

Tampa-Hillsborough County Expressway Authority
Minutes of the November 15, 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 November 15, 2021, at THEA Headquarters, 1104 E. Twiggs Street in Tampa Florida. The following were present:

BOARD:

Vincent Cassidy Chairman
Bennett Barrow, Vice Chairman
Daniel Alvarez, Secretary
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
Max Artman
Julie Aure

Shari Callahan
Chaketa Mister
Trisha Floyd
Charlene Ponce
Anna Quinones
Krystina Steffen
Judith Villegas
Gary Holland

OTHERS:

Todd Josko, Ballard Partners
John Criss, Scalar Consulting Group
Jim Drapp, HNTB
Al Stewart, HNTB
Rick Patterson, Raymond James
Sally Dee, Playbook PR
Sarah Lesch, Playbook PR

Kelsie Collins, Playbook PR
Stephen Miller, Transcore
Matthew Sansbury, RBC Markets
Kim DeBosier, WGI
James Cook, JP Morgan
Brent Wilder, PFM
Omari Hand, BCC Engineering

I. Call to Order and Pledge of Allegiance

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

II. Public Input/ Public 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 September 27, 2021, Board of Directors Meeting

B. Board Member Travel (Retroactive)

The Chairman asked for a motion to approve the consent items. Daniel Alvarez moved approval, seconded by Bennett Barrow. The motion carried unanimously.

IV. Discussion/Action Items

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

1. Mr. Brian Pickard presented a task to utilize GEC (HNTB) and their Small Business Enterprise subcontractor, Element, to undertake 3D LIDAR Survey of THEA Roadway System to prepare for future design and construction projects in 3D.

He noted funding of \$989,000 would come from the capital budget. The requested action is for the Board to authorize the Executive Director to sign a Purchase Order with HNTB for 3D LIDAR Survey of THEA's roadway system and incorporate the information into THEA's GIS database.

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

2. Mr. Pickard then reported on the bids received in response to a Request for Quotes for Access Control System – the software that controls the gates on the REL.

The request is for the board to:

- a) Approve the Evaluation Committee's rankings of the firms for the Access Control System upgrade.

Rank	Firms	Total Score	Average Score
1	Teledyn FLIR	268	89.3
2	Kapsch TrafficCom USA	246	82.0

- b) Authorize and direct staff to negotiate and execute a contract with the highest ranked firm. If negotiations are unsuccessful, staff shall

negotiate with the next highest ranked firm. Contract is subject to review and approval of THEA General Counsel.

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

3. Next, Mr. Pickard presented a request to utilize GEC (HNTB) in assisting staff with design reviews, contractor procurement, Construction Engineering and Inspection (CEI) Team Procurement, and oversee their work during construction of Wrong-Way Driving countermeasures.

Funding of \$85,000 will come from the capital budget, and the request is for the Board to authorize the Executive Director to sign a Purchase Order with HNTB for helping in design reviews, procurement of contractors and CEI, and to assist in overseeing the construction of Wrong-Way Countermeasures.

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

4. Finally, Mr. Pickard discussed the need to procure the services of a Design Consultant to develop plans and specifications for construction contract to build Wrong-Way Driving Countermeasures at all Expressway exits east of Kennedy Blvd. He pointed out that the locations west of Kennedy Blvd. will be accomplished through the South Selmon Capacity Project. BCC Engineering, LLC selected previously (Board Meeting on May 24, 2021) for push-button contracts to provide Professional Engineering Services, will perform the services.

Funding of \$256,500 will come from the capital budget, and the requested action is for Board to authorize the Executive Director sign a Purchase Order with BCC Engineering, LLC for \$256,500 to provide Design services for Wrong-Way Driving Countermeasures at all Expressway exit ramps east of Kennedy Blvd.

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

Chairman Cassidy requested more detail on the countermeasures. Mr. Pickard explained that the intent is to have a three-phase approach with detections that are on mast arms/signposts. The first is an infrared detection that will identify a vehicle going in the wrong direction, a flashing sign will go up on the second detection letting the drive know they are travelling in the wrong direction, and finally, the third detection will notify TMC, who will then notify law enforcement.

