

Tampa-Hillsborough County Expressway Authority  
Minutes of July 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 1:32 p.m. on July 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  
Mayor Jane Castor, Member  
FDOT D-7 Secretary David Gwynn, Member  
Commissioner Lesley "Les" Miller, Member  
Shaun Oxtal, Member

**STAFF:**

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

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

<b>AJAX PAVING INDUSTRIES OF FL, LLC</b>	Felipe Jaramillo
<b>ATKINS</b>	John Criss, Tom Delaney
<b>BALLARD PARTNERS</b>	Todd Josko, Carlos Ramos
<b>CITY OF TAMPA</b>	Ian Whitney
<b>CONSULT VITRA</b>	Edward Stillo
<b>GEC-HNTB CORP.</b>	Jim Drapp, MacKenzie Clark, Al Stewart
<b>HCP ASSOCIATES</b>	Eric Polins
<b>HDR ENGINEERING</b>	Steve Ferrell, Stefanie McQueen
<b>JP MORGAN</b>	Ben Djiounas, Nathaniel Johnson
<b>KIMLEY-HORN</b>	Michael Garau
<b>NELSON MULLINS RILEY &amp; SCARBOROUGH LLP</b>	Joseph Stanton
<b>PFM FINANCIAL ADVISORS</b>	Brent Wilder, Hope Scarpinato
<b>PLAYBOOK PUBLIC RELATIONS</b>	Sally Dee, Kamila Khasanova, Sarah Lesch
<b>RBC CAPITAL MARKETS</b>	Thomas Carlson
<b>RS&amp;H</b>	Douglas Reed, Richard Tillery
<b>TRACE MANAGEMENT</b>	Stephen Bennett
<b>WSP</b>	Jeff Diemer, Christina Kopp

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

Keily Lineric Acevedo, William Agocs, Troy Breaux, Monique Brown, Angel Cintron, Jose Luis Cruz Rodriguez, Jorge Luis Cruz Velasquez, Ernesto De Armas Izquierido, Akash Dhaygude,

Christopher Edge, Christopher Jones, Dariana Lopez, Melbin Lopez, Donna Obuchowski, Eneyd Perez, Jose Rodriguez, Elisbretzzy Rosado, Jeffrey Seward, John Wagenseller

## **CALL TO ORDER**

Chairman Vincent Cassidy called the meeting to order at 1:32 p.m.

## **CONSENT AGENDA**

The Chairman then continued with the Consent Agenda approvals.

- A.** Approval of the Minutes of the June 22, 2020 Board Meeting
- B.** Task Orders –
  - 1. HI-0051 C-25 HNTB Community Aesthetic Enhancement Support, \$25,000
  - 2. HI-0164 C-09 HNTB Miscellaneous Paving Construction Support, \$15,000
  - 3. HI-0166 D-02 HNTB Gandy Trail & Park Design Support, \$50,000
- C.** Change Order Repair of Himes Bridge and Approach Slab, \$290,000
  - 1. Task Order – Contract No. O-00518, South Selmon Expressway Median Safety Improvements, Himes Deck and Approach Slab Emergency Repair - Granite: Approximately \$250,000 (Final Cost to be determined)
  - 2. New Contract – Certified Foundations Inc., Approach Slab Void Repair: Approximately \$40,000 to include Repair and MOT (Final Cost to be determined)
- D.** Increase in Funding for Railroad Flaggers with CSX Agreement for the Selmon West Extension - \$208,519. This is a pass-through cost to Kiewit that THEA must first pay to CSX. This Kiewit cost is within the existing budget for the project as awarded.

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

The Chairman wanted to take a moment before proceeding with the discussion/action items to thank Commission Les Miller and Mayor Jane Castor for doing an outstanding job in leading the community during this historic time and for keeping the community safe.

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

### **A. Project Development & Environment (PD&E) Nebraska – Bob Frey**

Mr. Bob Frey introduced a slide showing the beginning and the end project for the Project Development & Environment (PD&E) on Nebraska Avenue. Mr. Frey added that it is a complimentary project to the Twiggs Street Improvement Project geared towards relieving the Reversible Express Lanes (REL) intersection queued during the weekday morning traffic. The PD&E study for Nebraska Avenue is to evaluate the needs, costs, and effects of the construction improvements which will increase the traffic capacity on Nebraska Avenue from south of Twiggs Street to Cass Street. The funding would come from the capital budget. The action is to

request the Board to direct staff to execute a contract with RS&H for PD&E services on Nebraska Avenue in the amount not to exceed \$2.6 million.

