

Tampa-Hillsborough County Expressway Authority
Minutes of January 25th, 2021 Board Meeting
Port of Tampa
815 Channelside Drive, Tampa, FL 33602
Cruise Terminal 3, 2nd Floor

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on January 25, 2021 based in the Port of Tampa Cruise Terminal 3, 815 Channelside Drive 2nd Floor, Tampa, Florida. The following were present:

BOARD:

Vincent Cassidy, Chairman
Bennett Barrow, Vice Chairman
Danny Alvarez, Secretary
Mayor Jane Castor, Member
FDOT D-7 Secretary David Gwynn, Member

STAFF:

Joe Waggoner, Amy Lettelleir, Sue Chrzan, Robert Frey, Rafael Hernandez, Brian Pickard, Jeff Seward, Julie Aure, Debbie Northington, Brian Ramirez, Lilly Salas
Ian Whitney
Lisa Propps
William McFetridge
Jim Drapp, Al Stewart
Sally Dee
Julie Davis, Sam Lazzarra, Jon Stein
Kim Debosier, Acey Roberts

CITY OF TAMPA

CONSOR

GRAY ROBINSON

HNTB

PLAYBOOK PR

RIVERO GORDIMER & COMPANY

WGI

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 January 25, 2021.

III. CONSENT AGENDA

The Chairman then continued with the Consent Agenda approvals.

A. Approval of Minutes of the January 25th, 2021 Board of Directors Meeting

B. Increase in Funding for Railroad Flaggers with CSX Agreement for the Selmon West Extension- \$183,000 (Total payment to CSX expected to be \$1,085,208)

C. Approval of the changes to the Amended and Restated Memorandum of Agreement and the exhibits thereto with FDOT for the Selmon West Extension Project.

D. Task Order for HNTB Sketch Level Analysis for \$75,000, Capital Budget

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. Traffic and Revenue Services – Sue Chrzan on behalf of Bob Frey

Ms. Chrzan reported the purpose for this item is to provide traffic and revenue services, including investment grade studies for financial planning on the THEA toll road systems, including studies and any extension projects, or candidate projects and other services as needed. Funding will come out of the Capital Budget. Ms. Chrzan noted that Stantec was the only firm to submit a bid. We would like to Authorize and direct staff to negotiate and execute a contract with Stantec for traffic and revenue services. Contract is subject to review and approval of THEA General Counsel.

The chairman noted if the Board was comfortable with one response. Mr. Waggoner explained how the industry understood that THEA is happy with Stantec. We like the firm; they do a good work. If needed, we can contract with any other agency's procured Traffic and Revenue Consultant.

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

B. Operations & Maintenance Committee – Bennett Barrow, Chairman

1. REL Load Center Upgrades Task- Brian Pickard

Mr. Pickard addressed the Board noting the first item is to upgrade load centers for the REL in preparation of the Pier Lighting installation. Negotiations were conducted and finalized with Ferrovia who is THEA's Asset Maintenance Contractor. Mr. Pickard is asking the Board approval to authorize THEA staff to execute a task order with Ferrovia totaling \$55,755 to upgrade 15 load centers in the REL Bridge.

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. Selmon West Extension Project Hurricane Dorian Reimbursement - Brian Pickard

Chairman removed item IV. B.2 Selmon West Extension Project Hurricane Dorian Reimbursement. This will be discussed under “New Business” regarding a proposed total claims settlement with Kiewit that was tentatively reached by staff on Friday January 22, 2021.

3. Approval of Shortlist Recommendations and Subsequent payment of Stipend for East Selmon Slip Ramps (ESSR) Design Build Teams - Brian Pickard

Mr. Pickard explained this item involves a two-part request. The selection process for the ESSR design build contract starts with Letters of Interest (LOIs) submitted by interested design build firms. The THEA Evaluation Committee ranked the LOIs. The top four ranked teams are proposed to be shortlisted by the Board and moved forward to prepare responses for the final selection process. The three teams not selected from these shortlisted firms will receive stipends in accordance with the FDOT design build stipend calculations. The stipend amounts for this project will be \$40,000 each for the firms ranked 2-4 in the final selection process.

Staff requests the Board approve the Evaluation Committee ranking of the Letters of Interest and approve the shortlisted recommendation for the top four (4) ranked firms to move forward in the procurement process. This would include stipends in the amount of \$40,000 being paid to the 3 short-listed firms that are not selected. The final ranking of the shortlisted firms will be brought back to the Board.

Firm Name	Total Score	Averaged Score
Ajax Paving Industries of Florida	58	19.33
Superior	55	18.33
Middlesex Corporation	52	17.33
Cone & Graham	49	16.33

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

Chairman explained how in the past \$400,000/ \$500,000 each was spent for the Selmon extension. However, \$40,000 thousand seems to be a good choice. Chairman asked if that is a formula THEA uses. Mr. Pickard replied yes. Chairman clarified the motion was carrying both the ranking and the spend. Mr. Danny Alvarez questioned if THEA was paying each firm \$40,000. Chairman clarified we are paying \$40,000 to each of the 3 shortlisted firms that are not selected in the final procurement step, and that the stipend will let us use their design ideas. Mr. Alvarez thanked the Chair for the clarification.

