

Tampa-Hillsborough County Expressway Authority  
Minutes of October 26, 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 October 26, 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, Jeff Seward, Judith Villegas, Man Le, Anna Quinones, Brian Ramirez, Carl Shack, Chaketa Mister, Debbie Northington, Donna Obuchowski, Elizabeth Gray, Julie Aure, Lilly Salas, Lisa Pessina, Max Artman, Shari Callahan

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

<b>ATKINS</b>	Tom Delaney
<b>BALLARD PARTNERS</b>	Todd Josko
<b>CITIGROUP</b>	Kevin Dempsey
<b>DIAMOND FIELD TRANSPORT</b>	Marvin Williams
<b>FLORIDA TRANSPORTATION COMMISSION</b>	Ralph Yoder, Sonya Morris
<b>HALL ENGINEERING GROUP</b>	Jose Diaz
<b>HDR</b>	Steve Ferrell
<b>HNTB</b>	Al Stewart, James Drapp
<b>JEFFERIES LLC</b>	Jaimie Scranton
<b>KIEWIT</b>	David Nichols
<b>MILLIGAN PARTNERS</b>	Tyler Milligan
<b>J.P. MORGAN</b>	Nathaniel Johnson
<b>KIMLEY-HORN</b>	Michael Garau
<b>NELSON MULLINS</b>	Joseph Stanton
<b>PARSONS</b>	Mario Nuevo
<b>PFM</b>	Brent Wilder
<b>PLAYBOOK PUBLIC RELATIONS</b>	Sally Dee, Kamila Khasanova, Sarah Lesch
<b>RAYMOND JAMES</b>	Frank Leto, Rick Patterson
<b>RK&amp;K</b>	Michael Adams

<b>RS&amp;H, INC.</b>	Michael Dixon
<b>STANTEC</b>	Phil Eshelman
<b>TRANSPORTATION POLICY CONSULTANTS</b>	Stephen Reich
<b>WALSH GROUP</b>	Reber Sole
<b>WELLS FARGO</b>	Julie Burger
<b>WELLS FARGO SECURITIES</b>	John Generalli
<b>WSP</b>	Christina Kopp
<b>WGI</b>	Kimberlee DeBosier
<b>VALOR INTELLIGENT PROCESSING</b>	LaKrysha Steverson-Winsley

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

Ahmed Shelbaya, Carlos Ladeira, Frank Richardson, Jennifer Collier, Jim Calpin, John Alicea, Jonathan Roman, Michael Bobb, Mireya Pavot, Ricky Salgado

**I. CALL TO ORDER**

Chairman Vincent Cassidy called the meeting to order at 1:31P.M.

**II. PUBLIC INPUT PRESENTATIONS**

There were no public input presentations.

**III. CONSENT AGENDA**

The Chairman then continued with the Consent Agenda approvals.

- A. Approval of Minutes of the October 26<sup>th</sup>, 2020 Board of Directors Meeting
- B. Approval of Minutes of the October 12, 2020 Board Committee as a Whole Meeting
- C. HI-0125 GEC Support for Straddle Bent Structure analysis and RFP Development, HNTB, \$55,000

*Chairman Cassidy asked for a motion to approve. Commissioner 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.*

#### **IV. DISCUSSION/ACTION ITEMS**

##### **A. Planning Committee – Shaun Oxtal, Chairman**

###### **1. US 301 Interchange Plan - Bob Frey**

Mr. Frey addressed the Board requesting to perform a sketch analysis at the interchange at US 301 and the Selmon Expressway near the planned site of the new Coca Cola facility. Mr. Frey stated the impacts of the anticipated increase in traffic along US 301 this study will provide an additional assessment of the interchange. Any findings and recommendations will be added to the existing Selmon East PD&E study. Mr. Frey is requesting the Board to approve THEA staff to execute a task order with WSP in the amount of \$133,000 for the sketch analysis of the US 301 Interchange area. This task order is to be executed under the Miscellaneous Planning and Traffic Services contract. Final Task order is subject to review and approval of THEA General Counsel.

*The Chairman called for a motion to approve. Mayor Jane Castor first moved, and Mr. Shaun Oxtal seconded the motion. With no further discussion, the vote was called by roll call, and the motion carried.*

##### **B. Operations & Maintenance Committee – Bennett Barrow, Chairman**

###### **1. Meridian Lighting Upgrade Construction Task - Brian Pickard**

Mr. Pickard reported to the Board noting this first item is to replace antiquated pedestrian lighting along Meridian Ave with LED Lighting and replace all wiring in the uprights. He stated that negotiations were conducted and finalized with Ferrovia who is THEA's Asset Maintenance Contractor. Action requested to the Board is for approval to authorize THEA staff to execute a new task order with Ferrovia totaling \$384,000 for the replacement of lights and wiring in the Pedestrian Lights at Meridian Ave.

