

Tampa-Hillsborough County Expressway Authority  
Minutes of June 22, 2020 Virtual Board Meeting  
1104 E. Twiggs Street  
Tampa, FL 33602

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The Tampa-Hillsborough County Expressway Authority held a virtual public meeting at 1:31 p.m. on June 22, 2020 based in the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were virtually present:

**BOARD:**

Vincent Cassidy, Chairman  
Bennett Barrow, Vice Chairman  
Danny Alvarez, Secretary  
Shaun Oxtal, Member  
FDOT D-7 Secretary David Gwynn, Member

**STAFF:**

Joe Waggoner, Amy Lettelleir, Robert Frey, Sue Chrzan, Rafael Hernandez, Brian Pickard, Man Le, Max Artman, Carl Shack, Brian Ramirez, Julie Aure, Shari Callahan, Diane Stull, Judith Villegas, Elizabeth Gray, Anna Quiñones, Debbie Northington, Lisa Pessina

**The following registered to attend the virtual meeting:**

**BALLARD PARTNERS**

Todd Josko, Carlos Ramos

**BAYSHORE GARDENS**

**NEIGHBORHOOD ASSOCIATION**

Rusty Carpenter

**BOY SCOUTS OF AMERICA**

Samuel Wyness

**BRYANT MILLER OLIVE**

Duane Draper, Alecia Ingram

**CDM SMITH**

John Melendez

**CITIGROUP**

Kevin Dempsey, Anna Ohanian

**CITY OF TAMPA**

Ian Whitney

**DRMP**

Leo Rodriguez

**GEC-HNTB CORP.**

Jim Drapp, Al Stewart

**HDR ENGINEERING**

Steve Ferrell

**JP MORGAN**

Ben Djiounas, Nathaniel Johnson

**JEFFRIES LLC**

Jaimie Scranton

**MEDIA RELATIONS GROUP**

Alicia Gonzalez

**MULLINS MULLINS RILEY**

**& SCARBOROUGH LLP**

Joseph Stanton

**PARSONS**

Thomas Davidson

**PFM FINANCIAL ADVISORS**

Brent Wilder, Hope Scarpinato

**PLAYBOOK PUBLIC RELATIONS**

Sally Dee, Sarah Lesch, Kamila Khasanova

**QUEST CORPORATION OF AMERICA**

Sharlene Lairscey, Sara Shepherd

**RAYMOND JAMES & ASSOCIATES**

Rick Patterson

**RBC CAPITAL MARKETS**

Thomas Carlson

**RS&H**

Douglas Reed, Richard Tillery

**STANTEC**

Pamela Bailey-Campbell, Phil Eshelman, Rick Gobeille

**TRANSPORTATION POLICY  
CONSULTANTS LLC**

Stephen Reich  
Kimberly DeBosier, Glenn Havinoviski  
Christina Kopp

**WGI**

**WSP**

**Registered to attend but have no company affiliation:**

Terrance Bennett, Jim Cook, Lisa Delvarin,  
Christopher Edge, Reynel Figueredo, Ivory Harris,  
Ofelia Ramos Ramirez, Jacob Risener, Jeffrey  
Seward, Doc Watson, Dene Williamson

**CALL TO ORDER**

Chairman Vincent Cassidy called the meeting to order at 1:31 p.m. The Chairman read a letter from Commissioner Miller into the records, which stated:

“Tampa-Hillsborough Expressway Authority Board of Directors:

As you are aware, I am unable to attend today’s board meeting as I have an Emergency Policy Group meeting scheduled today at 1:30 p.m.

Ms. Lettelleir presented the Fiscal Year 2021 Annual Operating Budget to me on Tuesday, June 16, 2020. As the Chairman of the Finance and Audit Committee for the Authority, I recommend adoption of the budget as presented.

Thank you,  
Commissioner Lesley “Les” Miller, Jr.  
Chairman, Hillsborough County Board of County Commissioners  
District 3”

After the letter, the Chairman asked if there were any public comments or presentations. There were no public presentations.

**CONSENT AGENDA**

The Chairman then continued with the Consent Agenda approvals.

