



Meeting of the Board of Directors

August 23, 2021 - 1:30 p.m.

**THEA Headquarters
1104 E. Twiggs Street
First Floor Board Room
Tampa, FL 33602**

For any person who wishes to address the Board, a sign-up sheet is provided at the Board Room entrance. Presentations are limited to three (3) minutes. When addressing the Board, please state your name and address and speak clearly into the microphone. If distributing backup materials, please furnish 10 copies for the Authority Board Members and staff. Any person who decides to appeal any decisions of the Authority with respect to any matter considered at its meeting or public hearing will need a record of the proceedings and, for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal is to be based.

I. Call to Order and Pledge of Allegiance

II. Public Input Presentations

III. Consent Agenda

A. Approval of the Minutes from the June 28, 2021, Board of Directors Meeting

IV. Discussion/Action Items

A. Operations & Maintenance – Bennett Barrow, Chairman – *Brian Pickard, Staff*

1. Intelligent Transportation Systems (ITS) Consultant for Control

System & DMS Fiber Communications Upgrades –*Brian Pickard, Staff*

Purpose: Contract KCI Technologies, Inc to develop a Request for Proposals (RFP) to be used for procurement of a contractor to upgrade our obsolete DMS sign control platform and replace copper communication

lines with fiber. This will allow control of the signs from THEA Headquarters.

KCI Technologies, Inc. selected previously (Board Meeting on May 24, 2021) for push-button contracts covering General Consulting Tasks.

Funding: Capital Budget \$130,000

Action: Request the Board to authorize the Executive Director sign a Task Order with KCI Technologies, Inc for \$130,000 to develop a Request for Proposals (RFP) to procure a contractor to upgrade our obsolete DMS sign control platform and replace copper communication lines with fiber.

B. Chairman – Vincent Cassidy

1. Executive Director Recruitment – Jeff Seward, Staff

V. Executive Reports

A. Executive Director – Joe Waggoner

1. Contract Closeout Report

2. Contract Renewal and Expiration Report

3. Report of Extra Work

a. REL Pier Uplighting Fixtures Replacement

b. THEA Headquarters Renovations

B. General Counsel – Amy Lettelleir, Esq.

C. Chairman – Vincent Cassidy

1. Upcoming Meetings

- THEA Committees as a Whole – September 13, 2021
- THEA Board Meeting – September 27, 2021

VI. Old Business

VII. New Business

VIII. Adjournment

Tampa-Hillsborough County Expressway Authority
Minutes of the June 28, 2021, at 1:30 P.M.
Page 1 of 15

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on June 28, 2021, at 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
Daniel Alvarez, Secretary
FDOT D-7 Secretary David Gwynn, Member

John Weatherford, Member
Mayor Jane Castor, Member
Commissioner Ken Hagan, Member

STAFF:

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

Judith Villegas
Brian Ramirez
Julie Aure
Man Le
Lisa Pessina
Debbie Northington
Charlene Ponce
Chaketa Mister

OTHERS:

Tom Knuckey, Atkins
Todd Josko, Ballard
Michelle Mueller, Garden Light LED
Steve Ferrell, HDR
Al Stewart, HNTB
Jim Drapp, HNTB
David May, Jacobs
James Cook, JP Morgan
Brent Wilder, PFM

Sally Dee, Playbook PR
Kamila Khasanova, Playbook PR
Sarah Lesch, Playbook PR
Rick Patterson, Raymond James
Alex Bigalo, RBC
Matt Sansbury, RBC
John Generalli, Wells Fargo
Christina Kopp, WSP

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

II. PUBLIC INPUT PRESENTATIONS

There were no public presentations.

III. CONSENT AGENDA

The Chairman continued with the Consent Agenda and approvals.

A. Approval of the Minutes from the May 24, 2021, Board of Directors

Meeting

B. Approval of Upcoming Board Member Travel

C. Approval of Annual Ongoing Task Work Orders – FY2022

The Chairman asked for a motion to approve. Mr. Daniel Alvarez moved approval, seconded by Mr. John Weatherford. The motion carried unanimously.

IV. DISCUSSION/ACTION ITEMS

A. AUDIT AND FINANCE – Commissioner Hagan, Chairman

1. Budget – Fiscal Year 2022 (July 1, 2021 – June 30, 2022)

Mr. Jeff Seward presented the FY2022 Budget. He focused on the major changes that have occurred since the May Budget Workshop, noting that toll revenues remain unchanged. The changes are in Toll Operations, Maintenance, and Administration & Personnel and total \$587,788.

Mr. Seward detailed the changes as follows:

Toll Operations: FTE estimates for THEA's portion of SunPass for next year are based on traffic counts for 2020. Because traffic counts were down in 2020, we have built in a \$300,000 FTE COVID Impact Reserve to cover any unforeseen increases in the FTE expense in FY2022.

There was a \$203,926 increase to our gantry maintenance and support contract due to the Selmon Extension, and \$5K was added for solar panel maintenance, which was inadvertently left out of the original proposed budget.

Maintenance: There was a \$48,503 increase in bridge, property, railroad, and antifraud insurance.

Chairman Cassidy asked if the increase is for all insurance or just the antifraud portion. Mr. Seward noted it is for the entire contract. Ms. Lettelleir clarified that the budgeted amount was lower in May, but when the bids came in, they were higher than anticipated, hence the increase.

Personnel: Employment benefits were decreased and there was a net increase of \$30,000. Accrued leave expenses and an increase of capitalized salary expense were added.

Mr. Seward provided a recap of the final budget presented for adoption:

Total Revenue: \$100,603,004

Total Expenses: \$20,543,314

Debt Service Principal and Interest Payment for FY22: \$38,475,806

The Chairman asked for a motion to approve the FY22 Budget. Mr. Alvarez moved approval, seconded by Mr. Weatherford.

The Chairman asked for questions. There being none, *the motion carried unanimously.*

B. PLANNING COMMITTEE – John Weatherford, Chairman

1. Adoption of THEA Work Program

Mr. Bob Frey discussed the Capital Work Program, which consists of preservation and enhancement projects that will increase the safety, operations, and reliability of the THEA facilities. The Work Program consists of the existing fiscal year, budget year, and four planning years.

There have been no changes since the program was presented to the Committees of the Whole in May.

The requested action is for Board approval of the Capital Work Program.