*The Chairman asked for a motion to discuss. Mr. Shaun Oxtal made the first motion and seconded by Mr. Danny Alvarez. There being no discussion, a roll call vote was made, and the motion carried.*

## **B. Operations and Maintenance Committee**

### **1. Twiggs Street Improvements Design-Build Project – Brian Pickard**

Mr. Brian Pickard addressed the Board stating that the purpose of this project is to procure design-build services for the Twiggs Street Improvements Project including all investigations, design, permitting, coordination, construction activities, and the necessary approvals to complete the project from the capital budget. Mr. Pickard requests the Board to approve the recommendation of the Evaluation Committee to shortlist both Letters of Interest submittals for this project to the next phase of procurement. The two submittals were from Ajax Paving Industries of Florida and Cone & Graham. The final contract is subject to review by THEA's General Counsel.

*The Chairman called for a motion to approve. Commission Miller first moved, and Mr. Bennett Barrow seconded the motion. With no further discussion, the vote was called by roll call, and the motion carried.*

### **2. Construction Engineering Inspection (CEI) Services for the Twiggs Street Improvements Design-Build Project – Brian Pickard**

This next project is to provide Construction Engineering Inspection (CEI) services for the Twiggs Street Improvements Design-Build project as previously presented by Mr. Pickard. The funding would be from the capital budget. The rankings are as follows: EXP U.S. Services, Inc. ranked the highest at 278, followed by H.W. Lochner, Inc. at 261 and KCCS, Inc. at 257. A two-part action requests the Board to approve the recommendations and rankings per the Evaluation Selection Committee. The second action requests the Board to authorize and direct staff to negotiate and execute a contract with the top ranked firm. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm. The final contract is subject to review by THEA's General Counsel.

*The Chairman called for a motion to approve the selection of recommendations and authorize staff to negotiate and execute a contract with the top ranked firm. Commissioner Miller made the first motion and seconded by Mr. Oxtal. There was no discussion; the vote was called by roll call, and the motion carried.*

### **3. Construction Engineering Inspection (CEI) Services for Selmon West Extension (SWE) – Change order No. 2**

Mr. Pickard explained that the purpose of this item is to provide additional capital funding for CEI services for the Selmon West Extension (SWE) Project to cover the costs for the timeframe extension of the project to April 30, 2021. For change order no. 2. Mr. Pickard requests the Board to authorize a change order with Atkins for \$1,929,651 to provide CEI services for the Selmon West Extension project to cover the CEI costs for the extension. The final contract is subject to review by THEA General Counsel. Should construction continue past that date; THEA will request another addendum for the contract.

*The Chairman called for a motion to approve. Mr. Barrow moved and Mr. Alvarez seconded the motion. The Chairman asked Mr. Joe Waggoner to explain the initial funding of the roadway contingency bucket and where THEA's finances stand when addendums are required for additional funding.*

Mr. Waggoner explains that when discussing future work programs, THEA sets aside a 10% reserve of the construction phase for a project. He continues to explain that it is not exclusively identified in the program but placed in a general major project reserve funds. Therefore, the funding for this type of change are not unexpected and made available because the reserve funds are set up specifically for this purpose and are easily accounted for in the work program.

*With no further discussion, the vote was called by roll call, and the motion carried.*

## **C. Public Affairs and Communications Committee**

### **1. Marketing and Communications Services – Sue Chrzan**

Ms. Sue Chrzan prefaced by mentioning the last time Marketing and Communications went for a Request for Proposal (RFP) was in 2015. This RFP had 12 respondents and the three highest ranking are as follows: Playbook Public Relations scoring 274, Vistra Communications at 251 and HCP Associates at 222. Ms. Chrzan also noted that all three firms are Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) certified. The three-part action item first requests the Board to approve selection recommended ranking per the Evaluation Selection Committee. Second request is to authorize and direct staff to negotiate and execute a contract with the top ranked firm. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm. Third request from the Board is to authorize and direct staff to negotiate and execute a push-button contract with the second and third ranked firms. The final contract is subject to review by THEA General Counsel.