**A. Approval of the Minutes of the March 9, 2020 Committees as a Whole Meeting**

**B. Approval of the Minutes of the April 6, 2020 Board Meeting**

**C. Task Orders –**

1. HI-0080 Software Development Support for CCSS Project. \$59,400
2. HI-0096 Software Development Support for upgrade of THEA’s in-lane toll systems. \$99,990
3. HI-0031-P-33 GEC Support for FY21, HNTB, \$75,000
4. HI-0037-P-13 GIS Annual Support, HNTB, \$45,000

5. HI-0072-P-16 ITS America Task Force Technical Support, HNTB, \$30,000
6. HI-0072-P-56 CV/AV Annual Support, HNTB, \$100,000
7. HI-0118-P-16 GEC Support, HNTB, \$75,000
8. HI-0118-P-17 Traffic Support, HNTB, \$60,000
9. HI-0122-C-08 Selmon West Extension Design-Build Project Construction Management & CEI Support, HNTB, \$840,000
10. HI-0140-D-08 GEC Procurement Support, HNTB, \$50,000
11. HI-0140-D-09 PM/Review Support, HNTB, \$73,095
12. HI-0140-C-09 CEI Procurement Support (FY21), HNTB, \$51,000
13. HI-0140-C-10 Construction CEI PM Support, HNTB, \$70,000
14. HI-00167-P-06 GEC Support FY21, HNTB, \$165,000
15. HI-0031-P-37 Strategic Planning Support, WSP, \$100,000
16. HI-0031-P-38 CPMP Support FY21, WSP, \$100,000
17. HI-0031-P-59 Strategic Blueprint Traffic Study, RS&H, \$50,000
18. HI-0072-P-55 Emerging Technology Support, Siemens, \$100,000
19. HI-0072-P-23 ITS America TF Joint Partnership, ITS America, \$125,000
20. HI-0082-P-29 Toll Finance Analysis, Stantec, \$120,000
21. HI-0089-P-72 Regional Modeling Support (FDOT), RS&H, \$50,000
22. HI-0141-P-10 Traffic Support & PD&E Scenario Planning, RS&H, \$100,000
23. HI-0161-P-19 - MPO Managed Lanes and Tolling Education, Stantec, \$85,000
24. HI-0161-P-21 Site Development Support, WSP, \$50,000
25. HI-0171-C-02 – RSU Service Contract, Siemens, \$80,000

*The Chairman asked for a motion to approve. Mr. Barrow moved and Mr. Oxtal seconded the motion. There was no discussion. A roll call vote was taken, and all Board Members present approved the Consent Agenda items.*

#### **I.V. DISCUSSION/ACTION ITEMS**

##### **A. Audit and Finance Committee – Amy Lettelleir**

##### **Budget – Fiscal Year 2021 (July 1, 2020 – June 30, 2021)**

Ms. Lettelleir mentions that Commissioner Miller in previous discussions recommends approval of the FY 2021 Operating Budget. She stated that the summary of the FY21 budget has slightly changed from the last Committee Meeting as a Whole in May 2019 including small increases in the cost of health insurance that are expected for the calendar year of 2021. Ms. Lettelleir continues to add that there was an additional line item for Toll Operations budget that was approved by the Board from the last meeting. She explains that the budgeted amount for Toll Revenue is a conservative number. The total Operation Maintenance and Administrative proposed budget is \$19,040,102.00 and the projected debt service covered ratio is 1.76.

Ms. Lettelleir requested the Board approve the FY2021 budget.

*The Chairman asked for a motion to approve, again mentioning Commissioner Miller recommending approval. Mr. Oxtal so moved, and Mr. Alvarez seconded the motion. There was no discussion. A roll call vote was taken, and all Board Members present approved the FY21 budget.*

**B. General Counsel – Amy Lettelleir, Esq.**

**1. Commercial Property Coverage Fiscal Year 2021**

Ms. Lettelleir presented the historical cost of the commercial property coverage insurance for THEA's assets showing a decrease in rates since FY2009. She reminded the Board, that the action item presented in last year's board meeting was approved to lock in coverage for two more years. Ms. Lettelleir confirms that the insurance coverage is included in the FY21 Operations and Maintenance Budget. The request to the Board is to authorize and bind the Commercial Property Coverage for FY21 of the amount of \$486,723.