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

Chairman Cassidy asked for the estimated spend on the Work Program. Mr. Frey responded that it is \$604,220. The Chair then asked what we estimated in bonding beginning in 2024. Mr. Waggoner replied that the next time of bond issue to support the capital program is 2024. He pointed out that in the

financial table on page 10 of the work program – the total six years, including the current year, is \$635M.

The motion carried unanimously.

2. Update of Strategic Blueprint Goals, Objectives, and Policies (\$437K)

Mr. Frey reported that every five years THEA updates its strategic blueprint, which encompasses the agency's mission, vision, goals, objectives, and policies. This update will extend the Strategic Blueprint planning period from 2025 through 2034. The Blueprint will provide the foundation for the decisions and initiatives necessary to position THEA as a competitive option to provide transportation improvements.

Subject matter experts will be brought in to discuss different areas, such as financial sustainability, resiliency, evacuation, and other topics, to ensure the goals, objectives, and policies that THEA has in place reflect the next five years.

Funding for the update will come from the Capital Budget, and the requested action is for Board approval of the Execution of a Task Work Order for WSP in the amount not to exceed \$437,000 to complete the Strategic Blueprint Update.

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

Mr. Barrow asked about the timeline to complete the blueprint. Mr. Frey confirmed it would take 3-4 months.

The motion carried unanimously.

3. Whiting PD&E Additional Services (\$355K)

Mr. Frey then discussed the Whiting PD&E Additional Services request. He noted that during the Whiting Street PD&E, the study area and traffic analysis requirements increased to address peer agency future plans and state requirements. These tasks include the Interchange Modification Report (IMR) as required by FDOT, revised traffic analysis, concept revisions to address City of Tampa policies, and an enhanced visualization option for the Public Hearing based on the transforming nature of the Channel District. The additional services are included in the Supplemental Amendment.

The funding of \$355,000 will come from the Capital Budget, and the requested action is for Board approval of the Supplemental Amendment for

Lochner Engineering to complete necessary work for the Whiting Street PD&E in the amount not to exceed \$355,000.

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

The motion carried unanimously.

4. Approval of Whiting Street Staff Recommended Preferred Alternative

The Chairman asked Mr. Frey to elaborate on what the preferred alternative is. Mr. Frey explained the PD&E process and how staff arrives at a preferred alternative. The project investigates connecting Whiting Street to Meridian Avenue and looks at ways to improve operations and safety for Whiting Street between Jefferson Street and Brush Street, the Jefferson Street entrance ramp, and the downtown Tampa eastbound exit ramps. Three alternatives were analyzed after meeting with local peer agencies, jurisdictions, and the public.

The requested action is for Board approval of the Staff Recommended Preferred Alternative for the Whiting Street PD&E for further study, leading to a Public Hearing and subsequent Board approval of the completed PD&E study.

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

The Chairman clarified his original request and asked for a description of what staff is recommending as the preferred alternative. Mr. Frey explained that information is in the slide presentation that he will go through.

Mr. Waggoner noted that once the preferred alternative is approved it allows us to move forward with a public hearing and come back to the Board for approval of a final SEIR.

Mr. Frey discussed the first preferred alternative. Staff recommends moving 6B from the existing to Whiting Street and removing the dog leg that comes into Amalie Arena. The alternative also includes adding a signal to improve pedestrian safety at the Convention Center and Amalie Arena. Additional stacking is also recommended. Mr. Frey pointed out that staff has worked with the City of Tampa and FDOT and believes Channelside Drive will perform better operationally based on this design. THEA is committed to building on structure rather than adding a berm to allow for good pedestrian access.

Mr. Frey noted that THEA is also looking at moving the Jefferson Street entrance ramp slightly to the north.

Chairman Cassidy asked if we are crossing over Morgan Street with an elevated structure. Mr. Frey responded in the affirmative, confirming that the ramp will come into Whiting over Morgan in that area. Whiting will be four lanes with ten-foot sidewalks on both sides, and we will have a three-lane exit ramp onto Whiting.

Mr. Alvarez asked if there is an opportunity for a park at the elevated portion of the project. Mr. Frey explained that THEA is discussing enhancements, which will be done as a separate project.

The motion carried unanimously.

C. OPERATIONS & MAINTENANCE – Bennett Barrow, Chairman

1. Toll Interoperability Signing

Mr. Brian Pickard discussed the need to install three signs indicating the types of automated payments accepted on the Selmon Expressway. THEA issued an RFQ that resulted in a sole bidder, Ferrovial.

The requested action is for the Board to authorize THEA staff to execute a task order with Ferrovial, totaling \$66,217 for the installation of three signs.

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

Mr. Weatherford asked how many payment types are currently accepted and how many more will be coming online.

Mr. Rafael Hernandez named the following accepted payment types: SunPass, E-Pass, Leeway, North Carolina Quick Pass, PeachPass and E-ZPass (from 17 states in the NE). Additionally, FTE is in negotiations with the Central Hub for tolling interoperability (Texas, Kansas, etc.), but it is unknown when agreements will be reached.

Mr. Alvarez asked if it is more cost effective to delay the signage until we have the others onboard to avoid the expense of redoing the signage that was approved earlier in the meeting. Mr. Pickard noted there is room on the new signs to add two additional methods of payment. Mr. Waggoner added that it will take a considerable amount of time to get these other payment methods onboard, citing the ten years it took to get E-ZPass as an example.

Chairman Cassidy inquired about a former legislative push for interoperability. Mr. Pickard confirmed that the goal at the federal level is to eventually have a single uniform method.

Mr. Waggoner added that the bill put forth by former Congressman Mica put IBTTA in a lead role in determining what the requirements would be for interoperability. IBTTA determined standards and set the basic transponder uniform financial message criteria for this kind of evolution to occur. The biggest challenge is the exchange of funds between agencies.

The motion carried unanimously.

2. Fiber Installation from THEA Headquarters to Florida Avenue

Mr. Pickard discussed the purpose of this action item, which is to procure construction services for installing 144 Pair Fiber from THEA Headquarters to Florida Avenue to fill a gap in the ITS Backbone. The requested action is for the Board to approve the selection of the lowest bidder, Precision Contracting Services (PCS), and authorize staff to negotiate and execute a contract in the amount of \$62,160 to come from the Capital Budget.

Firm	Amount
PCS	Bid- \$62,160
TransCore	Bid- \$62,843.56

The Chairman asked for a motion to approve. Mr. Barrow moved approval, seconded by Mr. Alvarez.

