

Tampa-Hillsborough County Expressway Authority
Minutes of May 24, 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 May 24, 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
John Weatherford, Member

FDOT D-7 Secretary David Gwynn, Member
Mayor Jane Castor, Member

STAFF:

Joe Waggoner
Amy Lettelleir
Sue Chrzan
Bob Frey
Brian Pickard
Jeff Seward
Rafael Hernandez

Shari Callahan
Man Le
Chaketa Mister
Debbie Northington
Charlene Ponce
Brian Ramirez
Anna Quinones

OTHERS:

Alfred Lurigados, BCC Engineering
Al Stewart, HNTB
James Drapp, HNTB
Brent Wilder, PFM
Sally Dee, Playbook

Jennifer Cowan, BMO Harris Bank
Rick Patterson, Raymond James
Steven Reich, TPC
John Generalli, Wells Fargo Bank
Kim DeBosier, WGI

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman Vincent Cassidy called the meeting to order at 1:30 p.m., followed by the Pledge of Allegiance.

II. PUBLIC INPUT PRESENTATIONS

There were no public presentations.

The Chairman announced a change in the order of the agenda items. Item **IV.B.1. Executive Director/CEO Recruitment Schedule** will be moved to the top of the agenda.

Mr. Jeff Seward presented the executive recruitment materials and candidate requirements.

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THEA has reached out to industry experts and outside counsel and has also collaborated with Laura Kelley, CEO of CFX, and Steve Reich, former Executive Secretary of the Maryland Transportation Authority, previously at CUTR and former Interim Executive Director/CEO for THEA. We continue to work with outside counsel to ensure that all applicable processes and procedures are being followed. THEA has also reviewed similar advertisements by, and reached out to, other industry agencies to obtain best practices. This research was used to develop the recruitment package.

Mr. Seward reviewed both the minimum and preferred requirements as well as ideal candidate attributes. He then discussed the process and pointed out that THEA is not using a recruiter, in part because THEA is a very niche type of governmental entity and the core group of experienced candidates will come from the industry, which is a small group and easily targeted. He added that the board always has the option to change course and secure an executive recruiter to continue the process or start the process over; however, he expressed confidence that the process that has been developed and the outreach that is planned will result in a qualified pool of top candidates.

Finally, Mr. Seward reviewed the proposed timeline.

May	June	July	August	September
Recruitment Opens		Recruitment Closes Prepare qualified candidate packages Send packages to Board of Directors	Conduct background and reference checks	Contract negotiations
Receive applicant packages		Board members each choose top five candidates	Board begins 1:1 interviews with top candidates	
		July 28 Board meeting -Top five candidates presented. Board chooses candidates for interviews	August 23 Board meeting - Board chooses top candidate	September 27 Board meeting – Board approves contract

The requested action is for Board approval of the recruitment materials, schedule, and process.

*The Chairman asked for a motion to approve. **Mr. Bennett moved approval, seconded by Mr. Weatherford.***

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Secretary Gwynn asked about the future role of the panel members from whom THEA has solicited advice. Mr. Seward explained they will be available as a resource to Board members – they will not be a part of the interview process. Mr. Gwynn offered the expertise of Nicola Liquori, Executive Director of Florida Turnpike Enterprises to also serve on the advisory panel.

Mr. Gwynn also noted the importance of reaching the broadest range of candidates possible and inquired about using a recruiter. He also expressed concerns about not listing the compensation in the recruitment notice, adding it would be helpful to applicants to know what they are applying for.

Mr. Seward reported that about 50% of recruitment notices for Executive Director positions show the salary range. Including the range in the recruitment notice is a board decision. Chairman Cassidy asked how THEA would handle inquiries about the salary range. Mr. Seward stated the response would be between \$250K and \$350K annually.

Chair Cassidy responded to Secretary Gwynn's question about using a recruiter. He mentioned that in his years on the Board of THEA, traveling both locally and internationally for various conferences, it has been his experience that the agency is very visible, well known and well respected around the world. He expressed confidence that the recruitment process will yield a good pool of applicants. He added that if, at some point in the process, it is determined that a recruiter is necessary, one will be hired.

The Chairman also discussed timing and process. He recommended a board selection committee and asked board members to let Mr. Seward know if they would like to serve on that committee. All board members are welcome to serve.

Mr. Gwynn mentioned that it might be a good idea to reach out to various agencies with the recruitment information.

Chair Cassidy questioned what quality control measures are in place. Mr. Seward noted outside counsel will review the work throughout the process.

