

Tampa-Hillsborough County Expressway Authority
Minutes of the June 27, 2022, 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 June 27, 2022, at THEA Headquarters, 1104 E. Twiggs Street in Tampa Florida. The following were present:

BOARD:

Vincent Cassidy, Chairman
Mr. Barrow, Vice Chairman
Mr. Alvarez, Secretary
Secretary David Gwynn, Member

Mr. Weatherford, Member
Mayor Jane Castor
Commissioner Ken Hagan

STAFF:

Greg Slater
Amy Lettelleir
Sue Chrzan
Bob Frey
Jeff Seward
Charlene Ponce
Chaketa Mister
Julie Aure
Lisa Pessina
Gary Holland

Krystina Stephen
Elizabeth Gray
Debbie Northington
Anna Quinones
Shannon Bush
Brian Ramirez
Emma Antolinez
Frederick Pekala
Charles Lockridge, Intern

OTHERS:

Alfonse Stewart, HNTB
Todd Josko, Ballard Partners
Carlos Ramos, Ballard Partners
Chris Santiago, Infotect
Joe Stanton, NMRS
Olivia Smith, Quest
John Generali, Wells Fargo
Rick Patterson, Raymond James
Brent Wilder, PFM

Drew Appler, B&N
Christina Kight, WSP
James VanSteenburg, HDR
Stefanie McQueen, HDR
Matthew Sansbury, RBC
Sally Dee, Playbook
Sarah Lesch, Playbook
Kamila Khasanak, Playbook

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.

II. Public Input/Public Presentations/Public Comment on Whiting PD&E Study

There was no public input.

III. Discussion/Action Items

A. Planning and Innovation – Mr. Weatherford, Chairman

1. Adoption of THEA Work Program – Bob Frey, Staff

Mr. Frey gave a brief overview of the Capital Work Program which:

- Identifies capital projects and resource commitments
- Provides an annual snapshot of budgeting needs
- Reports six years out and continues ongoing preservation needs and planned enhancements (30) years.

The program consists of preservation and enhancement projects that will increase the safety, operations, and viability of the THEA system. The total budget for the six-year program is \$733M. The budget for FY2023 is \$90M.

Mr. Frey shared a map depicting the planned improvements, which were presented to the Board at its May workshop, and requested the Board approve the Capital Work Program.

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

Chairman Cassidy asked how current the numbers are. Mr. Frey noted staff has gone back and updated the cost estimates and they are accurate to date.

Chairman Cassidy asked if a third of the work program is allocated to South Selmon. Mr. Frey replied in the affirmative.

The motion passed unanimously.

2. Acceptance of the Whiting Street Project Development and Environment (PD&E) Study

Mr. Frey presented the Whiting Street PD&E Study, which outlines corridor characteristics, evaluates impacts, informs of proposed mitigation strategies, and confirms there are no disproportionate impacts. He discussed the environmental considerations and community input and engagement that has occurred. Mr. Frey also reviewed the study area and the PD&E Study process, including the preferred alternative. The report is presented today for Board acceptance.

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

Mayor Castor noted that this project has been in the works for a long time, and it is an important turning point for the City of Tampa, and it will have an incredible impact on downtown. The city has recently been discussing the expansion of the Convention Center, which will also be impacted. The mayor requested that agenda items 2 and 3, relative to the Whiting Street PD&E, be postponed for 60 days.

Mr. Cassidy asked General Counsel to discuss what it is the Board is being asked to approve, as well as what they are instructing staff to do in terms of reaching this design and what a 60-day delay would mean.

Ms. Lettelleir advised that THEA has been having ongoing discussions with the city and others. She noted that discussions can continue, but the board will have to accept the PD&E before those conversations can move forward.

The mayor noted that once the PD&E is accepted, the city could lose the ability to modify crucial elements of the plan.

Chairman Cassidy asked how THEA can work with the city while at the same time move forward and adopt the PD&E Study.