*The Chairman asked for a motion. Commission Miller so moved, and Mr. Alvarez seconded the motion. The Chairman asked if there were any discussion, the Mayor answered by recusing. There was some discussion.*

The Chairman asked Ms. Amy Lettelleir to confirm if the Mayor can recuse. Ms. Lettelleir asked the Mayor as to why she recused, and the Mayor responded that it was due to personal

relationships with the first two ranked firms. Ms. Lettelleir then confirmed that the Mayor may recuse.

*With no further discussion, with voting by roll call 6 yea and 1 recusal, the motion carried to approve the three-part request.*

The Chairman asked Ms. Chrzan if Playbook Public Relations was Ms. Sally Dee's company. Ms. Chrzan answered yes. The Chairman took a moment to praise Ms. Dee for a job well done delivering a positive message from THEA.

#### **D. Chairman – Vincent Cassidy**

##### **1. Acceptance of the Board Member's Evaluations of the Executive Director and General Counsel.**

The Chairman announced to postpone the acceptance of the Board Member's evaluations to the next Board Meeting due to pending submittal of all evaluations.

#### **E. General Counsel – Amy Lettelleir, Esq.**

##### **1. Annual Board of Director Officer Elections**

*Ms. Amy Lettelleir asked the Board for their nominations for Chairman, Vice-Chair and Secretary. Commission Miller first moved to have the current officers hold their positions and retain their seats for the pursuing year. The Mayor seconded the motion. The Chairman asked to discuss if any of the Board Members wanted to offer a different slate. Ms. Lettelleir asked for a roll call to vote. The vote was made, 7 of 7 voted and the motion carried.*

## **V. STAFF REPORTS**

### **A. Operations & Maintenance – Brian Pickard**

Mr. Pickard initiated his report with the Selmon West Extension project. The first slide shows the casting yard and reported that all casting has been completed with assessments for any repairs to be done, if necessary. As of two weeks ago, which is when the photos were taken, 65% of the segments were placed on the SWE. The two photos shown on the next slide cover the west end of the project with segments ready to be put in place. The next picture shows the east end of the project with the concrete slab work on the steel girders approximately 55% complete and moving along well. The next slide shows a picture of the project on Dale Mabry. On the next slide, one photo shows the project moving over Manhattan Avenue. Mr. Pickard reported that this area in the project was delayed for ten days due to an issue at the bottom of one of the segments that has been resolved. On the next slide is another picture of the west end of the project with segments to be put in place. On the last slide for this portion of the presentation, Kiewit (contractor for the Selmon West Extension) allowed a sneak peak of what the Aesthetic LED lighting project could look like with a view up close, as well as at a distance from a parking lot nearby incorporating the different lighting color combinations. Mr. Pickard moved on to the South Selmon Safety Project. This project begins north of the SWE project and moving rapidly.

Most of the median work has been completed and began most of the structural paving and will be completed by the first weekend of September. The next slide shows the north end of the project. Lastly, Mr. Pickard presented slides showing the Road Rangers Assists Total FY16-FY20 comparison. The purpose was to show the decline in assistance affected by COVID-19 in the second quarter. The next slide shows a color wheel of the different assists the Road Rangers has completed, with the most assistants for vehicles with flat tires and the next category of assists for vehicles running out of gas. This has been a great benefit to drivers utilizing the expressway. The next slide shows a bar graph for the Road Ranger Monthly Assists for FY20 reflecting the decline in assists for April, May, and June due to less drivers on the road.

### **B. Toll Operations – Rafael Hernandez**

Mr. Rafael Hernandez displayed a slide of the customer base for May 2020. Mr. Hernandez further explains that his team, while working remotely, are all operational and continuing to monitor the level of service provided by THEA. For the month of May 2020, total accounts for SunPass and Toll-by-Plate is -29.4% compared to 2019 and the total transactions for SunPass and Toll-by-Plate is -40.5% compared to 2019 all due to the COVID-19. The numbers are monitored daily but is optimistic that the numbers should increase with time as the economy continues to reopen. On the next slide shows the Average Daily Traffic (ADT) for May 2020 accounting for Tuesday, Wednesday, and Thursday to be consistent with Florida Department of Transportation's (FDOT) numbers. The year to year comparison shows for the west end group of -43.0% and the east end group of -37.4%.