The Chairman requested clarification that it is not increasing more risk in how THEA is insuring, but merely getting better pricing. Ms. Lettelleir confirmed yes and explained that it was to THEA's benefit to lock in the amount for two years last year, as she saw other public entities increase between 10-25% for this year. Furthermore, should the Board approve to the bind the amount requested, Ms. Lettelleir suggested she would investigate into locking in a couple more years thereafter.

*The Chairman called for a motion to approve. Mr. Oxtal moved, and Mr. Barrow seconded the motion. With no further discussion, the vote was taken, and the motion carried.*

**2. Annual Board of Director Officer Elections**

The Board of Director Officer election was suggested by the Chairman to be postponed. Ms. Lettelleir proceeded to request a call to vote.

*The Chairman called for a motion to postpone the officer elections. Mr. Alvarez made the first motion and seconded by Mr. Oxtal. There was no discussion; the vote was called, and the motion carried.*

**C. Planning Committee – Bob Frey**

**1. Adoption of Work Program**

Mr. Frey explained the purpose of the Capital Work Program. It consists of preservation and enhancement projects that will increase the safety, operations, and reliability of the THEA facilities. Mr. Frey presented high level information in the Work Program which includes numbers for the existing fiscal year, budget year and four planning years.

The action is to request the Board of Directors to approve the Fiscal Year 2020-2025 Capital Work Program in the amount of \$660,083,000 for the Capital Budget.

The Chairman questioned if the 20% of the Selmon West Extension project allocation is part of the \$660M. Mr. Frey confirmed that only \$133M is representing a part of the workflow. The Chairman went on further to seek clarification if it is the remaining spent from the initial planned project. Mr. Frey answered yes.

*The Chairman asked for a motion to discuss. Mr. Oxtal so moved, and Mr. Bennett seconded the motion. With no further discussion, a vote was taken, and the motion carried.*

## **V. STAFF REPORTS**

### **A. Construction updates – Jim Drapp, HNTB**

Mr. Drapp noted that the Selmon West Extension (SWE) Project is moving right along schedule. The first slide is showing most of the construction on the interchange that has been completed. The next slide shows a closer view of the interchange. The ramps are complete with the steel tub girders, and decks in place. The next slide, on the west of the railroad tracks, decks still need to be installed. On the segmental bridge, the construction has moved past Westshore Boulevard. All substructure, piers and foundation are complete. By the end of next week, the segmental launching gantry will advance over Manhattan Avenue. Mr. Drapp assured that the project is more than halfway completed. The next slide shows the completed bridge coming from the Gandy Bridge. As of last Friday, three segments out of seven hundred forty-one are left to be casted in the casting yard and should be completed this week. Moving forward, construction workers will be doing more touch-up work and preparing segments to be transported to the project site. The next slide shows most of the work completed on the median west of Westshore Boulevard towards the Gandy Bridge.

The Chairman expressed some observations on his travel from the Gandy Bridge to the SWE project and noticed a blind spot in an area where it may be unsafe for pedestrians to cross. Mr. Drapp reassured The Chairman that he would investigate and will follow-up with a solution.

Mr. Drapp informed the Board with other community enhancement projects that have been completed or on-going. On the next slide, it shows four photos of the Morrison Gateway Project on the overpass on Morrison Avenue. With the design help of the community, it was completed on-schedule. The next slide displays the South Selmon Safety Project. Two photos show one side of the project completed, whereas the other photo showing construction on the median. Further upgrades are still to be done. The project is anticipated to be completed in August. The next slide presents four photos of the East Bound 22<sup>nd</sup> Street off-ramp with work still to be completed and is currently closed. Anticipating completion for tomorrow. The next slide shows two photos at the West Bound 50<sup>th</sup> Street ramp. Due to the heavy truck traffic and the shoving of the asphalt when trucks brake to halt, the asphalt has been replaced with concrete pavement and the project has been completed. This project will also be in conjunction with installing signals at both exit and entrance ramps on 21<sup>st</sup> and 22<sup>nd</sup> street, which will be a great improvement in that area. Along with this project, the mainline of the Selmon local lanes has been resurfaced in the area of the east mainline gantries and replaced the toll loops. Lastly, the weekend of July 11, there will be

resurfacing of the reversible express lanes in the area of the I-4 connector interchange from the CSX tracks towards 22<sup>nd</sup> Street where there is some rough pavement.