Ms. Lettelleir reiterated that acceptance of the PD&E would give staff direction to move into design and those discussions could occur - the PD&E must be accepted by the board in order to move forward.

Mr. Alvarez asked the mayor for clarification on her concerns. The mayor explained that it is the city's desire to ensure that once the Board accepts the PD&E that we can continue those discussions and the consideration of the expansion of the Convention Center and look at how Whiting flows from Water Street into the downtown area, as well as the flow numbers. Her understanding is that we cannot have discussions with the developers on the details until the PD&E is accepted, but can as a group – THEA, FDOT, and the city – to further refine the PD&E.

Mr. Frey noted that the approval of the PD&E only moves the project into design. The details will be determined at that point. With the approval of the PD&E, the City will be involved in the design discussions.

Mr. Weatherford did not see an issue with delaying for 60 days.

Ms. Lettelleir advised that staff cannot bring back design until PD&E is accepted.

Mayor Castor added that she wants to ensure that we refine what we show as a Board and as THEA before we bring it forward. She would like further discussion and opportunity to review the drawings that were just presented to the board before the board accepts the PD&E.

Chairman Cassidy asked for a clarification about what is different about the discussions that have occurred during this process versus what we are authorizing if we move forward with the PD&E today.

Mr. Slater provided some clarity, noting that the collaborative work we have done has gotten us to these concepts, and a delay would still allow us to continue to collaborate, but it would not allow us to get into some of those more advanced detailed design conversations that we do need to get to in order to make some final decisions.

Mr. Alvarez spoke in favor of the delay, noting it was only 60 days.

Mr. Frey noted that 60 days in the process will not impact the project; however, there are aspects of the project that cannot move forward without Board acceptance of the PD&E.

Mr. Barrow withdrew his second.

Mr. Alvarez amended his motion - to postpone the consideration of the PD&E for 60 days and to have it reconsidered at the August Board meeting, seconded by Mayor Castor.

The motion passed unanimously.

3. Adoption of Resolution 670 Approving the Whiting Street PD&E

Per the previous motion, this item was postponed for 60 days.

B. General Counsel – Amy Lettelleir, Esquire

1. Fiscal Year 2023 Commercial Property Insurance, Railroad Insurance and Crime Insurance

Ms. Lettelleir introduced Mr. Chris Connelly to present the proposed FY2023 Commercial Property Insurance, Railroad Insurance and Crime Insurance Coverage overview. Mr. Connelly reviewed the historical insurable values and property insurance rates, noting current rates with Zurich are 25% less than what the rates were in 2012, adding that the cumulative savings is more than \$1M over ten years. He then discussed the program renewals for the infrastructure property program, railroad liability, and crime insurance.

Mr. Weatherford asked about cyber coverage. Mr. Connelly noted that they do not currently place any cyber insurance for THEA, but it is part of a package policy you have with the Florida League of Cities.

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

Chairman Cassidy asked for clarification about the \$1M savings mentioned during the presentation. Mr. Connelly explained that the savings is the relative rate today versus where it was in 2011, so the difference between what THEA was paying in relative rate versus what you are paying now would be \$100K per year, so it's cumulative savings.

The Chairman also asked about the term of the policy. Mr. Connelly confirmed it is a one-year policy.

Chairman Cassidy questioned whether THEA would still need railroad coverage once THEA removes the tracks in the downtown area.

Ms. Lettelleir explained that we would need coverage until the tracks are removed at which point THEA could cancel.

The Chairman asked if those were the tracks along Meridian. Ms. Lettelleir replied in the affirmative.

The Chairman then asked if those were the only tracks we need to insure. Mr. Connelly explained that the policy follows the contract, so the exposure under the contract with CSX is what is picked up.

To clarify, the Chairman asked if THEA pulls up the tracks will the coverage still be needed, or do we need to consider the Gandy crossing. Ms. Lettelleir stated coverage would be needed for the South Selmon project.

The motion passed unanimously.