Mayor Castor agreed with Secretary Gwynn regarding listing the salary in the recruitment notice. She also expressed concerns about how the position will be advertised but noted that after hearing the presentation she is comfortable with the recruitment plan laid out by Mr. Seward.

John Weatherford expressed initial concern about the accelerated timeline, but that concern was also addressed in the presentation.

Mr. Barrow suggested that if we hit a stopping point in the next month or so that staff reach out to a recruiter who specializes in this type of search.

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Chairman Cassidy noted since the goal is September, if the pool of candidates is not as expected in July, there is still time to hire a recruiter and meet the timeline.

He asked for board input on amending the recruitment notice to include the salary range.

Mr. Weatherford said he would be comfortable with adding the salary. Mr. Barrow also expressed agreement with adding the salary but deferred to the experts as far as industry standard. There was a brief discussion about the range and a previously conducted salary survey.

By consensus, the board agreed to include salary range in the posting.

Chairman Cassidy summarized the discussion, noting that the salary range will be included in the posting, the board will pivot if there is a need to enlist a recruiter, and board members will let Mr. Seward know if they wish to serve on the selection committee.

The motion carried unanimously.

III. CONSENT AGENDA

The Chairman continued with the Consent Agenda and approvals.

- A. Approval of the minutes from the April 26, 2021 Board Meeting and the May 10, 2021 Committees of the Whole Workshop**
- B. Approval for an increase in funding to Kiewit Contract for the Selmon West Extension - \$610,000 (Final payment of Fuel and Bituminous Adjustments and material quality incentive payments).**
- C. Approval for an increase in funding for Ajax Design-Build contract for Twiggs Street Project - \$150,000 (Adjustments to City of Tampa and FDOT Fiber and Conduit not known at bid time).**

The Chairman asked for a motion to approve. Mayor Castor moved approval, seconded by Mr. Weatherford. The motion carried unanimously.

IV. DISCUSSION/ACTIONS ITEMS

A. PLANNING COMMITTEE – John Weatherford, Chairman

1. Selmon South Drainage Analysis

Mr. Bob Frey explained that the purpose of the task is to conduct drainage analysis and modeling for South Selmon to connect into the City of Tampa's stormwater system and verify that the system will meet demand. The analysis will be conducted over the next 4-5 months, working closely with the City of Tampa.

Funding will come from the capital budget – not to exceed \$100,000.

The requested action is for Board approval for THEA staff to execute a task order with HDR for the Selmon South Drainage Analysis in an amount not to exceed \$100,000.

The Chairman asked for a motion to approve. Mr. Weatherford moved approval, seconded by Secretary Gwynn.

Mr. Weatherford spoke in favor of the motion.

Motion carried unanimously.

B. CHAIRMAN – Vincent Cassidy

1. Executive Director/CEO Recruitment Schedule

This item was discussed earlier in the meeting.

C. OPERATIONS & MAINTENANCE – Bennett Barrow, Chairman

1. General Engineering Consultant RFP

Mr. Brian Pickard discussed the General Engineering Consultant contract. Funding will come from the Capital Budget and OM&A Budget.

The request is for the Board to:

- a. Approve the recommendation of the Evaluation Committee for GEC Services.

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Rank	Firm	Total Score	Average Score
1	HNTB	576	192
2.	BCC	537	179
3	KCI	531	177
4	Jacobs	474	158

- b. Authorize and direct staff to negotiate and execute a contract with the firm having the highest score. If negotiations are unsuccessful, staff shall negotiate with the next highest scoring firm. Contract is subject to review and approval of THEA General Counsel.
- c. Authorize and direct staff to negotiate and execute push button contracts with the remaining firms from the list. Push button contracts provide an option for future use with no funding commitment at this time. Contracts are subject to review and approval of THEA General Counsel.

*The Chairman asked for a motion to approve. **Mayor Castor moved approval, seconded by Mr. Weatherford.***

Mr. Gwynn asked about the terms of the contract. Mr. Pickard noted the contract is three years with the option of two, one-year extensions for a total of five years.

The motion carried unanimously.

2. East Selmon Slip Ramp Design-Build Contract

Mr. Brian Pickard discussed the Design-Build services for the East Selmon Slip Ramps project. Funding will come from the Capital Budget – Bond Proceeds in the amount of \$23,989,000.