### **B. Traffic & Revenue (T&R) Reporting**

Ms. Lettelleir introduced Phil Eshelman from Stantec to speak about the traffic and revenue monitoring over the last few months. The first slide shows, a summary of COVID-19 scenarios, THEA traffic recovery, re-opening date phases in Florida, positive COVID-19 confirmed cases and test, and hospital bed capacity. These data points were utilized to project the Toll Revenue for FY21. The next slide showed graphs of COVID-19 reported cases between Hillsborough and Pinellas County and the correlation to the capacity of bed availabilities. On another slide, a graph is shown for “What if Scenarios” comparing original, short, mid and long duration transaction forecast for THEA up to FY2029. The next slide shows another graph of a comparison budget for FY21 to short, mid and long duration recovery scenarios. As a result of the comparison, the FY21 budget resulted in the amount of \$78.3M that lands between the mid and long duration. The Chairman questioned why is the budgeted amount less than the mid duration? Ms. Lettelleir confirmed that it was due to the abundance of caution and in conservative nature and in the event the county would have to go back to a stay-at-home order. Ms. Lettelleir assures that this would be in best interest of the agency but has hopes that the numbers would surpass the \$78.3M. Ms. Lettelleir added that the figures are still in motion and confirmed with Mr. Eshelman that should the stay-at-home orders be put back in place, Stantec would adjust the scenarios. Mr. Eshelman confirmed that with the ranges shown, they have always tracked the short duration. In May, the revenue was off by 1% of short duration estimate, so the mid duration is a conservative approach to base the budget amount. Ms. Lettelleir also noted that Centralized Customer Service System (CCSS) is still collecting toll-by-plate and the numbers are still above from prior year of collection numbers. It has been a successful year with CCSS, however, numbers will not show until next year. THEA’s monthly revenue only for CCSS is about \$4 million. In the first and second week of June, numbers showed \$1M each week. Mr. Waggoner agreed that he was comfortable with the budgeted amount for \$78M and assures that THEA still carries a 1.7+ Debt Service Coverage ratio given all projects moving along as scheduled. He added that should the revenues increase, the budget amount can be re-evaluated. Mr. Barrow suggested to pass along information of a recorded presentation from the COVID Task Force from the head of ER at Bay Care. It pertains to the re-opening of schools and what summer would look like.

### **C. Financial Update**

Ms. Lettelleir presented slides showing an overview of financial information through May 2020. She explains that operations and maintenance and general administrative expenditures is tracking on budget. Despite the low revenue numbers, THEA’s Debt Service Coverage ratio is 1.91 times. In the next slide, the Toll Revenues through May 2020 broken down by source totaling at \$87M. The next slide, Ms. Lettelleir announces that the Defeasance of Series 2012C Bonds officially closed Monday, June 15. The defeasance results in improved Debt Service Coverage in an anticipated lower revenue fiscal year. Ms. Lettelleir thanked the finance team for their assistance in achieving that goal. The final slide shows the Refunding Series 2021A Bonds explaining that THEA is working with the financing team and will be preparing this deal for the market quickly as rates continue to be very attractive. Ms. Lettelleir proceeds that the savings continue to be in the 10-13% range but can change from week to week and is hopeful to see some stability to plan

a pricing and follow through within the next month. She anticipates a report from Stantec for the issuance.

