

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 2<sup>nd</sup> 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.*

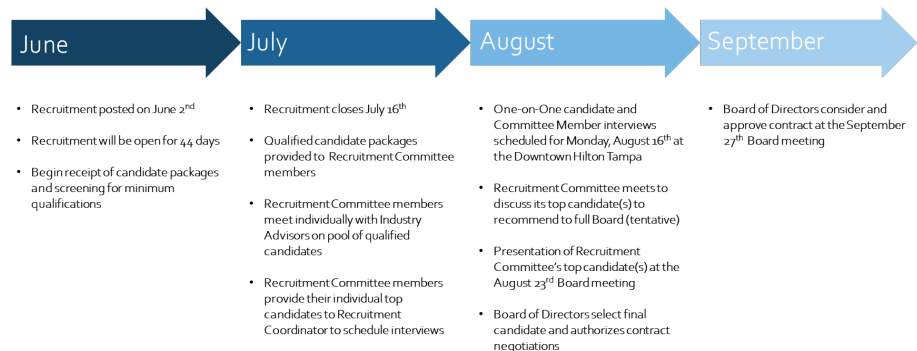
Mr. David Gwynn asked for clarification. The Chair clarified that this is a one-time adjustment. Mr. Gwynn also noted that there was a 9-month period during which Ms. Lettelleir served as both CFO and General Counsel. This resulted in a savings of about \$150K to THEA and he will support the motion.

*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 22<sup>nd</sup>/50<sup>th</sup> 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:

  
Chairman: Vincent J. Cassidy

ATTEST:

  
Vice-Chair: Bennett Barrow

**DATED THIS 23rd DAY OF August 2021.**