The motion carried unanimously.

3. Selmon East Ramps Design-Build & CEI Support

Mr. Pickard next discussed the Selmon East Ramps Design-Build and CEI Support task order, which is to utilize GEC (HNTB) to assist in managing the East Selmon Slip Ramp CEI contract with Consor and the Design-Build contract with Middlesex for FY2022.

The requested action is for the Board to authorize the Executive Director to sign a Task Order with HNTB to assist staff in managing the CEI and Design-Build Contracts for the Selmon East Slip Ramps during FY2022 in the amount of \$522,000 (Capital Budget).

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

The motion carried unanimously.

4. Miscellaneous Toll Operations & Support Services

Mr. Hernandez reported on the need for miscellaneous toll operations support services including, but not limited to, planning, design, development, and testing of all roadside lane equipment.

The requested action is for the Board to approve the scoring and ranking of the Evaluation Committee for miscellaneous toll operations support services and authorize and direct staff to negotiate and execute push-button contracts with each of the five firms. Contracts are subject to review and approval by THEA General Counsel.

Rank	Firm	Total Score	Average Score
1	Atkins	271	90.3
2	Gannett Fleming	264	88.0
3	Milligan Partners	256	85.3
4	RS&H	243	81.0
5	AECOM	241	80.3

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

The motion carried unanimously.

D. Chairman – Vincent Cassidy

1. Acceptance of Board Member Evaluations of the Executive Director and General Counsel

*The Chairman asked for a motion to accept the Board evaluations of the Executive Director and General Counsel. **Mr. Barrow moved approval, seconded by Mr. Alvarez.***

The motion carried unanimously.

2. General Counsel Compensation

The Chairman introduced the item, noting that this issue was first discussed last year; however, due to COVID and the uncertainty surrounding it, the item was tabled. Today, we are 112% of our budgeted revenue, our expenses are lower, our balance sheet is strong and our cashflow is strong. He pointed out that General Counsel has not only done extremely well at saving the agency between \$60K and \$80K each time we have done a bond, but also, we are on solid footing and have recovered from the pandemic.

The request is for a one-time increase of 7% and a lump sum of 15% or ~\$45K.

Chairman Cassidy moved approval, seconded by Mr. Barrow.

Mr. David Gwynn asked for clarification. The Chair clarified that this is a one-time adjustment. Mr. Gwynn also noted that there was a 9-month period during which Ms. Lettelleir served as both CFO and General Counsel. This resulted in a savings of about \$150K to THEA and he will support the motion.

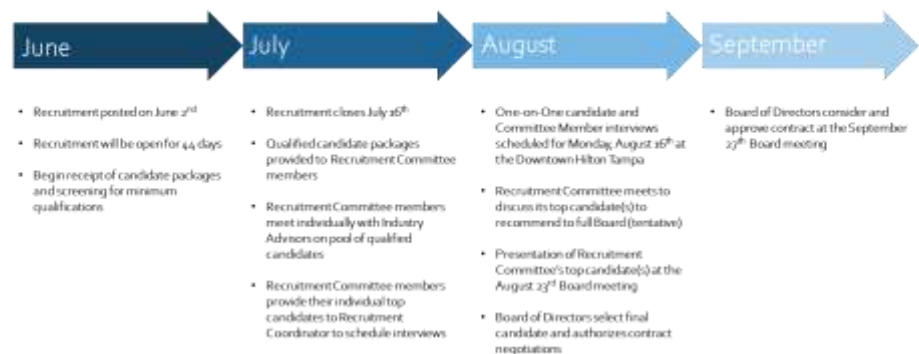
The motion carried unanimously.

3. Executive Recruitment Update

Mr. Seward provided the Board with an update on the Executive Director recruitment schedule as outlined below.

Executive Director Recruitment Process and Timeline

Amended as of June 24, 2021



Mr. Gwynn revisited the update of strategic blueprint goals and policies approved earlier in the meeting. He asked whether it would be better to wait until the new Executive Director comes onboard so that they can participate in

that process. Mr. Barrow thought it would be good for the current Director to continue with the update but agreed that Mr. Gwynn makes a valid point. Mr. Alvarez agreed with Mr. Gwynn and asked for Mr. Waggoner's opinion. Mr. Waggoner noted that it is the Board that drives this process, and he looks to them for input. He also pointed out that it takes a good year to get your footing and understand what is going on when you start a new job – so it might be better to move forward and then do a refresh in a year.

Mr. Weatherford agreed noting that right now we have momentum going forward and slowing down might not be the best move.

Mr. Alvarez asked Mr. Gwynn if he would be satisfied with asking the new Executive Director for input into the five-year plan. Mr. Gwynn pointed out there is a period of overlap shown in the procurement and part of it could be done during that overlap. The Chair noted that the Board should be open to changes in the program once the new Executive Director is on board.

Mr. Waggoner mentioned a suggestion by General Counsel to, during interviews, ask candidates if they have seen the THEA Strategic Plan, which is posted on the website, and what they might do differently or what new effort would they like to see THEA engage in. That would allow us to get some input early on.

Mr. Alvarez stated that he would like to make sure that the new Executive Director knows that the Board is open to new ideas and direction.

E. General Counsel – Amy Lettelleir, Esquire

1. Commercial Property Coverage Fiscal Year 2022

Ms. Amy Lettelleir presented the Commercial Property Coverage for FY2022. The cost is \$598,503 and will come from the operating budget. She noted the cost did go up this year, primarily because we now own the entirety of the Selmon Extension.

The requested Board action is to approve authorization to bind commercial property insurance coverage in the amount of \$598,503 from the operating budget.

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

The motion carried unanimously.

2. Adoption of Code of Ethics Policy

Ms. Lettelleir then presented a Code of Ethics policy, which was previously part of the Series 100 Policies embedded with procedures. This updated policy is consistent with Florida Statutes, Chapter 112, Part 3. The Board is required to follow this Code of Ethics, and we are holding our employees to the same standards of the Code of Ethics. The requested action is for the Board to repeal the Series 100 Policy, Section 140 and adopt the Code of Ethics Policy as provided in the Board backup.

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

The motion carried unanimously.

Ms. Lettelleir noted that a Conflict Disclosure form is included in the backup and asked Board members to review the policy, sign the form, and get it back to her.