*The Chairman asked for a motion. Commissioner Miller first moved, and Mr. Bennett Barrow seconded the motion. The Chairman asked if there was any discussion, the vote was called by roll call, and the motion carried.*

###### **2. Meridian Twiggs Design/ Build Contract Award - Brian Pickard**

Mr. Pickard outlined the item for which approval was being requested. He explained that the Design and construction improvements along Twiggs Street from Meridian Ave. to Nebraska Ave. are to improve safety and access in downtown Tampa and expedite traffic to and from the Selmon Expressway Reversible Express Lanes (REL). Funding for this project is from Series 2017C Bond Proceeds. The Action requested to the Board is to approve the selection of Ajax Paving Industries of Florida, LLC and authorize staff to negotiate and execute a contract with Ajax Paving Industries of Florida, LLC in the amount of \$2,568,000 for designing and constructing improvements to Twiggs St between Nebraska and Meridian Ave. Contract execution is subject to final review and approval of THEA General Counsel.

*The Chairman asked for a motion. Mr. Oxtal first moved, and Commissioner Miller seconded the motion. The Chairman asked if there was any discussion, the vote was called by roll call, and the motion carried.*

Chairman asked will this project create less traffic in the mornings. Mr. Pickard responded that we are adding a new continuous turn lane to create traffic relief. Mr. Waggoner responded that adding the continuous turn lane from the REL on Twiggs Street, west bound along with our next project on Nebraska Avenue will create relief in traffic. Mr. Barrow noted he would like a physical picture for future explanations.

### **3. Himes Approach Slab and Bridge Deck Repair - Brian Pickard**

Mr. Pickard reported the need for construction services for bridge exit slab replacement and bridge deck repair of the Himes EB Bridge. Mr. Pickard requests the Board to approve the selection of Gosalia Concrete Constructors, Inc. (Gosalia) which was the lowest bidder, and authorize and direct staff to negotiate and execute a contract with Gosalia in the amount of \$310,000 for construction of the Himes Bridge EB Exit Slab and rehabilitation of the Himes EB Bridge Deck.

*The Chairman asked for a motion. Commissioner Miller first moved, and Mr. Oxtal seconded the motion. The Chairman asked if there was any discussion, the vote was called by roll call, and the motion carried.*

### **4. ITS Generator Replacement Design Services - Brian Pickard**

Mr. Pickard continued reporting the Procurement of engineering support to provide a design for replacing four ITS generators along the Expressway. A proposal was requested from Hall Engineering Group, one of THEA's push button electrical engineering consultants. Mr. Pickard is requesting the Board to authorize the Executive Director to sign a contract with Hall Engineering Group in the amount of \$56,000, subject to review and approval of the General Counsel.

Mr. Daniel Alvarez asked about the previous sign upgrade project and why the generators were not included in that scope. Mr. Pickard replied that although he was not employed at THEA during the previous project, it was his understanding that it was simply an oversight. The generators would have been the same cost if they had been included in the previous sign replacement project

*The Chairman asked for a motion. Mr. Barrow first moved, and Mr. Alvarez second the motion. The Chairman asked if there was any discussion, the vote was called by roll call, and the motion carried.*

### **5. Construction, Engineering and Inspection (CEI) Consultant for Miscellaneous Paving of Ramps and Mainline at Select Locations Between Euclid and US 301 – Brian Pickard (Pulled)**

Mr. Pickard explained Item 5 on the Agenda was pulled and will be brought back on the next Board Meeting when prices have been negotiated.

**6. Replace the THEA Service Utility Truck- Attachment – Brian Pickard**

Mr. Pickard requested the Board to approve replacement of THEA's 10-year-old utility truck due to increased breakdowns and maintenance costs. Quotes are being procured through three vendors utilizing DMS and County Procurements. Board approval to authorize THEA staff to execute a Purchase Order not to exceed \$50,000 to replace THEA's utility truck. The final purchase order is subject to review and approval of THEA General Counsel. Mr. Pickard also noted he has two quotes that are less than \$50,000.

*The Chairman asked for a motion. Commissioner Miller first moved, and Mr. Oxtal second the motion. The Chairman asked if there was any discussion, the vote was called by roll call, and the motion carried.*

Chairman Cassidy addresses the Board of Directors stating that our budget spend needs to be revised to look at an appropriate amount for approvals by the CEO to be more in line with the peers. He also explains how in the community right now they are doing some research and best practice analysis within the transit and tolling organizations throughout the State. Chairman concluded saying he will come back to the Board with more data.

**7. Delinquent Toll Account Collection Services RFP- Attachment- Rafael Hernandez**

Mr. Hernandez explained this RFP was issued to address the expiration of an existing contract approved by the Board in April 2016. Since 2016 to date, the project has served over 1.5m accounts and collected over \$32M in revenues. On May 2020, the Board of directors approved funding for THEA staff to secure support from a consultant company to prepare the bid package, help in the proposal evaluations and implement the new contract.

