

Tampa-Hillsborough County Expressway Authority
Minutes of February 22, 2021 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 February 22, 2021 at the Port of Tampa, 815 Channelside Drive, Cruise Terminal 3, 2nd floor in Tampa, Florida. The following were present:

BOARD:

Vincent Cassidy, Chairman
Bennett Barrow, Vice Chairman
Daniel Alvarez, Secretary
FDOT D-7 Secretary David Gwynn, Member
Commissioner Ken Hagan, Member

STAFF:

Joe Waggoner	Jeff Seward
Amy Lettelleir	Shari Callahan
Sue Chrzan	Brian Ramirez
Robert Frey	Julie Aure
Rafael Hernandez	Chaketa Mister
Brian Pickard	Lilly Salas

The following individuals signed in at the meeting:

Al Stewart, HNTB	
Jim Drapp, HNTB	Sally Dee, Playbook PR
Steve Williams, Infotect	Kamila Khasanova, Playbook PR
Ron Nelson, Infotect	Kim DeBosier, WGI

I. CALL TO ORDER

Chairman Vincent Cassidy called the meeting to order at 1:33 p.m.

II. PUBLIC INPUT PRESENTATIONS

There were no public input presentations.

III. CONSENT AGENDA

The Chairman continued with the Consent Agenda approvals.

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

B. Task Order:

1. HI-0082 P-44 HNTB Transit Flex Lanes Support, \$60,000

The Chairman asked for a motion to approve. Mr. Bennett Barrow moved approval, seconded by Commissioner Ken Hagan. The motion carried without opposition.

IV. DISCUSSION/ACTION ITEMS

A. Planning Committee –Bob Frey

1. THEA-FDOT I-4 FRAME Support Task Order

Mr. Bob Frey introduced the item noting it is part of THEA's Automated/Connected/Electric/Shared innovation program. The program will allow THEA to work in collaboration with FDOT and have the FDOT system and the THEA system work together, making it easier for travelers to move between systems. The potential locations for the coordination include the I-4 Connector, I-75 interchange, Gandy Boulevard, and the Willow Boulevard area south of Kennedy Boulevard.

The requested action is for Board approval to execute a task order with HNTB. Funding is not to exceed \$150,000 from the Capital Budget.

The Chairman asked for a motion to discuss. Mr. Barrow moved to discuss, and Secretary David Gwynn seconded the motion.

With no questions or comments, the Chairman called for a vote to approve the action item. The motion carried without opposition.

B. Operations & Maintenance Committee – Brian Pickard

1. Construction Engineering Inspection (CEI) Services for the East Selmon Slip Ramps Design-Build Project

Mr. Brian Pickard discussed the scoring for the construction engineering inspection services for the East Selmon Slip Ramps Design-Build Project. He requested approval of the Evaluation Committees shortlisted firms:

Rank	Firms	Total Score	Average Score
1	Conсор Engineering	284	94.67
2	HDR	274	91.33
3	Lochner	272	90.67

Mr. Pickard also requested that the Board authorize and direct staff to negotiate and execute a contract with the highest ranked firm for CEI Services for the design and construction of the East Selmon Ramps project. He noted that if negotiations are unsuccessful, staff will negotiate with the next highest ranked firm. The contract is subject to review and approval by THEA General Counsel.

Mr. Alvarez moved approval, seconded by Mr. Barrow. The motion carried without opposition.

2. Change Order to Contract No. 0-02219 with Gosalia for Paving REL, \$193,923
Capital Budget

Mr. Pickard explained the purpose of the change order, which is to reimburse Gosalia for the REL paving completed as part of the East Selmon Expressway Toll Gantry Area Resurfacing. THEA took the item to the Disputes Review Board, who ruled that the work was considered extra and should be paid.

Mr. Pickard requested the Board authorize the Executive Director to sign a change order to Gosalia Concrete Constructors, Inc. for \$193,923.

Mr. Barrow moved approval, seconded by Mr. Alvarez.

Chairman Cassidy asked about lessons learned. Mr. Pickard explained that a previous version of the specs was posted on the website for review and did not include the work in question. New protocols are in place to ensure this doesn't happen in the future.

Mr. Alvarez asked if the \$193,923 was the actual cost or if that was negotiated. Mr. Pickard noted it was negotiated from \$198,000.

The motion carried without opposition.

V. STAFF REPORTS

A. Operations & Maintenance – Brian Pickard

Infotect Consultant, Steve Williams, provided the Board with an update on IT Security.

- All employees received security awareness training in November 2020.
- Account security standards were implemented in the past 18 months to include Microsoft 365 multi-factor authentication.
- Mandatory password change is implemented for all staff in July, 2020.