3. Board Elections

Ms. Lettelleir requested permission to conduct the annual Board elections. The Chairman approved. She announced the elections for:

- Chairman
- Vice-Chairman
- Secretary

The current officer positions are held by Mr. Cassidy – Chair, Mr. Barrow, Vice-Chair, and Mr. Alvarez – Secretary.

Ms. Lettelleir opened floor for nominations.

Mr. Gwynn moved to appoint the current officers for another year, seconded by Mayor Castor.

The motion carried unanimously.

V. Staff Reports

A. Planning and Innovation – Bob Frey

Mr. Frey reported on the CV Pilot, noting that last week Honda, Hyundai and Toyota tested their connected vehicles on the Selmon. The tests went so well that the third testing was cancelled, and we will go straight to acceptance in July.

USDOT is also conducting interference testing to see if the different technologies (Wi-Fi, 5G, etc.) interfere with each other and create safety issues.

Additionally, we have conducted analysis on the Gandy extension, and it appears it is pulling about 40% of the trips to the elevated extension, and up to 50% during the peak hour.

B. Operations & Maintenance – *Brian Pickard*

Mr. Pickard provided a status update on the following:

- THEA Headquarters Rehabilitation – Mr. Pickard noted that the first floor is nearing completion. The second and third floors are complete, with a few punch list items remaining.
- Pier Uplighting Replacement – THEA is in the middle of replacing the uplighting for the reversible elevated lanes.
- Meridian Lighting – Installation of the lights along Meridian is complete and has resulted in improved visibility along the pedestrian pathways.

C. Toll Operations – *Rafael Hernandez*

Mr. Rafael Hernandez clarified an early statement about toll interoperability, stating that while you cannot use SunPass to pay for tolls in the northeast, you can purchase a SunPass Pro and use that transponder in those states.

Mr. Hernandez then reported on the toll transaction counts for May 2021, compared to FY2019, as well as totals for the month. He noted that May counts are down 6% compared to FY2019, and when the SWE toll plaza transactions are included, we are up 2%.

He reported a 51.1% increase in total accounts and a 71.3% increase in toll transactions, comparing FY2021 to FY2020. Average daily traffic comparisons are also up with a 64.24% increase in the West Group and a 44.1% increase in the East Group + REL.

Mr. Hernandez also reviewed the traffic counts for the recently opened Selmon West Extension, reporting on the estimated counts versus the actual, adding that we are exceeding expectations.

Finally, Mr. Hernandez provided an update on the Toll Discount Program for MacDill Airforce Base. The program should encourage longer trips by frequent

users of the Lee Roy Selmon Expressway driving to MacDill Airbase. The toll discount is based on trip length and frequency. Customers making 40 full-length trips on the Selmon expressway, over a 30-day period, could achieve up to 40% savings in tolls. The go-live date is scheduled for July 15, 2021.

Mr. Weatherford asked if users are required to be in the military to get the discount. Mr. Hernandez advised it is for anyone driving to the base. The goal is to increase the usage of the Selmon Expressway encouraging longer trips.

Chairman Cassidy asked about measuring the success of the program. Mr. Waggoner explained that THEA will be making the counts and gathering statistics and will report back on what develops.

D. Finance Update – *Jeff Seward*

Mr. Seward reported that toll revenues through April 30 are 111% over budget, adding that he will provide an unofficial view of revenues for Board review at the next Board meeting.

General Administrative is at 100% of the budget spent but we are under budget for Operations and Maintenance so we should still come in under budget overall.

Revenues are still tracking higher at 11.55% above projected forecast.

Unofficially, for May we expect that trend to continue.

E. Public Affairs & Communications – *Sue Chrzan*

Before Ms. Chrzan gave a year-end update on THEA Communications, the Chairman recognized her for her many contributions to the agency and for being the recipient of TEAMFL's most prestigious award - the **Bob Hartnett Leadership Award**. The award recognizes an individual who has made significant contributions to the transportation industry and communities in the state of Florida, and who has opened doors for others to learn and grow in the transportation industry.

Next, Ms. Chrzan briefly discussed the planned July 15, 2021, rollout of the MacDill Toll Discount Program. She then outlined in the THEA Communications Plan, the goals of which are to: prepare the Tampa Bay area for future population expansion; position THEA as a leader in regional transportation; spearhead innovative transportation technology to *Drive Tampa Bay Forward*; and deliver world-class transportation solutions to enhance the region's mobility

She highlighted some of the many successes of the Communications Department, such as effectively communicating THEA's commitment to improving the region's transportation network and the nearly \$3M worth of earned media in FY21. She also reported on the numerous opportunities to engage stakeholders to share THEA's efforts to improve the region's mobility, including:

- South Selmon Safety Project
- South Selmon PD&E Study
- Whiting Street PD&E
- East Selmon PD&E Study
- Nebraska PD&E Study
- Neighborhood Underpass Improvement Projects

Ms. Chrzan closed noting the 98% positive to neutral online sentiment THEA retains, attributing that success to the Authority's in-person and online engagement strategies.

Mr. Alvarez noted that the award Ms. Chrzan was recently honored with was not a communications award, rather a **Leadership** award and this accomplishment deserves a round of applause.

VI. Executive Reports

A. Executive Director – *Joe Waggoner*

Mr. Waggoner reported on the closeout of the contract with Gosalia for the 22nd/50th Street Reconstruction and East Selmon Toll Gantry Resurfacing.

B. General Counsel – *Amy Lettelleir, Esq.*

No report.

C. Chairman – *Vincent Cassidy*

1. Upcoming Meetings

- THEA Committees as a Whole – July 12, 2021
- THEA Board Meeting – July 26, 2021

The Chairman asked if the July meetings were needed.

Mr. Waggoner indicated the July Committees of the Whole meeting can be canceled and he will let everyone know later this week if the July 26 Board meeting is needed.

VII. Old Business

VIII. New Business

IX. Adjournment

With no further business the meeting adjourned at 2:40

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

DATED THIS 23rd DAY OF August 2021.