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

4. 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 explained to the Board the need to procure CEI services for the East Selmon Slip Ramps Project, funding will come from the Capital Budget. Staff requests the Board to approve the Evaluation Committee ranking and shortlisting of the Letters of Interest for this project. The 3 shortlisted firms will advance to the next phase of this procurement. Six firms submitted Letters of Interest.

Firm Name	Total Score	Averaged Score
Conсор Engineering	56.5	18.83
HDR	54.5	18.17
Lochner	53	17.67

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

5. Tolling In -Lane Loop Replacement for Automatic Vehicle Classification (AVC) System Rafael Hernandez

Mr. Hernandez reported to the Board that this item aligns with the previously approved resurfacing work for certain areas on the Selmon. Resurfacing through the toll sites requires the replacement of tolling components embedded in the old surface. The purpose of this request is to install new in-lane magnetic loops that detect and classify vehicles traveling through toll sites. Funding is provided from the Capital Budget for \$108,427. The Board is asked to authorize THEA staff to issue a task order for TransCore, LP in the amount not to exceed of \$108,427.00 to install new in-lane magnetic loops at toll sites scheduled for asphalt resurfacing.

Toll Site Locations Scheduled for Asphalt Resurfacing	Cost
West Mainline Gantry (Westbound)	\$ 26,632.55
West Mainline Gantry (Eastbound)	\$ 19,728.59
Willow Street On Ramp	\$ 12,413.15
Willow Street Off Ramp	\$ 12,413.15
Plant Avenue Off Ramp	\$ 12,413.15
Plant Avenue On Ramp	\$ 12,413.15
22nd Street On Ramp	\$ 12,413.15
Total	\$ 108,427.00

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. Audit/Finance Committee

1. FY20 Financial Statements

Mr. Seward introduced Mr. Sam Lazzara, Mr. Jon Stein, and Ms. Julie Davis who are independent CPAs with Rivero Gordimer & Company and are pleased to deliver the results of the audit. Draft copies of the information have already been shared with the Board Members and the information has been reviewed and approved by the staff. Mr. Lazzara thanked Mr. Seward and his team for their cooperation and support through the annual audit process.

Mr. Jon Stein provided a brief high-level review of the audit and stated that Rivero Gordimer is prepared to issue an unmodified opinion on the organization's finances. Mr. Stein noted no disagreement with management. The audit was performed in accordance with GAAS and provides reasonable - not absolute- assurance that the financial statements are free of material misstatement. Responsibilities under government auditing standards are compliant with laws, regulations, contracts, and grants. Mr. Stein explained that THEA received \$1.8 M in federal grants. Rivero Gordimer performed a federal single audit with additional compliance attributes related to the federal dollars that were spent during fiscal year 2020. Rivero Gordimer reviewed controls to the extent necessary to render an opinion in the financial statements. The key item to be noted within the audit report is that there are no material weaknesses or findings.

Ms. Julie Davis presented a three-year summary of components of the balance sheet, liabilities and net asset position, and statement of revenue and expenses.

The Chairman asked for a motion. To accept the statements. 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. FY2021 Operating Budget Amendment

Mr. Seward explained that although the FY2021 budget was developed very conservatively, based on the unknown impacts to traffic and revenue from the pandemic, we are seeing current revenues exceeding budgeted estimates. When the budget was adopted we had made cuts to several budget items and indicated to the board that we would be back with a budget amendment if our revenues continued to trend above forecast. Mr. Seward discussed the revenues coming in almost 18% above budget projections. We are requesting the board to consider a budget amendment to the FY2021 operating budget in the amount of \$390,720. He went on to discuss the specific requests of the departments.

The Chairman stated that he appreciated staff sharpening their pencils and reducing the total amount of the ask from the amount he was briefed on earlier.

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.

General Counsel – Amy Lettelleir, Esq.

1. Human Resources Policy Updates

Ms. Lettelleir presented to the Board proposed revisions to THEA's Human Resource Policy. THEA's current policies are embedded with procedures and this can be confusing. The new policy represents current best practices for human resources including updates for anti-harassment and anti-discrimination policy, ADA and equal opportunity policies and best employment policies. The policies presented have been benchmarked amongst our peers and other agencies. The procedures will be developed following Board approval of these policies. These new policies will be included in the employee handbook that will be reviewed by all current employees and new hires. All employees will be required to annually acknowledge that they have reviewed the policies and understand that they must be followed as part of their employment with the Authority. We will bring additional policies revisions within the upcoming months. These are only the Human Resource Policies. The action requested is the approval and the adoption of the presented policies.

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

The Chairman thanked Ms. Lettelleir on a great job getting THEA up to speed with great best practices.

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 initiated his report with pictures of the casting yard with no usable segments left. Continued with a picture from west end near the Gandy Bridge, where they are finishing the fin backs, which are now complete. At the east end of the segmental extension, they still need to install one expansion joint. Lastly, he reviewed the Dale Mabry interchange where they are finishing barrier wall installation. Pier up lighting first set of luminaries have been delivered and installed.