The Chairman called the vote and the motion carried unanimously.

5. Mr. Rafael Hernandez presented an item to provide for the removal, disposal and replacement of four power generators currently servicing toll revenue producing systems. Funding will come from the capital budget, and the requested action is for the Board to:

- a) Approve selection of Zabatt Engine Services in the amount of \$131,415 for the Tolling Equipment Power Generators.

Firm	Bid Amount
Zabatt Engine Services	\$131,415
Eau Gallie Electric	\$138,250
Generx Generators	\$162,000

- b) Authorize and direct staff to negotiate and execute a contract with the lowest responsible bid firm. If negotiations are unsuccessful, staff shall negotiate with the next lowest bid firm. Contract is subject to review and approval of THEA General Counsel.

The Chairman asked for a motion to approve. Bennett Barrow moved approval, seconded by John Weatherford. The motion carried unanimously.

Mr. Barrow asked about the life of the generators. Mr. Hernandez reported that industry standard is between five and seven years. These units are 11 years old. Because we do not use these units very often, we have been able to use them for longer than what the market proposes.

Mr. Barrow asked about the life of the new generators. Mr. Hernandez confirmed they were also five to seven years.

V. Chairman – Vincent Cassidy

1. Executive Director Recruitment Timeline Update – Jeff Seward, Staff

Mr. Seward provided an update on the Executive Director Recruitment timeline. THEA has contracted with Krauthamer & Associates (K&A) for recruitment services. The recruitment went live September 21 and will close November 19, 2021. Packages for qualified candidates will be provided to the Executive Recruitment Committee for review the weekend of November 20, 2021. Committee members will provide their short-list of candidates to K&A by November 26, and interviews will occur December 3. The Executive Recruitment Committee's selected candidate(s) will be presented to the Board December 13.

Mr. Weatherford asked how many candidates have applied. Mr. Cassidy noted that he has been communicating with the recruiter weekly and the committee will be presented with eight to ten qualified candidates.

- 2. Selection Committee Protocols – Amy E. Lettelleir, General Counsel**
General Counsel discussed the membership of the selection committee and provided an opportunity for members to join or remove themselves from the committee.

With no discussion, the membership will remain as is:

Vince Cassidy
Bennett Barrow
Daniel Alvarez
John Weatherford
David Gwynn

Ms. Lettelleir also requested a motion to reaffirm the selection of Mr. Cassidy as the Committee Chair.

Bennett Barrow moved approval, seconded by John Weatherford. The motion carried unanimously.

Ms. Lettelleir reiterated that the selection committee will be provided the names of candidates to be interviewed, adding that any candidate selected by at least three board members will be extended an invitation to be interviewed.

Bennett Barrow moved approval, seconded by John Weatherford.

The Chairman reiterated the intent of the motion – that if at least three committee members choose a candidate, that candidate will be interviewed.

The motion carried unanimously.

Ms. Lettelleir continued, noting that the selection committee will bring a ranking of the top three candidates to the entirety of the board for a vote.

Chairman Cassidy moved approval, seconded by John Weatherford.

The Chairman explained that, after the committee interviews between two and ten candidates the committee will present its ranking of the top three interviewed candidates to the Board for a vote.

There was a brief discussion about the number of candidates that would be presented to the full board. Ms. Lettelleir clarified that the motion is for the committee to bring three candidates to the Board.

Chairman Cassidy noted that the minimum should be three, but there could be more. Mr. Weatherford asked if a maximum should be set. It was agreed by consensus that no maximum was necessary.

The motion carried unanimously.

The Chairman asked General Counsel to include the three motions just passed in the packets that will be provided to the Selection Committee for reference. Ms. Lettelleir concurred.