- a. Within the new contract, we are enhancing project requirements related to
  - I. Customer service
  - II. Cyber-security protections
  - III. Business continuity requirements related to work-from-home scenarios to address COVID-19 and any other natural disaster
  - IV. Toll enforcement of top delinquent accounts

Mr. Hernandez noted with the new contract we are retaining operations in Tampa, which represent a positive economic impact for the region. In 2016, the project created 20 new jobs plus the use of a local facility, utilities, and printing and mailing services. Valor Intelligent Processing is THEA's current 3<sup>rd</sup> party toll collector with headquarter in Jacksonville, FL. In August 2020, Valor acquired the 3<sup>rd</sup> party collection business from Credits Protection Association, a subdivision of ETAN Industries. Valor is also providing 3<sup>rd</sup> party toll collection services to the North Texas Toll Authority (NTTA) and other utility companies. Mr. Hernandez reported the need to outsource customer-service, and 3<sup>rd</sup> party revenue collection services. To enhance toll-customer business satisfaction and maximize revenue collections related to delinquent toll accounts that are not paid after receiving two (2) Toll-By-Plate invoices issued by the Florida's Centralized Customer Service System (CCSS). The vendor will be paid by

collected fee revenues capped at \$9 per resolved account at the first collection notice escalation phase, and \$15 per resolved account at the second collection notice. The capped \$15 per resolved account and the second collection notice includes the \$9 from the unpaid first collection notice plus additional \$6 added at the time the second collection notice is issued. Mr. Hernandez noted the top three Firms are Valor Intelligent Processing, Duncan Solutions and Penn Credit. His request to the Board is

- a) Approve the RFP ranking proposed by THEA's selection committee and allow THEA staff to begin negotiations with the top ranked vendor.
- b) Authorize THEA's Executive Director to execute a contract with the final selected vendor, dependent on THEA's General Counsel review and approval.

*The Chairman asked for a motion. Mayor Castor first moved, and Commissioner Miller second the motion. The Chairman asked if there was any discussion, the vote was called by roll call, and the motion carried.*

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

##### **1. Update policy 210.15 (B) Tuition Assistance**

Ms. Lettelleir presented the item to the Board about the change in policy. To provide the Executive Director the opportunity to waive reimbursement of tuition upon voluntary termination of employment.

**Action:** Adoption of Policy 210.5(b) as amended.

*The Chairman asked for a motion. Commissioner Miller first moved, and Mr. Oxtal second the motion.*

Chairman asked if this was an option to waive or a mandate. Ms. Lettelleir answered this will be on a case by case basis. Chairman noted how about a voluntary termination or if THEA terminates the employee, is there an expectation of repayment. Ms. Lettelleir replied current policy doesn't state that employee needs to repay if terminated.

*The Chairman asked if there was any discussion, the vote was called by roll call, and the motion carried.*

##### **2. Update Policy 160 Travel Policy**

Ms. Lettelleir presented to the Board an update to the travel policy for domestic or international flights of four (4) or more hours. Updating approval of Board Member Travel, and the reference to the Florida Statute.

**Action:** Adoption of Policy 160 as amended

Chairman noted four or more hours of travel will qualify for an upgrade.

*Chairman Cassidy asked for a motion to approve. Commissioner Miller first moved, and Mr. Alvarez second the motion. The Chairman asked if there was any discussion, the vote was called by roll call, and the motion carried.*

## **V. STAFF REPORTS**

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

Mr. Pickard provided a time video of the Selmon West Extension.

Mr. Pickard initiated his report with a slide of an overview of the progress made on Dale Mabry Gandy Bridge interchange. He noted how it's almost finished and grinding of the concrete to concrete a smooth surface is complete. Barrier walls are being worked on next. They will be stripping it soon and then pulling the wires for the ITS in place and wiring for the lighting. Mr. Pickard also noted that the casting yard photo is two weeks old and at that time there were 105 segments left in the yard which are getting removed daily. He mentioned how we now have 10 segments a week being installed, and the project is down to less than 90 Segments. Chairman asked if the last segments will be installed some time in December. Mr. Pickard replied yes sir they are on schedule to do that.

Mr. Pickard reported that on the South Selmon Safety Project, the only items left to be done are thermal plastic striping and some drainage work. Other than that, this project should be completed in two weeks.

Mr. Pickard concluded his report with two slides showing the pier up lighting and explained right now they are focused on placing the conduits up in the REL. They are also pulling the wires through the conduits. They will be removing the foundation of the old up lighting that will begin next week. He also mentioned how this project is ahead of scheduled.