TASK 1: COST ESTIMATE - CONTROL SYSTEM & DMS FIBER COMMUNICATIONS UPGRADES	
THEA Professional Engineering Services Contract (Contract No.: O-00121-KCI)	Date: 7/28/21

KCI MANHOUR & FEE ESTIMATE - ITS DESIGN SERVICES												
Scope Section	Task ID	Task Description (see Scope)	THEA Title	Chief Designer	Chief Designer	Senior Designer	Senior Designer	Designer III	Senior Engineer 1	Senior Designer	Engineering Technician	KCI Total Labor
			Task Role	Task Manager	Fiber Design Task Lead	Senior Fiber Designer	Senior Fiber Designer	Fiber Designer	Control Systems Design Task Lead	Senior Control Systems Designer	ITS & Control Systems Designer	
1.0	Task Management & Meetings											
	1.a	Task Management Services		14	14				8			36
	1.b	Task Progress Meetings		10	18	9			4			41
	1.c	Working Design Meetings		16	9	9						34
	1.d	Design Review Meetings										
		50%	7	3	3			2			15	
		95%	7	3	3			2			15	
2.0	Project Development											
	2.a	Existing Documentation Review & Investigation		16		8	40		1	2	1	68
	2.b	Design & RFP Coordination		27		4	24		4	8		67
	2.c	Field Engineering & Review		31		4	20		4	2		61
3.0	Design Services											
	3.a	Prepare Design Plans & Schematics / Details										
		50%	4			16	56	4	8	24	112	
		95%	6			10	26	2	4	20	68	
		100%	2			6	14	2	2	8	34	
	3.b	Develop Minimum Technical Requirements / Specifications										
		50%	1					1			2	
		95%	8					4	2	2	16	
		100%	4					2	1	1	8	
	3.c	Develop RFP / Bid Documentation		60					3			63
	3.d	Provide Engineer's Cost Estimate										
		50%	4					2		1	7	
		95%	1					1		1	3	
		100%	1					1			2	
	3.e	Quality Assurance & Control		13								
	4.0	Bidding Services										
	4.a	Pre-Bid Meeting / Answer Questions		4	4	4			2		1	15
	4.b	Prepare Addendum(s)		3					2		4	9
	4.c	Bid Analysis & Recommendations		8								8
5.0	Post Design / Construction Support Services											
	5.a	Respond to RFIs		3	3	3			2	3		14
	5.b	Materials & Shop Drawing Submittal Reviews		6					6	8	12	32
	5.c	Provide Construction Support Services										
	5.c.i	Attend Construction Meetings		9	4	4						17
	5.c.ii	Prepare Punch-list		12					4			16
	5.c.iii	Develop As-Built Drawings		1			8	32	2	4	16	63
	5.c.iv	Review Test Plan and Results		4								4
Manhours				282	58	51	124	128	65	44	91	830
Loaded Rate				\$ 238.68	\$ 215.61	\$ 110.27	\$ 106.40	\$ 66.91	\$ 139.77	\$ 119.49	\$ 88.26	
Subtotal				\$ 67,307.76	\$ 12,505.38	\$ 5,623.77	\$ 13,193.60	\$ 8,564.48	\$ 9,085.05	\$ 5,257.56	\$ 8,031.66	\$ 129,569.26
				Total Labor								\$ 129,569.26

Joe McConnell

Aaron Moon

Marco Rubio

Ted VanAulen

Greg Mann

Seth Rang

Jordan Wolfe

Matt Driscoll



Tampa Hillsborough Expressway Authority (THEA)

THEA Professional Engineering Services Contract

Contract No.: O-00121-KCI

Scope of Services for

Task 1: Control System & DMS Fiber Communications Upgrades

Prepared for



July 30, 2021
(Rev. 1.0)

PROJECT DESCRIPTION

THEA owns and operates a three-lane elevated Reversible Express Lane (REL) bridge facility that runs approximately 10-miles down the center of Selmon Expressway median between the Tampa Central Business District (CBD) and the Brandon area east of I-75. The REL includes a set of non-tolled feeder roads and provides five (5) slip (ingress/egress) ramps to allow traffic to enter/exit the RELs from the “local lanes”. To alleviate congestion, traffic on the RELs flows westbound into downtown during morning commute times and reverses to eastbound during evening peak travel times.

THEA uses a system that includes fiber optic communications and specialized ITS and control equipment to monitor and control the RELs and to facilitate electronic motorist information services and emergency response. The system integrates and automates various ITS functions such as warning gates, barrier gates, VMSs and CMSs, CCTV video surveillance, vehicle detection and verification, and traffic information dissemination. Software at the THEA Traffic Management Center (TMC) provides integration of ITS/ATMS and SCADA (Supervisory Control and Data Acquisition) devices and functionality. It manages REL gates, VMSs/CMSs, CCTV cameras and other ITS and traffic control devices used to create reversible roadway lanes.

There are five (5) ACNs distributed control cabinets currently in the system, one at each point of ingress ramps into the REL infrastructure including; 1) Downtown, 2) 34th Street, 3) 78th Street, 4) Rte. 301 and 5) Brandon area. The ACNs provide for a fiber-based Ethernet fault-tolerant network linking the THEA TMC to all of the field equipment (REL access control and ITS devices and subsystems) via the THEA fiber backbone system. Each ACN also contains a Modicon Quantum Programmable Logic Controller (PLC) that controls and monitors all of the critical field equipment and components associated with providing safe vehicular access to the REL such as CMSs/VMSs, gate assemblies, and dragnet assemblies.

The Modicon Quantum platform is obsolete (over 25 years old and has been discontinued) and faces increasing parts availability and support service challenges. Currently the CMSs/VMSs communicate with the ACN PLC through copper and has limited functionality and reliability issues. THEA wants to upgrade and migrate the existing PLC platform (Modicon Quantum) in each ACN cabinet to an Ethernet programmable automation controller platform and provide fiber optic Ethernet communications to each of the CMSs/VMSs to provide full functionality, increased reliability and support future expansion.

SCOPE OF SERVICES

KCI TECHNOLOGIES will provide system design and RFP development services to THEA for scope items in this section including the development of Plans and details, specifications, maintenance of traffic (MOT), permitting (if needed), development of a RFP and other bid documentation. Design services will include conduit/duct and fiber optic pathway design, development of fiber optic splice and termination details, programmable logic controllers (PLCs), and other control equipment upgrades, cabling and I/O wiring upgrades, construction staging and switchover notes, development of quantities and cost estimates related to the items above.