### **C. Financial Update**

Ms. Lettelleir presented slides showing an unaudited overview of financial information through May 2020. The budget amounts tracking for an 11-month period for General and Administrative is at 95.5% and for Operations and Maintenance at 98%. Despite the decline in toll revenue during the pandemic, THEA is at 94% for the Total Budget amount for an 11-month period and the debt service coverage is at 1.98x. On the next slide shows unaudited Toll Revenues numbers through June 30, 2020 with ending the fiscal year with \$88,139,959. On the next slide, Ms. Lettelleir gives an update on the progress of the Refunding Series 2012A Bonds. The Finance team has distributed the first draft of the offering documents with comments due today and the draft due on Friday. Ms. Lettelleir expects the virtual Rating Agency presentations planned for the week of August 10<sup>th</sup>. The current schedule for the Bond Pricing is on August 27<sup>th</sup> with closing on September 9<sup>th</sup>. The savings on the Bonds continue to be in the 10-13% range. The Chairman asked about THEA presenting to the rating agencies. Ms. Lettelleir answered that the financial advisors are putting together a presentation that the Finance team will send to the Rating Agency and will host calls with them. A draft will be provided when it is available, and roles will be assigned. Ms. Lettelleir asked the Chairman if he was available to attend. The Chairman answered that he will make himself available and added to make certain there is a THEA background picture of the road provided for virtual calls. Ms. Chrzan confirmed that she has multiple background photos and will send the selection to the Chairman.

The Chairman asked Ms. Lettelleir on when the new Director of Finance would be expected to join the THEA team. Ms. Lettelleir answered that the new director will be joining the first week of September.

## **VI. EXECUTIVE REPORTS**

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

Mr. Waggoner reported the Contract Close-Out Report for Quick Construction on the Morrison Avenue Gateway Construction aesthetic improvements under the Selmon Expressway ending in June. The project was on time and within budget. The community has been very receptive.

Ms. Chrzan gave an update that this project was two (2) years of collaboration with the neighborhood's association. The brick work was well-designed and constructed and encourages everyone to visit the location. The homeowner's association has given positive feedback and are very appreciative.

Mr. Waggoner gave Mr. Frey the open floor to update the Board on THEA receiving additional funds for the CV Pilot project from the United States Department of Transportation (USDOT). Mr. Frey stated that with the additional funds being received by USDOT, will give the opportunity to extend the Connected Vehicle (CV) Project for two (2) more years. His team will be submitting a budget and scope of work to the USDOT. Mr. Frey commended that the Tampa CV Pilot is the only location site providing data to the USDOT. Amidst the pandemic, THEA has been operational and is still providing the data. He also adds that it has been a very good project in cooperation with City of Tampa's Brandon Campbell and Vik Bhide. This project has allowed the opportunity to put THEA and Tampa on the technology map. The collection of data has been submitted to the Federal Communication Commission (FCC) to show that Direct Short-Range Communication (DSRC) can work by the USDOT and ITS-America for determining the future of connected vehicles. Mr. Frey says he will be discussing with Mr. Waggoner in presenting to the Board at the next Board Meeting for a two-year extension with terms of \$4M of USDOT federal funds and THEA providing a \$1.5M funding budget. Mr. Waggoner thanked Mr. Frey for his efforts. The Chairman congratulated Mr. Frey for a job well done and was delighted to know the data has been reported to the USDOT and there is a validation to continue the CV Pilot Project.

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

Ms. Lettelleir has no new report.

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

#### **Upcoming Meetings**

The Chairman reported that the Committee Meeting as a Whole will not be needed, therefore cancelled. He asked if Monday, August 24 at 1:30 p.m. for a Board Meeting would conflict with Commissioner Miller and Mayor Castor's schedule. Both confirmed it would not conflict.

**VII. Old Business**

The Chairman thanked Ms. Chrzan for the press release on THEA's upcoming community enhancements and future job creations in the area. He appreciated the positive message portrayed by THEA. The Chairman also requested Ms. Chrzan for future update on Euclid Avenue and El Prado Boulevard for any conversation made with the community.

**VIII. New Business**

No report was given.

**V. ADJOURNMENT**

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

APPROVED:   
Chairman: Vincent J. Cassidy

ATTEST:   
Vice-Chair: Bennett Barrow

**DATED THIS 24th DAY of August 2020**