VI. Staff Reports

A. Planning and Innovation – Bob Frey

Mr. Frey provided an update on transitioning the THEA CV Pilot to integrate with the FDOT I-4 FRAME, noting that THEA has partnered with FDOT on this project since 2015. FDOT has been working on their FRAME projects, which are connected projects to connect the system throughout the state. THEA will be working with FDOT on the proposed I-4 FRAME project by connecting the Selmon Expressway and our connected system through the CV Pilot, which creates a connected corridor from Downtown Tampa to Downtown Orlando, with multiple access points.

He reviewed a map of the project and pointed out that FDOT will be putting forth \$1.9M for this project. THEA will match that using money from the capital budget as needed.

B. Operations & Maintenance – Brian Pickard

Mr. Pickard provided an update of ongoing projects, including the REL Pier Lighting Project, the Twiggs-Meridian to Nebraska, and the Wrong-Way Driving Initiative.

He reviewed the projects included to date in the Wrong-Way Driving Initiative, the budget, which is \$2.1M, and the schedule.

John Weatherford asked how many annual wrong-way driver incidents we currently have and if there are projections on the impact of these projects.

Mr. Pickard noted that THEA does not have that data, largely because we don't yet have a system in place. He pointed out that he sees about three per day at Meridian, who are able to quickly turn around at the end of the median.

Secretary Gwynn mentioned that they document a lot of people who turn onto a ramp, the lights come on and they realize they are driving the wrong way and turn around. It is working and does make a difference.

John Weatherford asked if these projects would provide the data. Mr. Pickard responded in the affirmative, noting that THEA has gone one step further than the FDOT design by embedding red lights in the pavement.

C. Finance Update – *Jeff Seward*

Mr. Seward provided an update on finances, noting that THEA continues to see the trend we saw at the end of last fiscal year with revenues tracking above budget. We are underspending through September 30th based on projections, and investment income is up slightly due to additional cash in the bank.

We are tracking just under 10% of where we thought we would be on our revenue forecast. Unofficially, through October 31, we're tracking above 10% of where we thought we would be.

In January you will be receiving our FY2021 Year End Audit Report, delivery of the CAFR, and a recap on FY2021 Revenue and Spending for your review.

The Chairman asked how THEA is tracking versus 2019. Mr. Seward noted very close to pre-covid numbers.

John Weatherford asked if it is normal for the variance to be 10%. Mr. Seward pointed out that due to COVID and our adjustments to our traffic and revenue estimates, we are very conservative. If traffic continues as is, we will likely over projected revenue for the remainder of the year, unofficially.

The Chairman reminded the board that this was budgeted six months ago.

Mr. Waggoner predicted we will track ahead of 2019 revenue, due in part to the Selmon West Extension as an additional new source. The rest of our numbers are tracking very close to 2019.

D. Toll Operations – *Rafael Hernandez*

Mr. Hernandez gave an update on toll transaction counts for September 2021 (FY2022) compared to FY2019, as well as totals for the month. He noted that September counts are up by 2 points from 2020 and are down 1 point from FY2019. When the extension is included, we are up 12 points on average for this Fiscal Year and we are averaging 8 points ahead of FY2019.

He reported a 23.6% increase in total accounts year to year and a 35.7% increase in toll transactions year to year. The average daily traffic comparisons are also up with a 33% increase in the West Group and a 17.7% increase in the East Group + REL.

Mr. Hernandez reviewed the traffic counts for Selmon West Extension, reporting on the estimated counts versus the actual, which continue to exceed expectations.

Finally, he provided an update on the Selmon Discount Program for MacDill Air Force Base, noting that the program went live July 13 with 236 accounts. As of the end of October, we were at 475. He noted that MacDill Air Force Base is not

yet at full capacity since COVID. He reviewed the operations approach, which is to optimize customer satisfaction. Toll Operations is using a proactive approach to ensure that customers who are not utilizing the program enough are notified so they don't lose money.

He discussed the estimated savings for active accounts. There was a discussion about how many active accounts are making the 40 trips. Mr. Waggoner reiterated that we are being proactive and contacting those customers who are not going to make the discount break even point to make sure they either pick up their usage or reconsider their participation in the program. Customers also have the option to suspend the program if they won't be using it, for example if they are on vacation.