1. Task Management and Meetings:

a. Task Management Services:

- i. Perform all scope of services contained herein including task management and administrative services.
- ii. Provide oversight and review of all work performed under this task work order.
- iii. Perform quality control on all task deliverables as well as tracking and document all task activities. (see Task 3.e)
- iv. Work with and coordinate with THEA representatives (sub-consultants) to obtain the necessary information to perform this task. (see Task 2.b)
- v. Participate in task progress meetings with THEA staff, as specified in this scope of services document. Produce meeting minutes for all meetings (see Task 1.b)
- vi. Ensure that all deliverables are delivered to, reviewed, and approved by THEA.

b. **Task Progress Meetings:** KCI will conduct weekly task progress meetings with THEA for duration of the design task schedule. Assumes an 18 week design schedule.

c. **Working Design Meetings:** KCI will conduct up to three (3) working design meetings with THEA and/or their representatives to discuss and work through design alternatives and approaches, design coordination, and potential risks and construction staging and related issues.

d. **Design Review Meetings:** KCI will conduct two (2) design review meetings at 1) 50% Level and 2) 95% Level.

e. **Meeting Minutes:** KCI will prepare and distribute meeting agenda and minutes for all meetings.

2. Project Development:

a. Existing Documentation Review & Investigation

- i. THEA to provide the documentation below pertaining to their existing system (as available) within the limits of the project:

1. THEA Reversible Express Lane ITS Design & Integration Plans, date: 2004
2. Access Control Node (ACN) Submittal including Wiring Diagrams (latest diagrams available), date: updated June 2016
3. ACN Location and Number Table, date: 2014
4. Access Control System (ACS) Block Diagram, Kapsch, date: Feb 8, 2016
5. Communications Network Diagram Fiber Optic Redundant Communication Ring, date: updated on July 14, 2014

6. As-Built Plans (Reference Plans prepared by HNTB (THEA GEC) on 10/11/2019 as part of the ITB No. O-01919, *Construction Services Installation of Fiber Optic Cable to DMS* advertisement) – showing general path and location of existing conduit, new conduit (proposed routing) and FOC pull boxes (proposed)
 - a. Existing CADD files (if available)
 - b. Existing kmz file (if available)
7. Existing CADD (DGN or DWG) drawings (if available) of existing cable and conduit/duct routing and equipment placed within the limits of the project.
8. ITS kmz file(s), including communications infrastructure (showing node locations, CMS/VMS locations, cabinets, conduit path, pull boxes, etc.), latest, as available.
9. FDOT Standard Specifications for Road and Bridge Construction (latest version) Sections 630 (conduit), 633 (fiber communications), 635 (pull, splice and junction boxes).
10. VMS/CMS Cabinet and Relay Wiring Diagrams, Daktronics, as available.
11. Material Submittals (as available) for existing installed equipment, conduit, cabling, wiring and other components and materials.

b. **Design and RFP Coordination:**

- i. KCI will coordinate with, but not limited to, the following:
 1. THEA (Judith Villegas, Engineering PM) regarding overall task requirements and expectations, task schedule, RFP documentation development coordination, THEA CADD design standards, as-built format and requirements, and overall task management.
 2. THEA (Shari Callahan, IT Manager) regarding THEA TMC LAN/WAN and TMC access control software upgrade coordination as it impacts this system upgrade.
 3. THEA GEC (HNTB) regarding existing ITS and communications information and as-built documentation and conditions.
 4. THEA ITS Network Support Consultant (Metric Engineering) regarding THEA network configuration, hardware, device and software integration, construction staging and switchovers, system design, etc.
 5. Schneider Electric (Marc Pommainville, Florida region; and others regarding the proposed PLC access control system upgrades to be used as basis of design.

6. Daktronics (Brian Vanorny, Southeast region; and others) regarding the proposed fiber-based control modifications to THEA CMS/VMS controllers, and VMS/CMS cabinet details.

c. **Field Engineering & Review:**

- i. KCI will field verify and document each ACN for its' connections, ACN cabinet space and layout, existing I/O wiring and part numbers, network equipment, and electrical service. The following existing ACN locations will be reviewed:
 1. 34 ACN – 34th Street Ramp
 2. 78 ACN – 78th Street Ramp
 3. 301 ACN – Route 301 Ramp
 4. BRN ACN – Brandon Entrance Ramp
 5. DT ACN – REL Entrance (next to TMC)
- ii. KCI will visually inspect conditions of existing conduit / duct pathways from each ACN to VMS/CMS cabinets and between VMS/CMS cabinets.
- iii. KCI will review existing fiber routing / pathways in relation to THEA provided as-builts along with current fiber utilization and availability.
- iv. KCI will work with THEA and their representatives to field verify existing conduit / duct configuration, existing cabling and wiring, existing pull boxes and splice vaults.
- v. KCI will evaluate temporary wireless connections for possible staging purposes during construction.
- vi. KCI will field review and document VMS/CMS cabinets and DCIO configuration, cabinet space and layout, existing cabling and wiring schematics, terminations, and electrical service for each ACN and VMS/CMS cabinet.

3. **Design Services:**

a. **Prepare Design Plans & Drawings**

- i. KCI will utilize any existing CADD files available from THEA and prepare base files for proposed project upgrade work using publically posted digital aerial imagery, digital-utility, and roadway and right-of-way planimetric data. It is expected that this information will display the existing roadway alignment and associated features including storm drain, water, and sewer for planning and permitting purposes. Detailed utility mapping and construction details will not be researched or displayed on these drawings and the plans will not be completed at survey grade.
- ii. KCI will provide the approximate location of existing utility surface features that are clearly within the apparent or approximate THEA rights-of-way.

Identification of the existing THEA roadway R/W will be by overlaying existing public on-line records. Stationing the centerline of roadway where any proposed new routing occurs (when applicable).

- iii. KCI will prepare a set of Plan drawings that will include legend / symbols / abbreviations, site plans for fiber and conduit routing, upgraded network diagrams, schematics, interconnection and I/O wiring diagrams for each ACN and associated CMS/VMS site, fiber splice and termination details, details on work to be performed within existing cabinets, bill of materials summarized at the project level, and any miscellaneous details required.
- iv. KCI to provide standard FDOT maintenance of traffic (MOT) Plan notes and requirements.

b. **Develop Minimum Technical Requirements / Specifications:**

- i. KCI will develop minimum technical requirements / specifications for all upgraded and new components and materials (if required) provided under this task work order.
 - 1. KCI will develop a specifications Table of Content (TOC) for the 50% deliverable package.
 - 2. KCI will develop specifications (as needed, see assumptions) for the 95% and 100% deliverable packages.

c. **Develop RFP / Bid Documentation:**

- i. KCI will develop and assemble a RFP and other bid documents, scope or services, and other front end documentation for THEA to issue to bidders. KCI will work with THEA in developing different RFP sections including a project introduction, instructions to firms, qualifications, selection criteria, timetable/schedule, bid proposal requirements, and selection/award criteria. Design Plans and drawings along minimum technical requirements (specifications) will be included as attachments to the RFP.