2. Update Policy 402 and 403.01 Operations and Maintenance Policies

Ms. Lettelleir advised that Policy 402 and 403.01 Operations and Maintenance Policies are being updated to insert “THEA” and remove “FDOT” for bridge inspections and permitting, and she asked the board for approval of the change.

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

The motion passed unanimously.

C. Operations & Maintenance – Mr. Barrow, Chairman – Anna Quinones, Staff

1. Consultant Services for the Inspection of THEA’s Structures

Ms. Quinones presented the Evaluation Committee’s final ranking of the three shortlisted firms to provide periodic inspections of THEA’s bridges and ancillary structures. Funding will come from the Operations and Maintenance budget in an amount not to exceed \$500,000.

Firm Name	Ranking
Burgess & Niple, Inc	1
MARLIN Engineering, Inc.	2
Kisinger, Campo & Associates, Corp.	3

Ms. Quinones requested the board approve the rankings and authorize and direct staff to negotiate and execute a contract with the number one ranked firm. If negotiations are unsuccessful, staff shall negotiate with the number two ranked firm. Contract is subject to review and approval of THEA General Counsel.

The Chairman asked for a motion to approve the ranking and direct staff to negotiate and execute a contract. Mr. Alvarez moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

2. THEA Right-of-Way Environmental Assessment Between the Kotfila Dog Park and 12th Street

Ms. Quinones presented an item to procure the services of a consultant to conduct an environmental assessment in THEA Right-of-Way between the Kotfila Dog Park and 12th Street. Funding will come from the Capital Budget. The request is for the Board to authorize the Executive Director to sign a Task with APTIM Environmental & Infrastructure to undertake an environmental assessment of soils and make recommendations for a not-to-exceed amount of \$52,0000 in accordance with the terms in Contract O-01219.

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

Mr. Alvarez asked for additional information regarding the need for these services.

Mr. Slater explained that THEA had previously done an assessment in the area right around the dog park, but if we want to expand our footprint of those facilities down toward 12th street, we need to do the same evaluation.

Chairman Cassidy also noted there have been discussions on using our property to the benefit of the community and before we can do that, we have to determine what the environmental issues might be.

The motion passed unanimously.

D. Audit and Finance – Commissioner Hagan, Chairman

1. Budget – Fiscal Year 2022 (July 1, 2022 – June 30, 2023)

Mr. Seward presented the highlights of the proposed FY 2023 Budget. He reported that the total estimated revenue increased by 11.75% budget over FY22 budgeted revenue. He also pointed out that a 2.5% toll indexing was applied; there was an increase of about 1.1M toll transactions; the Toll-By-Plate differential went unchanged; the Ardent Mills lease ended; and there was the addition of two new property leases.

He continued with Expenditures:

Expenditures increased by a net total of 14.14% over FY2022 budgeted expenditures; 5.63% of the increase are one time FY expenses.

Toll Operations expenditures include a 22.10% increase. This is due to an increase in Florida's Turnpike Enterprise expenses; an increase in image review costs and contractor staffing; oversight of FTE development of a new back-office system; and an increase in software licensing and IT support costs. Other expenses include an increase for in-lane equipment maintenance and an increase for tolling cabinet AC and generator maintenance costs.

Maintenance Expenditures include a 12.66% increase. The key drivers to the net increase include adding the development of Roadway Management System, Bridge Inspection Support, Bridge Management Program, and support of a contractual ITS Manager; increases in contractual maintenance costs; and an increase in expense of THEA taking over bridge inspections.

There is no change in the Communications expenditures.

Personnel Expenditures include a 7.43% increase. Key drivers include 5% annual salary COLA for all employees; 7% estimated increase in healthcare benefits; 3% increase in State mandated employer FRS contributions; addition of a third intern position and increase to intern hourly rate; and the reclassification of a vacant position for procurement support.

Professional Services Expenditures increased by 6.11%. Key drivers include an increase in outside legal support and the inclusion of corporate-wide contingency.