B. Toll Operations – Rafael Hernandez

Mr. Rafael Hernandez briefed the Board on toll operations for November 2020. Mr. Hernandez explained THEA continues monitoring transaction counts and how they are servicing customers by account type. He referenced a slide about the Rolling Year of Monthly Toll Transactions to the Board requested by Mr. Barrow. This will show our current in lane transactions counts compared with the past 12 months and the status of the toll transactions counts in the percent format. For the Month of December 2020 THEA has a minus 8.6% lower accounts processed compared to December 2019. Minus 16.8%

transaction count for the same period. Average daily traffic assessment on the West group has minus 18% and on the East group minus 14% Mr. Hernandez explained THEA continues monitoring transaction counts and how they are servicing customers by account type.

Mr. Hernandez reported an update on toll system progress for the Selmon West Extension. Installation began on December 11th, 2020. The Equipment was installed, cabinets, transponder, readers, antennas, toll by plate cameras, and vehicle classification in lane loops. The upcoming steps are installation of IT servers and network equipment, and commissioning testing.

Mr. Hernandez provided a variety of pictures from the toll operations solar array. The pilot went live on October 17, 2018. The Toll sites are located on the East Mainline Eastbound and Westbound with 83% savings in electric power bills within the first year of operations. 33 tons of CO2 emissions avoided (estimated). In FY20, 44% of toll transactions were collected using solar energy. Environmental footprint 4,860 gallons of gasoline offset with 2.293 electric cars charged.

C. Finance Update – Jeff Seward

Mr. Seward reported that he had provided his update during the budget amendment action item; however, he wanted to tell the Board that an added positive to the financials is that we have thus far collected \$1 million more in third party collections than we had at this time last year. He went on to thank Rafael Hernandez and his staff for their work in increasing THEA collections.

D. Public Affairs & Communications – Sue Chrzan

Ms. Chrzan reported to the Board that the FAV Summit Series is in full bloom, THEA received a total of 760 attendees, who stayed connected an average of one hour. THEA is proud of this unique experience. Ms. Chrzan provided two videos of the completion of the South West extension of the last segment, and lastly a review in year of all the Communication department has accomplished in 2020. Ms. Chrzan reminded the Board, Wednesday January 26th THEA will be hosting a media day on the Gandy extension. She also mentioned that on February 25th THEA will be hosting the South Selmon public hearing at the Convention Center.

Chairman congratulated Ms. Chrzan on the Mississippi Street project. Ms. Chrzan replied, it was a great partnership with the City of Tampa and the HOA.

VI. EXECUTIVE REPORTS

A. Executive Director (Joe Waggoner)

1. Contract Renewal & Expiration report

Mr. Waggoner reported that contracts with HNTB, Atkins North America, Inc., and Milligan Partners, have reached their end of their contract term and no renewal options available and all will be going out to bid.

B. General Counsel (Amy Lettelleir, Esq.)

Ms. Lettelleir had no new report.

C. Chairman (Vincent Cassidy)

1. Upcoming Meetings

February Board Committee as Whole Meeting will be cancelled. The next Board Directors Meeting will be held February 22nd, 2021.

VII. New Business

Chairman reported, Staff have been in negotiations with Kiewit on several design/construction related claims. The current value of those claims totals \$8,556,323. We have not paid for any change orders for claims to date on the original Kiewit contract value of \$230,058,000.

Chairman noted how he was informed Friday that staff have reached a tentative agreement with Kiewit to settle all outstanding claims for \$4,567,223. That is 2% of the Kiewit contract value. The settlement is for 53.4% of the total value of the claims: He stated staff believe this is a reasonable solution. Therefore, Chairman motion to delegate authority to the Executive Director to execute a settlement agreement with Kiewit Infrastructure South Co. for release of all Notices of Claims as of the date of execution of said agreement. And to approve the execution of a change order to the Selmon West Extension design build contract between the Authority and Kiewit Infrastructure South Co. in an amount not to exceed of \$4,650,000 million.

The Chairman asked for a motion. Mr. Bennett first moved, and Secretary David Gwynn second the motion.

Chairman asked Secretary Gwynn, in the years of his experience do these numbers seem fair. Secretary Gwynn replied that not being able to review all the individual elements of the claim and speaking in general and knowing that Mr. Brian Pickard reviewed all the elements and is familiar with how the FDOT system works for claims, 2% on a complex

job is probably not uncommon for unforeseen issues out of the contractor's control, a 2% does not surprise him.

Chairman noted he wanted to get a margin of reason from an expert. Secretary Gwynn replied if Mr. Pickard looked at this contract the same way he did when he was at FDOT he would be comfortable that he will make the right choice.

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

VII. ADJOURNMENT

With no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:10 p.m.

APPROVED:


Chairman: Vincent J. Cassidy

ATTEST:


Vice-Chair: Bennett Barrow

DATED THIS 22nd DAY of February 2021