It is assumed that THEA will provide the terms and conditions, required exhibits and forms, and other boiler plate type documentation, general information and conditions, and contractual language as required for the associated advertisement.

- ii. KCI will include the design plans and minimum technical requirements / specifications as part of the overall RFP package as attachments. Construction staging requirements / criteria and constraints will be included in the RFP.
- iii. KCI will develop a RFP TOC for the 50% deliverable package. KCI will develop RFP documentation for the 95% and 100% deliverable packages.

d. **Provide an Engineer's Cost Estimate:**

- i. KCI will produce probable construction and cost estimates for the 50%, 95%, and 100% packages.

e. **Quality Assurance & Control:** KCI will provide QA/QC of all work and deliverables conducted under this Task Order.

4. Bidding Services:

- a. **Pre-Bid Meeting / Answer Questions:** KCI will answer any bidder's questions.
- b. **Prepare any Addendum(s):** KCI will incorporate any addendums into a Conformed Document package, as required by the THEA. Assumes up to 2 addendums.
- c. **Bid Analysis & Recommendations:** KCI will evaluate bids received and provide comments and recommendations to THEA for award, as required. Assumes up to 3 bid proposals.

5. Post Design / Construction Support Services:

- a. **Respond to Request for Information (RFIs):** KCI will review and respond to RFIs, as needed.
- b. **Materials and Shop Drawing Submittal Reviews:** KCI will review and comment on material and shop drawing submittals. Assumes up to 15 submittals, including any re-submittals.
- c. **Provide Construction Support Services:**
 - i. KCI will attend (in-person and/or via Teams) monthly construction progress meetings. Assumes a four (4) month construction schedule (up to 4 construction meetings @ 1 hour per meeting).
 - ii. KCI will prepare a punch-list for noting and documenting any field issues to correct before the construction project is final accepted by THEA.
 - iii. KCI will provide as-built drawings based on Contractor's construction red lines, if required by THEA.
 - iv. KCI will review and comment on Test Plan and Results.

ASSUMPTIONS

The estimate of labor hours and time scheduled to perform the work by KCI TECHNOLOGIES is informed and limited by the following assumptions or noted elsewhere in this scope document.

1. **Task Duration:**
 - a. Assumes an 18 weeks (from Task NTP) for design and RFP development phase. Upon Task NTP we will discuss with THEA and develop a deliverable submittal schedule. To provide these deliverables within this timeframe it is assume that THEA will provide one (1) week review turn-around for each deliverable submittal. It is also assumed and predicated upon receiving the existing documentation and as-built plans mentioned in Task 2.a. are received within two (2) weeks after the Task NTP.
 - b. Subsequent task phases: 1) Bidding Support Services and 2) Post Design / Construction Support Services.
2. **Responsibilities of KCI:** See Scope Task No. # 1
3. **Responsibilities of THEA:** Will provide the following services and information relevant to KCI's task scope of services:
 - a. Provide THEA design criteria and RFP template, formatting requirements and other bid documentation requirements (in Word format, if possible) to KCI for the production and assembly of the RFP Package.
 - b. Provide THEA's policies, methods, procedures, standards for CADD design and RFP templates / forms as needed or required. This will allow KCI the ability to begin the design of the project with the specific type of standards and information required, and ensure the deliverables will provide the expected deliverable to the THEA.
 - c. Provide CADD (DGN or DWG) drawings of existing cable and conduit/duct routing and equipment placed within the limits of the project.
 - d. Facilitate meetings with applicable THEA staff and their representatives.
 - e. Provide points of contact for KCI field reviews to answer questions, coordination, and to provide KCI access to THEA facilities where existing fiber and equipment is located including; ACN cabinets, VMS/CMS cabinets, fiber patch panels and trays, pull boxes, splice vaults and other items as needed.
 - f. Provide a list of THEA approved or required materials and testing requirements (if any) for use on the upgrade project including fiber optic cable and other components for this upgrade project.
 - g. Provide typical THEA construction as-builts for formatting requirements in developing as-built requirements for this project.
 - h. Conduct reviews (1 week review window from time of receiving deliverable) of the KCI task deliverables.

4. **Design Assumptions:**

- a. Existing conduit condition is re-useable allowing for new fiber cable to be pulled through.
- b. Design and investigations assume that all existing THEA field devices and their current I/O and wiring will remain the same.
- c. Is it anticipated that upgrades will include fiber from each of the five (5) ACN cabinets to the VMSs/CMSs and between VMSs/CMSs along with upgrade of the ACN PLC platform. Upgrades to existing I/O wiring to other critical THEA components (gates, etc.) are not assumed as part of this task. Assumption is that whatever is connected to the PLC now, will be connected after the install.
- d. Understanding is that the old PLC components are to be removed and new components installed.
- e. Only new connections will be the device rings for the upgraded fiber-based CMS/VMS system.
- f. FDOT Standard Specs for items including; fiber optic cable, conduit and other standard infrastructure. New specs will be developed for items that are not already covered by FDOT Standard Specs or as directed by THEA.
- g. Due to as-builts for all ACN locations not being provided to KCI prior to our proposal, our pricing model will include up to 2,000' of design at each of the five ACN locations, totaling up to 10,000' of design overall.
- h. In the event Maintenance of Traffic (MOT) is required to complete fielding activities, THEA will provide contractor support services to complete this task.
- i. All field work associated with this project is expected to be completed during normal business hours of Monday – Friday, and 7:00 AM thru 5:00 PM.
- j. Creation of Right-of-Way use permits drawings, and submittal of City, County, DOT, or other entity permits are not included in KCI's scope of work.

5. **As-Built Deliverable Assumptions:**

- a. Design and investigations assume that all existing field devices and their I/O will remain the same.
- b. KCI will provide as-built drawings based on Contractor's construction red lines, if required by THEA.
- c. Upon completion of construction activities based on KCI's Design Drawings, it is assumed that THEA will provide KCI complete & accurate red-lined construction drawings provided by the Contractor. It is expected that redlines will be completed on KCI's Design Drawings and reflect the offsets and depths of the completed construction in relation to the items that were designed. KCI can provide an example of an acceptable red-line drawing and associated bore log detail as needed.