The request for board approval of the ranking and selection of the Evaluation Committee for the Design-Build services and authorize & direct staff to negotiate and execute a contract with the firm having the lowest score. If negotiations are unsuccessful, staff shall negotiate with the next lowest scoring firm. The contract is subject to review and approval of THEA General Counsel.

Rank	Firm	Total Adjusted Score	Bid Price Proposal
1	Middlesex Corporation	90,184.04	\$23,988,955.00
2	Cone & Graham	103,494.83	\$24,528,274.56
3	Ajax Paving Industries of Florida	118,469.75	\$33,290,000.00
4	Superior	122,700.13	\$31,043,133.94

The Chairman asked for a motion to approve. Mr. Weatherford moved approval, seconded by Secretary Gwynn.

The motion carried unanimously.

3. East Selmon Slip Ramps CEI Contract

Mr. Brian Pickard discussed the purpose of the contract with Consor, which is to provide construction engineering and inspection services for the East Selmon Slip Ramp Design-Build project. Consor was selected in accordance with THEA Procurement Services and approved by the Board on January 25, 2021. Funding will come from the Capital Budget in the amount of \$2,626,000.

The request is for the Board to approve the East Selmon Slip Ramp CEI task order with Consor in the amount of \$2,626,000.

The Chairman asked for a motion to approve. Mayor Castor moved approval, seconded by Mr. Weatherford.

Chairman Cassidy asked for an explanation of the two different items related to the slip ramps. Mr. Pickard explained that the first item is for the contractor who will design and build the slip ramps and the second is the construction/engineering consultant who will oversee that work.

The motion carried unanimously.

D. GENERAL COUNSEL – Amy Lettelleir, Esq.

1. Human Resources Policy Updates

Ms. Lettelleir presented the Board with a proposed Concealed Weapons Policy. The policy reflects common best practices and includes the protections granted in the Florida Statutes relative to firearms.

The Chairman asked for a motion to approve. Mayor Castor moved approval, seconded by Mr. Weatherford.

The motion carried unanimously.

E. EXECUTIVE DIRECTOR – Joe Waggoner

1. THEA Staffing – New Positions

Mr. Waggoner briefly discussed the growth in THEA's toll services and work program over the last few years and how that growth has resulted in the need for two new positions – one in Communications and the other in Toll Operations. The request is for the board to authorize these two new positions. Mr. Waggoner introduced Ms. Sue Chrzan and Mr. Rafael Hernandez to provide additional details.

Ms. Chrzan explained the Communications position would cover projects, monitor communication activity, and coordinate functions across THEA. Part of the salary will be capitalized because it is tied to projects. The hiring of this position will save \$75K each year compared to using a consultant for these services.

Chairman Cassidy asked about the reference to the term "capitalize." Mr. Seward explained that a portion of the salary will come from the work program as a direct charge back to specific projects.

Mr. Gwynn asked about the salary comparison and whether the figure included benefits. Mr. Chrzan responded in the affirmative.

Mr. Hernandez discussed the success of the electronic toll operations, which has led to the need for a new position to assist with the implementation of future technology-based projects, assist in the change management procedure for software modifications and fulfill activities that are currently being performed through a contract.

The salary will be split 50/50 between OM&A and capitalized budgets, with an estimated savings of \$25K per year compared to the current consultant contract for the same activities.

Mr. Weatherford asked if a recruiter will be used for these positions. Mr. Hernandez noted that recruitment will be handled in house.

The Chairman asked for a motion to approve. Mr. Weatherford moved approval, seconded by Secretary Gwynn.

The motion carried unanimously.

V. STAFF REPORTS

A. Planning and Innovation – Bob Frey

Mr. Frey provided an overview of the ongoing PD&E studies and other projects.

He discussed the alternatives meeting for South Selmon PD&E and noted the project will come to the Board for approval in July, with construction expected to begin in 2023.

Next, he discussed the East Selmon PD&E and reported that THEA expects to hold the alternatives meeting for that project this summer, and the preferred alternative meeting in early 2022. This project will be delayed until 2026 due to the REL Merge Slip Ramp project. The slip ramp project will help relieve cut-through traffic and ensure full use of the system.

Chairman Cassidy asked about the \$24M and the \$2.6M approved earlier in the meeting relative to the slip ramps and the difference between that number and the \$31M noted in the presentation. Mr. Frey explained that the \$31M is the potential total cost - a “not-to-exceed” number. The amounts approved today are actual estimates from the contractors and for the CEI.

He also discussed the Whiting Street PD&E, which includes the reconfiguration of the 6A and 6B ramps and the connection of Whiting Street to Meridian Avenue. The Public Hearing is expected to take place in September, with construction beginning in 2024.