#### **D. Public Relations/Communications**

Ms. Chrzan introduced Sally Dee, President of Playbook Public Relations to present the FY2020 Social & Tradition Media Report. She has had the pleasure of working with THEA for the last five years and is optimistic that the “best is yet to come”. Ms. Dee noted that THEA is made of concrete and steel, but her team tries to communicate a message that is “heart-led” and community oriented. She explains that THEA is more than a roadway, “We are in the DNA of Tampa”. Ms. Dee continues that not only does THEA’s roadway get people to their destinations quicker, THEA also creates award-winning dog parks that brings the community together. To convey the “heartbeat” of the agency, it would be measured by data. The next slide displays a comparison of Social Media showing percentages more than Traditional Media from June 11, 2019- June 11, 2020. Ms. Dee goes on to explain on the next slide defining what consists of Traditional Media; its potential reach and the Advertising Value Equivalency (AVE) placing a monetary value on media coverage resulting in an advertisement value of \$1.9M. On the next slide, Ms. Dee shared that the goal of social media is to share content that is shareable and building a community that is positive, such as videos thanking Construction Workers and the essential workers. The video resulted in thousands of shares on social media. Ms. Dee showed more examples of videos that have been viewed thousands of times. The next slide presented a comparison by Agency with THEA, CFX and MDX, showing 38% positive (content share with a positive feedback), 55% neutral (content shared without feedback), 7% that were negative. Ms. Dee is optimistic that a negative can be turned into a positive. The final slide showed the key takeaway for FY2020 is \$1.9 million in Earned Media and proclaimed THEA as an “agency with a heart”.

The Chairman congratulated Ms. Chrzan and her communication team for the great message. Mr. Alvarez concurred. He added that not many understand the work that goes behind audio visuals and praised Ms. Dee and her team on a job well-done. Though the REL Aesthetic Lighting project and Toll Discount Program among other upcoming projects that have not begun; the Chairman requested a press release stating that they have been approved the funding of about \$660M will allow for more community enhancements, as well as contributing to job creations in the area. Mr. Barrow agreed with the Chairman and said he was impressed and appreciated the comparison analysis with the different agencies; he would not have known otherwise.

## **VI. EXECUTIVE REPORTS**

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

Mr. Waggoner introduced Mr. Brian Pickard as the new Director of Operations for THEA. Mr. Pickard was chosen for his wealth of knowledge in operations and construction management, which are key components the Director of Operations will be responsible for. Mr. Pickard shared by accepting the challenge that THEA may bring and looking forward to working with the rest of the THEA team. The Chairman and Mr. Bennett welcomed Mr. Pickard.

### **B. General Counsel** (*Amy Lettelleir, Esq.*)

Ms. Lettelleir has no new report.

### **C. Chairman** (*Vincent Cassidy*)

#### **Upcoming Meetings**

The Chairman asked about the July Meetings and if an alternative date could accommodate Mayor Jane Castor and Commission Les Miller as they have been absent due to Emergency Policy Group meetings conflicting with THEA's Board meetings. Mr. Waggoner confirms the Committee Meeting as a Whole will not be needed and will look into an alternative date.

## **VII. Old Business**

No report was given.

## **VIII. New Business**

Mr. Alvarez inquired about the re-opening of THEA. Mr. Waggoner answered that he and the General Counsel are working on a re-open plan with a partial open in July, but no date is set. Mr. Waggoner acknowledged that telecommuting has been working and senior managers come in on a regular basis. When the time comes to re-open, preventative practices will take place to adhere to the CDC guidelines. The Chairman asked if anyone has tested positive. Mr. Waggoner answered that there was an employee who tested positive. Anyone who was in close contact with the individual was tested and returned with a negative result. Other precautionary measures included thorough cleaning of the building, wipe down and sanitizing surfaces for two consecutive weekends. The building was then closed and restricted for 24-48 hours to allow fogging and sanitation by the janitorial staff. Mr. Alvarez requested if he could be informed of any new positive COVID cases.

The Chairman asked about a possible demonstration on one of the expressway's ramps. Mr. Waggoner and Mr. Drapp mentioned that both were not aware of any demonstrations. Mr. Waggoner confirmed that some ramps were closed due to construction, but not for demonstrations.



The Chairman gave his well wishes for a healthy month and thanked Mr. Waggoner and his team for taking the extra precaution for re-opening and allowing the agency to still be operational.

**V. ADJOURNMENT**

With no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:26 p.m.

APPROVED: \_\_\_\_\_

  
Chairman: Vincent J. Cassidy

ATTEST: \_\_\_\_\_

  
Vice-Chair: Bennett Barrow

**DATED THIS 22th DAY of July 2020**