Administration Expenditures increased 10.17%. Key drivers include the increases in all property and liability insurance expenses, and an increase in professional development, tuition reimbursement, and conference travel.

Mr. Seward summarized the key take-aways:

- Revenue increased by 11.75%.
- Expenditures increased by 14.14%
- FY23 CIP is fully funded
- Projected to increase long-term CIP fund by \$50M
- Estimated Debt Service Ratio of 2.32 at end of FY23

The requested action to for the board to adopt the annual operating maintenance and administrative budget for FY2023.

The Chairman asked for a motion to adopt the FY2023 budget. Mr. Alvarez moved approval seconded by Bennet Barrow.

Mr. Weatherford about Full-Time Employee Equivalents and whether that is another way of saying full-time employees. Mr. Seward replied in the affirmative.

Mr. Alvarez extended his appreciation of what THEA is doing to invest in its employees.

Mr. Slater thanked the board for its support in investing in our staff.

Chairman Cassidy asked for a discussion on the cost of video tolling at an upcoming meeting to better educate board members on the technology.

The motion passed unanimously.

E. Executive Director Report – Greg Slater, Executive Director

Mr. Slater briefly discussed the task orders on the consent agenda, which represent tasks that are ongoing or that need to be available July 1 to continue advancement. These include activities such as:

- HNTB support for existing construction
- GEC and community relations activities for construction and pre-construction of the South Selmon
- Planning activities to inform our PDE program
- Traffic and revenue models
- Implementation activities of the workplan
- On-going activities for further development of our CV pilot, and
- Collaboration resources with FDOT

These task orders represent \$3,855,821 of the total \$114M budget - that includes capital and operating.

Chairman Cassidy asked the Board if there were any questions about any of the task orders on the consent agenda. There were none.

Mr. Slater then updated the Board on the Real Estate advisory services, noting that THEA has been working with outside procurement counsel and expect to have a final RFP on the street before the August Board meeting. It is THEA's intent to engage a qualified real estate advisory firm to assist in evaluating the proposed uses. Specific uses are unknown but could include various development, equity, or partnership structures or a combination thereof. Proposers will be required to identify in their Statement of Qualifications their complete suite of Advisory

Services they propose to provide and their unique, detailed approach to providing those services.

Mr. Slater continued with an update on toll transactions. In May, THEA processed 6.1M transactions, which is 14.9% higher than the same period in 2019 (pre-Covid). This was the third highest month in a row of toll transactions. He also noted that on a typical weekday in May THEA processed 217K transactions, with 152K transactions on weekend days.

Mr. Slater recalled that at the last board meeting there was a question about through traffic. He explained that the busiest section of the Selmon Expressway reported for April on the east side of Tampa is just west of 50th Street at 95K vehicles per weekday. The busiest section of the Selmon Expressway reported for April on the west side of Tampa is just east of Plant Avenue at 78K vehicles per weekday. Approximately 25K vehicles travel through both the east and west mainline gantries, and 6K vehicles travel through the Selmon West Extension and the East Mainline gantry for the whole system.

Next Mr. Slater discussed Cyber Security and THEA's focus on protecting the Authority. THEA has:

- Seven layers of protection on all our networks
- Three firewalls configured to direct valid traffic and block attacks
- Webroot scanning software running on all equipment
- Email servers configured for a balance of filtering most SPAM and allowing valid emails through
- Annual user training for all aspects of Cyber Security, as well as biennial assessments of our network protection systems
- A scheduled penetration test and more regularly scheduled online staff training

Finally, Mr. Slater gave an update on team THEA, noting that he is joining the Tampa Bay Stem Network Advisory Board. He also announced:

- Julie Aure is taking on a new role as procurement coordinator
- Judith Villegas received her Master of Engineering from the University of Florida
- Brian Ramirez is welcoming a new baby girl

Chairman Cassidy asked Ms. Lettelleir to update the Board on recent State Legislation regarding ransom. Ms. Lettelleir reported that for cyber security, the legislature passed new legislation that says municipalities/government agencies cannot pay ransom. There is an expectation that future discussion will occur because that leaves these agencies unable to negotiate/operate.

