

Tampa-Hillsborough County Expressway Authority
Minutes of November 16, 2020 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 November 16, 2020 based in the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were present:

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

STAFF: Joe Waggoner, Amy Lettelleir, Robert Frey, Sue Chrzan, Rafael Hernandez, Brian Pickard, Jeff Seward, Julie Aure, Brian Ramirez, Lilly Salas

BALLARD PARTNERS Todd Josko
HNTB Al Stewart
NELSON MULLINS Joseph Stanton

I. CALL TO ORDER

Chairman Vincent Cassidy called the meeting to order at 1:30 p.m., followed by Joe Waggoner leading the 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 November 16, 2020.

III. CONSENT AGENDA

The Chairman then continued with the Consent Agenda approvals.

A. Approval of Minutes of the October 26th, 2020 Board of Directors Meeting

Chairman Cassidy asked for a motion to approve. Mr. Danny Alvarez 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. East Hillsborough Improvements Review and Management Support - Bob Frey

Mr. Frey addressed the Board noting the first item is to assist THEA staff in reviewing projects along the Selmon Expressway System that require coordination and collaboration with local and state peer agencies, as well as potentially the private sector. These projects ultimately provide safer and more efficient operations, along with supporting regional transportation and economic goals. Currently, THEA is involved with several initiatives that qualify for such support.

- 1- Selmon Expressway/US 301- Southwest Quadrant Development
- 2- Port Tampa Bay- Channelside Drive Access

These items will be drawn from the capital budget for \$75,000. Mr. Frey is requesting the Board to authorize THEA staff to execute a task order with HNTB in the amount not to exceed \$75,000 for study review, project management, and quality control support for Selmon System Regional Improvement Review. If money is left it will be used for projects around the area.

Chairman asked for a motion to discuss. Mr. Danny Alvarez first moved, and Mr. Bennett Barrow seconded the motion.

The Chairman questioned the use of these funds for future projects if the funds were not exhausted? Mr. Frey clarified yes but not to exceed, and THEA will use the funds for future projects if they occur.

Mr. Waggoner explained that Mr. Frey is asking for contract authorization for \$75,000 to perform First item to look at is the US 301/Selmon interchange and the Coke a Cola proposal with other developments. The analysis will identify issues that will impact the Selmon Expressway and propose solutions. The balance of funds will go to the same type work.

Chairman explained he just wanted clarification on tracing the spend.

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

B. Operations & Maintenance Committee – Bennett Barrow, Chairman

1. Construction, Engineering, and Inspection (CEI) Consultants for Miscellaneous Paving of Ramps and Mainline at Select Locations Between Euclid and US 301- Brian Pickard

Mr. Pickard reported to the Board the need to procure services from CEI Consultants to perform field engineering and testing for the replacement of failing asphalt on the expressway mainline and ramps. This work necessitates the loop replacement in some of the ramps and the west toll plaza gantry. Negotiations were conducted and finalized with Consor Engineers, LLC selected previously (Board Meeting on August 26, 2019) for push-button contracts for Minor Design and CEI projects.

These items will be drawn from the capital budget for \$251,000. Mr. Pickard is requesting the Board to authorize the Executive Director to sign a purchase order with Consor Engineers for \$251,000 to provide CEI services for the Miscellaneous Paving of Ramps and Mainline at Select Locations Between Euclid and US301.

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

2. Construction of Miscellaneous Paving on Ramps and Mainline at Select Locations Between Euclid and US 301- Brian Pickard

Mr. Pickard reported the need to replace areas of asphalt on the expressway mainline and ramps that are failing. The work necessitates the loop replacement in some of the ramps and the west toll plaza gantry. Mr. Pickard informed the Board that Hubbard Construction was the lowest bidder.

Hubbard	Bid	\$1,579,000
Ajax	Bid	\$1,589,000
Preferred Materials	Bid	\$2,586,037

Mr. Pickard is requesting the Board to authorize and direct staff to negotiate and execute a contract with Hubbard Construction in the amount of \$1,579,000 for the Miscellaneous Paving of Ramps and Mainline at Select Locations Between Euclid and US301. Contract execution is subject to final review and approval of THEA General Counsel.

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

The Chairman asked what the life expectancy of this project is. Mr. Joe Waggoner commented fifteen years.

3. Security Officer for TMC - Brian Pickard

Mr. Pickard explained the need to have a Security Officer at THEA's front door during the Building Renovations to ensure their staff and the contractors are safe. THEA received three bids.

Valid Protection Services	\$976 Week
Guardian Services Agency	\$997 Week
Signal Security	\$1,506 Week

This item will be drawn from the Administrative Budget for \$40,000.

Mr. Pickard is requesting the Board to approve the selection of Valid Protection Services and authorize and direct staff to negotiate and execute a contract with Valid Protection Services in the amount of \$976 per week for Security Services during THEA's headquarters Building Renovations.