Mr. Alvarez commented THEA has many projects going on and it is very impressive and appreciative of the update.

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

Mr. Rafael Hernandez briefed the Board on toll operations for September 2020. Mr. Hernandez explained THEA continues monitoring transaction counts and how they are servicing customers by account type. He referenced a slide to the Board showing a minus 10% on total accounts processed and a minus 19% for transactions processed, compared to 2019. He added this includes weekends and weekdays.

Next slide explained an analysis on average daily traffic on Tuesday, Wednesday, and Thursday to stay consistent with the criteria used by FDOT. Mr. Hernandez stated a minus 25% for the west group and minus 21% East group which is a combination of the lower lanes and the reversible elevated lane.

The Chairman questioned 19% on transactions and asked for a ballpark April and May. Mr. Waggoner clarified that April and May was 45% April 11<sup>th</sup> was one of the worst weeks THEA was down 45% Chairman noted numbers are increasing, Mr. Waggoner concluded it slowed up but were coming back.

**C. Finance Update – Jeff Seward**

Mr. Seward stated that beginning this month, he will be bringing a quarterly update to the Board on the effects of COVID-19 on the agency's revenues. He discussed the revenue collections during FY2020 and specific events that drove revenue down to provide context on where the agency is and where it is going. Mr. Seward explained to the Board that revenue comparisons will be between actual year to date revenue, the adopted budget and the forecast that was developed for the most recent bond issue. Currently year to date revenue is 9.7% above the revised financing forecast, and 27.7% above the adopted forecast. Mr. Seward explained what circumstances need to exist to meet both forecasts as the fiscal year proceeds.

Chairman Cassidy asked why the budget numbers in this COVID presentation were different than the usual monthly finance report to the Board. Mr. Seward explained that this is displaying two different assumptions on how revenue is reported and that the monthly report does not represent actual monthly forecasts. Mr. Waggoner mentioned that is was due to the monthly report displaying the entire year's anticipated annual revenue and dividing it by 12 months. Mr. Cassidy mentioned we may need to take the question off-line.

**D. Public Affairs & Communications – Sue Chrzan**

Ms. Chrzan reported about the Florida Automated Vehicle Summit Event is no longer going to be an in-person event. The event has pivoted to a Speaker Series with five online sessions. She also reported the first speaker is Adam Jonas from Morgan Stanley. The event will be on its original date Thursday for December 3<sup>rd</sup> from 11:00 a.m. to 12:00 p.m. Mr. Jonas will be speaking about Cars & Climate how the Big Tech, Fleets, and Cities Drive the EV Revolution. She also mentioned there has already been 260 people registered to attend the webinar.

Ms. Chrzan reported lots of positive media attention over the past month, including Mr. Bob Frey's interview about THEA CV Pilot OEM Collaboration, which ran for several days on Bay News 9. She reported that over 14 different articles about the CV OEM Collaborations earned media attention from India, Germany, Japan, Korea, and USA for a total international Audience reach of 8M.

Other media included THEAs Completed Bond Sale, which had a local audience of 600,000 and the Selmon Extension with a local Audience 230,000. Ms. Chrzan concluded with a summary slide portraying how the TV and online news we received no negative press. She mentioned THEA received neutral press, which is great, because we strive to maintain our credibility in the marketplace, and it shows that were doing a great job.

Chairman asked has there been any community respond to the colors chosen on the Pier. Ms. Chrzan reminded the Chairman that the colors were chosen by the public. Ms. Chrzan also noted



they did receive an audience applause from the neighbors on the condos when the testing the lights of the Selmon Extension bridge.

## VI. EXECUTIVE REPORTS

### A. Executive Director (Joe Waggoner)

#### 1. Contract Renewal & Expiration report

Mr. Waggoner reported that the contract presented has no more options to extend. He concluded he will be putting THEA insurance broker services out to bid and will be bringing this item to the Board on a later date.

#### 2. Contract Close- Our Report

Mr. Waggoner noted that the Installation of a new wet fire sprinkler system at THEAs Transportation Management Center Warehouse behind THEA building has been completed.

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

Ms. Lettelleir had no new report.

### C. Chairman (Vincent Cassidy)

Chairman asked Commissioner Miller when his last meeting is. Commissioner answered November 16<sup>th</sup>. Chairman thanked Commissioner for being a civic leader to our community throughout the years. He concluded; how fortunate he is to have gotten to know him sitting on THEA's Board. Chairman wished Commissioner all the best. Commissioner closed out saying it has been his pleasure to serve on the THEA's Board, one of the best I have served on.

### Upcoming Meetings

## IX. ADJOURNMENT

With no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:20 p.m.

APPROVED:   
Chairman: Vincent J. Cassidy

ATTEST:   
Vice-Chair: Bennett Barrow

DATED THIS 16th DAY of November 2020