John Weatherford asked how THEA is marketing the program. Mr. Hernandez explained that Ms. Chrzan and her team are reaching out to MacDill directly.

Mr. Chrzan noted that they are working with base command, have sent out emails and put notices in the newspaper – we are targeting MacDill people only.

Mr. Weatherford asked how many could potentially sign up for the program. Mr. Waggoner responded that our estimate is that there are enough potential participants to bring in just under \$2M annually.

The mayor mentioned that she attended an event at MacDill and asked about this program. Everyone there was aware of it, and the only negative feedback she heard was that the number of trips be reduced or make the timeframe longer.

Mr. Waggoner noted that this is a pilot program, and it can be adjusted as we learn more about customer needs.

Finally, Mr. Hernandez introduced Mr. Gary Holland, the Toll Operations new Toll Systems Manager.

E. Communications Update – Sue Chrzan

Ms. Chrzan provided an update on THEA Communications. She reviewed the awards, including the most recent – Roads & Bridges Top 10. She mentioned an upcoming media blitz on the CV Pilot program and shared a marketing video.

She announced the FAV Summit and requested board members let her know if they are interested in attending.

VII. Executive Reports

A. Executive Director – Joe Waggoner

Mr. Waggoner gave a report on contract renewals – two contracts have been renewed. The first is the miscellaneous electrical design and development with Hall Engineering up for its first-year renewal. The second is the investment advisory services with Public Trust Advisors, up for its second-year renewal.

He then reported on contract closeouts. The first is the CEI who oversaw the construction of the Selmon West Extension. This project, after the initial first contract amendment, came in about \$500K less than projected. The Construction Design/Build component of it was completed within the approved contract amount.

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

Ms. Lettelleir reported on a recent visit to Tallahassee where she and the Executive Director met with 12 Representatives, two Senators, the Senate Transportation staff, House policy chief, the Governor’s Appointment office, and the Assistant Chief of Staff. The goal was to let them know who we are, what our mission is and allow for questions. We discussed our current ability to do business in contiguous counties, our interlocal agreements with Pinellas and Pasco, and discussed that the legislation filed last year was to provide a roadmap to a board seat should a project with another county move forward.

She pointed out the one-page flier included in their board book, and that the key take away was how financially strong THEA is and that we are a tool in the tool box to address transportation needs in the region.

Next Ms. Lettelleir discussed Sustainability and ESG - Environmental, Social, and Governmental, which is a new element of credit analysis for rating agencies, noting that this is an opportunity for THEA. The board has already approved going out for the Greenway Enhancement project and staff is developing an RFP that will request the respondents to include suggestions for the greenway, such as xeriscape, use of recycled materials, and solar power. This will provide us with opportunities from our respondents to address sustainability and be part of the efforts.

The Chairman asked for clarification on whether future ratings may include sustainability. She advised that it is already in there. THEA was evaluated on it when we did our re-funding.

Daniel Alvarez asked about the rating system. Ms. Lettelleir explained that it is notching positive/negative so positive or neutral is good.

C. Chairman – *Vincent Cassidy*

Chairman Cassidy announced upcoming meetings:

- THEA Board Meeting – December 13, 2021
- Board Workshop – January 18, 2022

Mr. Waggoner noted the workshop would include the progression schedule of the South Selmon project and how it will be funded. The other concept we will discuss is Whiting Street, which is in the PD&E phase.

The Chairman asked that Mr. Waggoner and Ms. Lettelleir meet with each board member to brief them on the agenda prior to the workshop.

VIII. Old Business

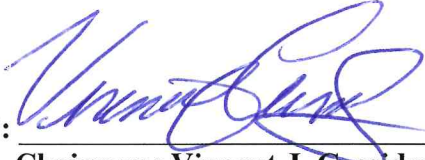

No old business

IX. New Business

No new business.

X. Adjournment

With no further discussion, the meeting adjourned at 2:30.

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

DATED THIS 13th DAY OF DECEMBER 2021.