Mr. Alvarez asked if this is something THEA is planning for the foreseeable future. Mr. Waggoner mentioned an incident that happened a month ago, where an individual entered the facility creating a scene with one of our employees in an inappropriate manner. Mr. Alvarez asked what the length of the contract is. Mr. Pickard replied 40 weeks. Mr. Alvarez noted this is a logical spend that should be expanded for THEA to continue to have a security officer. Mr. Waggoner stated he is looking into it.

The Chairman asked for a motion. Mr. Alvarez first moved, and Mr. Barrow seconded 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 501.00 Approval Thresholds

Ms. Lettelleir presented to the Board an update to policy 501.00 to increase the Executive Director's approval threshold for construction and contracts from \$30,000 to \$50,000.

Action: Adoption of Policy 501.00 amended.

The Chairman asked for a motion. Mr. Barrow first moved, and Mr. Alvarez second the motion.

The Chairman stated how he has been verifying the best practices within the community for this threshold to be \$50,000 and Ms. Lettelleir confirmed and has done her research and the amount is correct.

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

D. Chairman – Vince Cassidy/Joe Waggoner

1. Government Relations & Lobbyist Services

Mr. Waggoner explained to the Board the need to provide regional, state, and federal legislative consulting and government relations services for or on behalf of THEA.

Funds will be from the Administrative Budget for a maximum of \$365,000. Action requests of the Board:

- a) Approve ranking of Evaluation Committee for government relations and lobbyist services.

Rank	Firms	Total Score	Average Score
1	Corcoran Partners	295	98.33
2	Potomac Partners DC	197	65.67
3	The Consilio Group	150	50

- b) Authorize and direct staff to negotiate and execute contracts with the highest ranked proposer in total amount not to exceed \$365,000. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked proposer. Contracts are subject to review and approval of THEA General Counsel.
- c) Authorize and direct staff to negotiate and execute an additional single service contracts with the second and third ranked firms. Contracts are subject to review by THEA General Counsel.

The Chairman asked for a motion. Mr. Barrow first moved, and Mr. Alvarez second the motion.

The Chairman asked if Mr. Waggoner could explain the need for federal lobbyist services. Mr. Waggoner explained that the purpose of these services is to have someone in D.C. advocating for THEA at the federal level. THEA currently has someone at the local level, he continued to explain that this will be a great opportunity for THEA to have exposure at a federal level.

Mr. Alvarez observed the considerable difference between 98.33 and 65 and 50; he questioned what makes that up. Mr. Waggoner replied that the Corcoran/Ballard's joint proposal had all services in one concept. Corcoran has a lot of experience with THEA and in the toll industry in the state of Florida. The other two firms were players at the federal level only, but not at the local level.

Mr. Gwynn asked if this is a retainer or to be issued out on individual tasks. Mr. Waggoner replied the concept is a retainer, just as the current lobby services was procured under retainer on a monthly payment. The amount could be part of the negotiation. Mr. Gwynn also asked if the

monthly fee is going to be 3 times the current one. Mr. Waggoner replied if their proposal and their proposed rates as is are accepted, it will be 3 times of what is currently paid to them.

The Chairman added that THEA currently has Vistra Communications under contract but are used as needed. Mr. Waggoner further explained that for the state, regional and federal participation, Corcoran is proposing a monthly payment. Mr. Gwynn asked how much is this monthly. Mr. Waggoner replied that it would be \$300K, at \$25K a month, including the \$10K that is being paid currently to Corcoran and Ballard Partners; a total of approximately to \$30K a month. Whereas Vistra, they would be used as needed. Corcoran estimated a proposed a combined total of \$365K a year. The Chairman remarked that \$300K is with Corcoran plus \$65K with Vistra; a joint proposal. Deduct \$65K, it will be \$300K which is \$25K a month.

Mr. Gwynn asked if the federal money that THEA will go after could be used for the toll roads. Mr. Waggoner replied yes and added that toll roads can be built using federal funds. A good example would be the I-4 Selmon Connector. It is a turnpike facility, and large sum of federal funds were used to build that project. Mr. Waggoner said THEA would pursue discretionary funds and compete for things similar to the Connected Vehicles (CV) project. He also noted, “we would not be competing for the portion of the Federal formula funds allocated to the states.

Mr. Alvarez questioned what opportunities and best fits might arise? Mr. Waggoner replied that the ACES programs present several opportunities each year. Mr. Alvarez stated if THEA is to start doing that, there will need to be an accountability with feedback to the Board, especially with THEA’s PD&E today. Mr. Waggoner replied that THEA has experience with the PD&E Selmon Greenway and Bus Toll Lane Study those 2 projects were about \$5M and then THEA pursued the CV pilot for another \$17M and the CV phase 2 for \$4M of federal funds. Mr. Alvarez asked if we had a lobbyist’s what more could have been accomplished? Mr. Waggoner replied that he was proud of what THEA has accomplished so far requesting federal funds, but he believes it could be better; and THEA should get a return on the investment. Mr. Alvarez shared the sentiment.