Mr. Weatherford asked about Cyber Security coverage. Ms. Lettelleir noted that THEA has \$1M coverage through the Florida League of Cities. As Mr. Connelly mentioned earlier, we can look for more, but companies are leaving the market and it's becoming very expensive.

Chairman Cassidy provided some clarification on the RFP for the (Real Estate) advisor, noting that it is to select an advisor who will help us evaluate the subsequent proposals for the next RFP. In other words, this RFP is not to determine what we should do with the property, it is to help us develop an RFP to evaluate alternatives for the use of our real estate. Mr. Slater concurred.

IV. Consent Agenda – Vince Cassidy, Chairman

A. Approval of the Minutes from the May 23, 2022, Board of Directors Meeting

B. Approval of Board Member Travel – IBTTA Global Summit – October 23-25, 2022

C. Approval of Annual Ongoing Task Work Orders – FY2023

1. ITS Master Plan Design Support, HNTB, \$100,000
2. Selmon East Ramp DB and CEI Support, HNTB, \$472,000
3. Meridian Track Removal Support, HNTB, \$80,000
4. East Selmon Paving Support, HNTB, \$60,000
5. South Selmon Community Relations and Communications Plan, Playbook, \$240,000
6. Software Modification and Testing to Support CUSIOP Interoperability, TransCore, \$53,821.56
7. Planning Support, WSP, \$100,000
8. Downtown Traffic Analysis Support, RS&H, \$100,000
9. Economic Analysis Support, CUTR, \$100,000
10. Annual Traffic and Revenue Agency Support, Stantec, \$80,000
11. Development Transportation Planning Support, HNTB \$75,000
12. Annual CPMP and Work Program Support, WSP, \$100,000
13. CPMP Procurement Support, WSP, \$30,000
14. CPMP Finance Support, WSP, \$60,000
15. GIS Support, WSP, \$75,000
16. CPMP Key Performance Indicator Support, WSP, \$170,000
17. Greenway/Facilities Urban Design Support, WSP, \$200,000
18. THEA Corridor Urban Design Traffic Support, KH, \$100,000
19. Strategic Projects/GEC Support, HNTB, \$100,000
20. Strategic Planning GEC Organizational Support, HNTB, \$100,000
21. Traffic & Revenue and New Project Sketch Level Support, Stantec, \$300,000
22. FDOT Corridors Central Office Coordination, HNTB, \$100,000
23. FDOT D7 Planning Collaboration, HNTB, \$100,000
24. System Resiliency Support, WSP, \$100,000

- 25. Emerging Technologies Support, HNTB \$100,000
- 26. Emerging Technologies Support, Yunex, \$100,000
- 27. ITS America Task Force, ITS America, \$100,000
- 28. ITS America Technical Support, HNTB \$60,000
- 29. Decision Support System – Needs Assessment and ConOps, HNTB, \$250,000
- 30. Decision Support System Performance Measures and KPIs Development, CUTR, \$150,000
- 31. Decision Support System Digital Labs and Data Hub, Yunex, \$100,000

The Chairman asked for a motion to approve the consent items. Mr. Alvarez moved approval, seconded by Mr. Weatherford. The motion passed unanimously.

V. Executive Reports

A. General Counsel – *Amy Lettelleir*

No report.

B. Chairman – *Vincent Cassidy*

1. Upcoming Meetings

- Committees of the Whole – July 11, 2022 (Cancel)
- Board Meeting – July 25, 2022 (Cancel)

- Committees of the Whole – August 8, 2022
- Board Meeting – August 22, 2022

VI. Old Business

No old business.

IX. New Business

No new business.

X. Adjournment

With no further business the meeting adjourned at 2:30 p.m.

APPROVED:  ATTEST: 
 Chairman: Vincent Cassidy Vice Chairman: Bennett Barrow

DATED THIS 22nd DAY OF AUGUST 2022.