property Coverage for Fiscal Year 2020

Mr. Maguire reviewed with the Board the history of THEA's property insurance premiums. There were two options for consideration by the Board. The first option was an annual premium for FY 2020 in the amount of \$473,043 or a three-year fixed and bundled rate of \$483,929 guaranteed through FY 2022. Mr. Maguire gave a few examples of why using the three-year rate would be advantageous, including rate increases experienced by other entities after Hurricane Irma, but THEA's rates were locked in. It was recommended that the Board approve the three-year option. The Chairman wanted to clarify that it was a lock for the three years, to which Mr. Maguire stated that Zurich would not increase the rates.

Chairman Cassidy called for a motion to fix the rate for three years. Commissioner Miller so moved, and Mr. Alvarez seconded the motion.

The Chairman asked what happens when the Selmon West Extension asset value rises and what does it mean to THEA. Mr. Maguire stated the DOT gets the improvements and THEA does not have to insure. Currently the contractor is responsible, until a simultaneous turnover to the DOT.

With no further questions, a vote was taken, and the motion passed.

2. Annual Board Officer Elections

Mr. Maguire continued by explaining that the Board of Director Officers of the Chairman, Vice-Chairman and Secretary are elected each year. Each officer was introduced. Procedure is normally to take nominations for each office.

Commissioner Miller moved the officers stay the same with Vincent Cassidy as Chairman, Bennett Barrow as Vice Chairman and Daniel Alvarez as Secretary. Mr. Oxtal seconded. With no other nominations or discussion, the vote was taken. The Board of Director Officers as mentioned, were approved to serve for another year.

V. STAFF REPORTS

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

Mr. May showed photos of the updated progress on the Selmon West Extension. The casting yard is now working on 24-hour shifts with more attention to the quality of the concrete so segments will not have defects some previous segments had. The current issue is that it is hard to get drivers to transport the segments.

Mr. May was asked if people were avoiding Gandy Blvd. during the construction and Mr. May stated there was a natural avoidance to some degree, but the Contractors were doing a great job to keep the roadway open to traffic.

B. Communications (*Sue Chrzan*)

Ms. Chrzan first asked Mr. Oxtal of his impression of the Selmon West tour he had recently taken. Mr. Oxtal stated it was very impressive and good to see in person as well as encouraging other Board members to also take a tour. Ms. Chrzan also mentioned the CV Project received an award as the Best of ITS Award Project in America and that CFO, Amy Lettelleir was a Tampa Bay Business Journal CFO of the Year Honoree.

Ms. Chrzan thanked everyone who participated in the Selmon statue unveiling. There was very good press regarding the event and best of all, Mrs. Selmon was very pleased.

Finally, Ms. Chrzan also mentioned THEA's SBE outreach efforts in participating in various trade fairs and small businesses has been well received.

C. Toll Operations (*Rafael Hernandez*)

Mr. Hernandez reviewed the April 2019 customer base data. The combination of unique SunPass accounts and unique Toll-by-Plate accounts showed a 16.4% increase over the same time in April 2018. The total transaction accounts were up 3.6%. SunPass transactions accounted for 58% of the accounts processed and 63% of the transactions processed. Mr. Hernandez also stated that the average daily traffic, of Tuesday, Wednesday and Thursday increased for all categories. The REL had a 6.6% increase over 2018.

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

Ms. Lettelleir stated that transactions were up to 5.3 million versus 4.8 million in 2018, continuing the trend for 2019. The toll revenue was currently at 94.9% of the FY 2019 budget, while the general and administrative expenditures were at 96.3% of the budget and operations and maintenance were at 101.4% of the budget.

Ms. Lettelleir reviewed the toll revenues through April as well as the Toll-by-Plate update on the collections. Other Toll-by-Plate updates included that as of June 10, THEA had \$4.3 million due from Toll-by-Plate customers with \$1.8 million between 0-30 days outstanding and \$2.3 million between 30-90 days outstanding. Both the SunPass and Toll-by-Plate reconciliation with CCSS is ongoing.

VI. EXECUTIVE REPORTS

A. Executive Director (*Joe Waggoner*)

Mr. Waggoner had nothing to report.

B. General Counsel (*Patrick Maguire*)

Mr. Maguire had nothing to report.

C. Chairman (*Vincent Cassidy*)

The Chairman congratulated the THEA staff on the unveiling of the Lee Roy Selmon statue. The day was beautiful, and the unveiling was a wonderful event. The Chairman, once again welcomed Mayor Jane Castor to the Board of Directors

VII. ADJOURNMENT

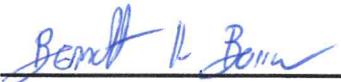
There being no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:07 p.m.

APPROVED:



Chairman: Vincent J. Cassidy

ATTEST:



DATED THIS 13th DAY OF May 2019