6. Task Meetings:

- a. Task Progress Meetings: Participate in up to 18 task progress meetings @ 30 minutes (avg.) per meeting (KCI Task Manager via teleconference, KCI fiber design lead and/or the KCI control system design lead, as required depending on the meeting agenda topics).
- b. Working Design Meetings: Attend up to three (3) working design meetings @ up to 1.5 hour (avg.) per meeting (KCI Task Manager in-person, KCI fiber design lead and/or KCI control system design lead, as required depending on the meeting agenda topic).
 - i. Working Design Meeting # 1 – will be conducted at Metric Engineering’s Lake Mary office. KCI Task Manager to attend in-person and THEA to attend via teleconference.
 - ii. The other 2 Working Design Meetings to be conducted at THEA.
- c. Design Review Meetings: Attend two (2) review meetings (at 50% design level and at 95% design level) @ 1.5 hours (avg.) per review meeting (KCI Task Manager in-person, KCI fiber design lead (in-person, as required) and KCI control system design lead (via teleconference, as required)).

7. Other Direct Costs (ODCs):

- a. Three (3) trips (total) for *Working Design Meetings* for the KCI Task Manager (2 trips at 4 hours round trip total, Oviedo to THEA + 1 trip at 1 hour round trip total, Oviedo to Lake Mary Metric’s office).

Two (2) trips for *Working Design Meetings* for the KCI fiber design lead (2 trips at 1 hour round trip total, Tampa office to THEA)
- b. Two (2) trips for *Design Review Meetings*, KCI Task Manager (4 hours round trip total, Oviedo to THEA).

Two (2) trips for *Working Design Meetings* for the KCI fiber design lead (2 trips at 1 hour round trip total, Tampa office to THEA)
- c. One (1) trip for *3-day Field Review* and internal design production meetings. Assume two (2) KCI staff (KCI Task Manager (4 hours round trip total, Oviedo to THEA) and KCI fiber design lead).

Field review trip related expenses (see KCI man-hour fee estimate spreadsheet) for cost estimates and additional assumptions.

DELIVERABLES

The following deliverables will be provided over an 18 week design timeframe. Upon Task NTP we will discuss with THEA and develop a deliverable submittal schedule. To provide these deliverables within this timeframe it is assumed that THEA will provide one (1) week review turn-around for each deliverable submittal. It is also assumed and predicated upon receiving the existing documentation and as-built plans mentioned in Task 2.a. are received within two (2) weeks after the Task NTP.

1. 50% PS&E Submittal
2. 95% PS&E Submittal
3. Final (100%) PS&E Submittal
4. Meeting agendas and minutes for all meetings as specified herein



Contract Close-Out Report

August 2021

Contractor	Deliverables	Term	Original Board Approved Contract Amount	Amended Approved Contract Amount	Close-Out Contract Amount	Under/ Over Contract Amount
Hubbard Construction	South Selmon Ramps and Miscellaneous Paving Services	Nov. 2020 ~ June 2021	\$1,579,000	\$134,417*	\$1,713,417	Completed \$134,417 (8.5%) over original approved contract amount

**Contract amount amended to include the following additional services:*

- Paving and striping the Expressway mainline from East Falkenburg to I-75 ramp split*
- Additional paving at the Falkenburg East Bound Off Ramp and the mainline approach to I-75*
- Final quality and quantity adjustments*

Note: This report was produced in accordance with THEA Procurement Policy 501.00, Approval Thresholds.

**CONTRACT RENEWAL
and
EXPIRATION REPORT
(> \$30,000)**

Report month: **August 2021**

Project Manager	Firm	SBE	Description of Services	Contract Effective Date	Contract Expiration Date	Term of Contract (Years)	Bid / Renew / End
Shari Callahan	Metric Engineering	No	Intelligent Transportation System Services	03/01/19	02/28/22	3 Years + 2 additional one-year renewal option	Renew (1st year renewal ~ Mar. 2022 - Feb. 2023)
Jeff Seward	Rivero, Gordimer & Company, P.A.	Yes	Financial Audit Services	02/26/18	02/25/22	3 Years + 2 additional one-year renewal option	Renew (2nd year renewal ~ Feb. 2022 - Feb. 2023)

THEA Executive Director's Summary Report
for Contract Increases
Report of Extra Work

Reporting Month: **August 2021**

Project	Contractor/ Consultant Name	Original Contract Amount	New Contract Amount	Number of Change Orders	Total Change Amount	Percent Change
Pier Uplighting	Highway Safety Devices	\$ 8,482,716	\$ 8,745,303	7	\$ 262,627.00	3%
THEA Renovations	Trias	\$ 2,219,393	\$ 2,343,502	61	\$ 124,109.73	6%

Note: This report was produced in accordance with THEA Procurement Policy 501.00, Approval Thresholds.



2021 Board Meeting Schedule
Cruise Terminal 3 (815 Channelside Drive) 2nd Floor
Tampa, FL 33602
January through June 2021

Month	Meeting	Date	Time
January	Board Committees of the Whole	1/11/2021	Cancelled
	Board Meeting	1/25/2021	1:30 p.m.
February	Board Committees of the Whole	2/08/2021	Cancelled
	Board Meeting	2/22/2021	1:30 p.m.
March	Board Committees of the Whole	3/08/2021	Cancelled
	Board Meeting	3/22/2021	Cancelled
April	Board Committees of the Whole	4/12/2021	Cancelled
	Board Meeting	4/26/2021	1:30 p.m.
May	Board Committees of the Whole	5/10/2021	1:30 p.m.
	Board Meeting	5/24/2021	1:30 p.m.
June	Board Committees of the Whole	6/14/2021	Cancelled
	Board Meeting	6/28/2021	1:30 p.m.
July	Board Committees of the Whole	7/12/2020	Cancelled
	Board Meeting	7/26/2020	Cancelled
August	Board Committees of the Whole	8/09/2021	Cancelled
	Board Meeting	8/23/2021	1:30 p.m.
September	Board Committees of the Whole	9/13/2021	1:30 p.m.
	Board Meeting	9/27/2021	1:30 p.m.
October	Board Committees of the Whole	10/11/2021	1:30 p.m.
	Board Meeting	10/25/2021	1:30 p.m.
November	Board Meeting	11/15/2021	1:30 p.m.
December	Board Meeting	12/13/2021	1:30 p.m.

All meetings are on Monday unless otherwise noted