In conclusion, the Chairman remarked that THEA State level government relation services will remain the same, and add federal lobbying to it, and adding a regional level for about \$5000 a month. He asked Mr. Waggoner for his thoughts for that spending. Mr. Waggoner replied, it comes back to not only working in Hillsborough County, but to THEA’s on-going strategic plan to offer its services to the counties adjacent to THEA. He believes there’s opportunity for THEA to be better coordinated in the region. It is a challenge for THEA staff to cover that kind of area. If there is a lobbyist to keep their “thumb on the pulse” on what is going on out there and they can speak for THEA as needed.

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

2. Amended and Restated Memorandum of Agreement to the Memorandum of Agreement between the Parties dated November 21, 2016

Mr. Waggoner noted how the Amended and Restated Memorandum of Agreement vests THEA with ownership, operations, and maintenance responsibilities for all portions of the Selmon West

Extension project improvements. This would include the portions of the facility that are in FDOT Right of Way.

Funds: Operating Budget \$51,000

Action: Requests the Board to authorize the Chairman to execute the Amended and Restated Memorandum of Agreement on behalf of the agency.

Chairman asked if Secretary Gwynn wanted to make a motion with an addition.

Secretary David Gwynn, stated he “authorizes the Executive Director to negotiate with FDOT concerning the contents of Exhibit C to be attached to the Amended and Restated Memorandum of Agreement and to agree to Exhibit C on behalf, and with full authority of the Board and approve same with concurrence of the General Counsel.”

Chairman asked General Counsel Ms. Lettelleir, is that a motion to amend the proposed motion or a sufficient motion for THEA to address the MOA with additional, exhibits. Ms. Lettelleir replied yes to Secretary David Gwynn’s motion and amendment together with the original motion.

The Chairman asked for a motion. Mr. Alvarez first moved, and Mr. Barrow seconded the motion. The Chairman noted now the motion can be amended. Chairman asked if there was any discussion, the vote was called by roll call, and the motion carried.

Chairman thanked Secretary Gwynn for the role he played in this project.

V. STAFF REPORTS

A. Operations & Maintenance – Brian Pickard

Mr. Pickard initiated his report with slides of an overview of the progress made on the Selmon West Extension. He stated they only had two more spans to complete with only 48 segments left at the casting yard.

Chairman stated he would like to be notified when the last segment is set in place. Mr. Alvarez echoed the same request.

Selmon South is on the finishing touches. There is some debris to be picked up and some drainage to complete for final acceptance.

Mr. Pickard stated the Pier Up-Lighting Project is going well. They are putting in the conduit into the segments from 22nd to 39th Street. Old lighting foundation removal is scheduled to start next week.

Mr. Pickard mentioned he was hoping to have the lights functioning before the Super Bowl, but because of COVID- 19 delivery has slowed the process. He notified the Board the delivery of the lights is not on schedule. Few, if any, lights will be operational by the Super Bowl.

B. Toll Operations – Rafael Hernandez

Mr. Rafael Hernandez briefed the Board on toll operations for October 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 4.6% on total accounts processed and a minus 20% for transactions processed, compared to October 2019, counts by doing 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 20% on the east group combining the REL. Mr. Hernandez reported how THEA continues servicing over 86,000 vehicles daily.

Mr. Barrow requested a comprehensive year to date traffic report. Mr. Hernandez said he will provide the report.

C. Finance Update – Jeff Seward

Mr. Seward discussed that currently we are aligned with the budget for both revenues and expenditures and explained that in January there will be a new format to the Board report since THEA's original reporting of the full year of revenue simply divided by 12 doesn't take into account the new environment THEA stands with COVID-19. Mr. Seward continued with a report on the agency's 2020 Small Business Enterprise (SBE) expenditures stating that THEA is contributing effectively to the local small businesses.

The Chair asked if these were based on Federal definition of SBE's and Mr. Seward stated yes, and that a more in-depth detailed report will be forthcoming to the Board.

D. Public Affairs & Communications – Sue Chrzan

Ms. Chrzan reported on the Florida Automated Vehicle Summit. 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, December 3rd from 11:00 a.m. to 12:00 p.m. Mr. Jonas will be speaking on "Cars & Climate how the Big Tech, Fleets, and Cities Drive the EV Revolution."

VI. EXECUTIVE REPORTS

A. Executive Director (Joe Waggoner)

1. Contract Renewal & Expiration report

Mr. Waggoner reported that the contract with the firm Public Trust Advisors for investment advisor services will have its first-year renewal beginning May 2021, unless otherwise directed by the Board.

B. General Counsel (Amy Lettelleir, Esq.)

Ms. Lettelleir had no new report.

C. Chairman (Vincent Cassidy)

Upcoming Meetings

December Board Meeting has been cancelled. The next Committee as Whole Meeting will be held on January 11th. Board of Directors Meeting will be held January 25th, 2021.

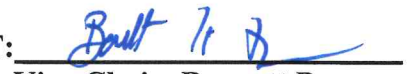
VII. ADJOURNMENT

With no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:15 p.m.

APPROVED:


Chairman: Vincent J. Cassidy

ATTEST:


Vice-Chair: Bennett Barrow

DATED THIS 25th DAY of January 2021