- The edge perimeter firewall was upgraded in August, 2019.

In response to the pandemic and assisting staff in working remotely, several actions were taken:

- Expanded use of agency VPN
- Load-balanced traffic across two internet connections
- Appropriated extra server license to build a remote desktop server to make it easier to use line-of-business applications from remote locations
- Leveraged Microsoft 365 One Drive to allow staff to better share files and work remotely in a secure encrypted file-sharing method

Chairman Cassidy asked how often employees are required to change passwords. Mr. Williams explained that with the multi-factor identification password changes are not necessary as long as the passwords are strong and encrypted.

Chairman Cassidy also asked whose equipment employees are using when working from home. Mr. Williams confirmed that agency equipment is being used.

Finally, Chairman Cassidy asked when the last assessment of the infrastructure was conducted. Mr. Williams explained that things like firewall logging and Microsoft 365 activity are reviewed quarterly with THEA IT.

New employee IT training is conducted for all new employees.

Mr. Pickard reviewed projects:

- Headquarters rehabilitation project – 3rd floor is complete with the exception of A/C and staff are moving back into their offices. Construction on second floor has begun.
- Dale Mabry interchange – all concrete grinding is complete. Gantries are up and running, paving of Westshore is complete, next step is to pave Gandy. They are still working on some lime rock and expansion joints. The opening is expected in the middle of April.

B. Toll Operations – Rafael Hernandez

- Mr. Hernandez discussed tolls from January 2021. We are tracking at 80% compared to last year. For the month of January 2021 – we have total accounts processed -8.3 points from 2020 and transactions -20 points compared to 2020. The ADT for January 2021 in the west group is -20.3 points, and in the east group -16.3 points.
- The Selmon West Extension – they are working on getting the site prepared. The installation is complete. The next step is to coordinate with the financial back offices and that work began last week. We are set to begin the in-lane system commissioning testing on February 24, 2021.

Chairman Cassidy asked Mr. Waggoner what the rest of the state is saying about capacity and utilization. Mr. Wagoner noted that we are tracking consistently with other urban facilities that are commuter based. The Florida Turnpike is actually doing better for the more regional goods and services route/distance travel.

Secretary Gwynn explained that FDOT is seeing that some places are back up to where they were before COVID. Pasco County is one example. One change they have noticed is that peak hours are not as pronounced, but total volume for the day is around 95%.

Mr. Waggoner suggested that until the vaccine has been more widely distributed and the office buildings in downtown Tampa are reopened, we will not see a significant change from this 20% decline.

C. Finance Update – Jeff Seward

Mr. Seward presented a snapshot of agency financials. We are tracking as expected as far as expenditures are concerned. We are tracking over our budget as far as revenues are concerned and we're looking at almost 18% above our anticipated budget last summer. He explained that as we get into the March/April timeframe where we're looking at a full year from the impacts of the pandemic on our transportation revenues, he will add FY-2019 to the comparisons to show the 3-year comparison, noting that we don't want to use the COVID impact as our future baseline. We're in good financial shape. Revenue is tracking higher and expenditures are less than what we anticipated.

D. Public Affairs & Communications – Sue Chrzan

Ms. Chrzan announced the following upcoming meetings/events:

- FAV Summit Speaker Series will be at 11:00 am. You can sign on at FAV.com. Eight hundred people have signed on so far.
- Thursday night is our PD&E Study for the South Selmon PD&E Capacity Study. It will be at the Convention Center starting at 5:00 pm, with the actual presentation beginning at 6:00 pm.
- The opening of the West Selmon Extension will be in mid-April. Elected officials and VIPs will be taken up on the Extension for the ribbon cutting and the check presentation to the City of Tampa. Then there will be an opportunity to drive the extension.

VI. EXECUTIVE REPORTS

A. Executive Director – Joe Waggoner

Mr. Waggoner announced the completion of the Dynamic Message Sign Contract, noting that it was completed on budget.

B. General Counsel – Amy Lettelleir, Esq.

No report from General Counsel

C. Chairman

1. Upcoming Meetings

- THEA Committees as a Whole – March 8, 2021
- THEA Board Meeting – March 22, 2021

VII. OLD BUSINESS

No old business.

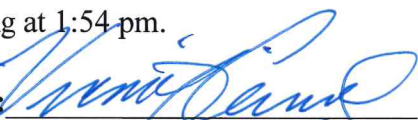
VIII. NEW BUSINESS

No new business.


IX. ADJOURNMENT

With no further business to come before the Board, Chairman Cassidy adjourned the meeting at 1:54 pm.

APPROVED:


Chairman: Vincent J. Cassidy

ATTEST:


Vice-Chair: Bennett Barrow

DATED THIS 26th DAY OF APRIL 2021