The Nebraska PD&E is a smaller project and construction is expected to begin in 2023.

Finally, Mr. Frey gave an update on Vision Zero and CV Pilot.

B. Operations and Maintenance – Brian Pickard

Mr. Pickard provided a status update on the following:

- THEA Headquarters Building Rehab - in its final stage.
- Selmon West Extension - expecting final acceptance any day.
- Miscellaneous Paving - work will be finished tonight.
- Pier Uplighting Replacement – 8 months remaining on the project.
- Meridian Lighting – completion expected in 2-3 weeks.

C. Toll Operations – Rafael Hernandez

Mr. Hernandez presented the toll transaction counts for April 2021, compared to FY2019, as well as totals for the month. He noted that April counts are down 6% compared to FY2019.

He reported an 111.2% increase in total accounts and a 107.4% increase in toll transactions, comparing FY2021 to FY2020. Average daily traffic comparisons are also up with a 102.5% increase in the West Group and an 81.0% increase in the East Group + REL.

Mr. Hernandez then reviewed the traffic counts for the recently opened Selmon West Extension. Per the Board's request at the April meeting, he reported on the estimated counts versus the actual. THEA estimated a total of 9,900 vehicles during weekdays and 6,200 during weekends and is exceeding expectations.

Finally, he reported on the THEA and CFX Interface to process E-ZPass Transactions is live and vehicles coming from the northeast can now pay for their transactions on the Selmon Expressway.

Chairman Cassidy asked if SunPass works in the northeast. Mr. Hernandez confirmed that as of right now it does not. Mr. Weatherford asked about the timeline on the negotiation process. Mr. Hernandez is unaware of the timeline but noted that the FTE is also the process of going live with the E-ZPass group and he will keep the board informed.

Mr. Waggoner explained that the challenge is that E-ZPass represents about two dozen states, so it is difficult to negotiate reciprocity. Currently, we have reciprocity with Georgia and North Carolina.

D. Audit and Finance – Jeff Seward

Mr. Seward gave an update on the THEA financials as of March 31, 2021, noting that year-to-date through March 31, 2021, actual revenue is currently tracking 12.00% above the adopted budget forecast. He pointed out that through April 30, 2021, actual revenue (unofficial) is currently tracking 11.47% above the adopted budget forecast.

He also noted that the two positions that approved earlier today were included in the budget that was presented to the Board on May 10, so there will be no payroll increase.

E. Public Affairs and Communications – Sue Chrzan

Ms. Chrzan reported that during the recent Whiting Street PD&E Virtual Alternatives Meeting 78 people registered - 30 people attended. The presentation resulted in some good questions and the Q&As will be posted on the THEA web site.

VI. EXECUTIVE REPORTS

A. Executive Director

Mr. Waggoner reported on two contracts that were recently closed. One is a contract with Wantman Group, Inc. for Utility Relocation Services to prepare for the widening of Twiggs Street and the other is a contract with Gosalia Concrete Constructors for the deck slab restoration on the Selmon over Himes Avenue.

B. General Counsel

No report from General Counsel.

C. Chairman

1. Upcoming Meetings

THEA Committees of the Whole – June 14, 2021
THEA Board Meeting – June 28, 2021

The Chair asked Mr. Waggoner if the June 14 meeting was needed. Mr. Waggoner confirmed it is not. The Chair asked that the Committees of the Whole meeting be cancelled.

VII. OLD BUSINESS

A. General Counsel Compensation.

Chairman Cassidy suggested that this item be tabled for discussion until a later date.

The Chairman asked for a motion to table. Mr. Weatherford moved to table, seconded by Mayor Castor.

The motion carried unanimously.

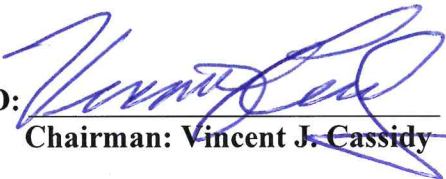
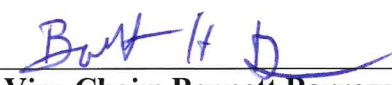
VIII. NEW BUSINESS

There was no new business to discuss.

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IX. ADJOURNMENT

With no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:43 pm.

APPROVED:  ATTEST: 
Chairman: Vincent J. Cassidy Vice-Chair: Bennett Barrow

DATED THIS 28th DAY OF JUNE 2021.